

ACBSP™ Written Examinations Orientation



FOR THE CCSP® AND DACBSP®

ACBSP™ Written Examination Orientation

Written Exam Candidate Orientation Outline

1. Examinations
2. How to study
3. Requirements
4. Software Check - Has to be done
5. Day of Exam
6. Imaging Questions
7. Results
8. Contacts/Closing





ACBSP™ Written Examinations

1. Examinations

- Are in the Spring and Fall
 - Usually April and November
- You will get an email with your **start time** and **Exam Identification #** after the closing of software check date, subject line is "Exam Instructions."
 - CCSP® Written Exam: 200 items, 2 2-hour sessions with a 30-minute break
 - DACBSP® Written Exam: : 200 items, 2 2-hour sessions with a 30-minute break
 - Moved to Pre-test model November 2024



The Pre Test Model

The test will still comprise of 200 Multiple Choice questions.

1. 170 of those questions will be scored for your passing score, and 30 of the 200 will be a pretest model.
 - a. This allows the ACBSP to gather information for the psychometrician and our Written exam committee to get the data for a fair and reliable question.
2. The 30 Pretest Items will not be used in the calculations of your passing score. They are scored to gain psychometric information to make sure that the future exams and questions are reliable and the test that you are taking today is the same “strength” for all future exams
3. It is the gold standard in testing today,
4. No matter how you score on the Pretest questions it won't affect your passing score.
5. You won't know the questions that are pretested.
6. When you look at the test plan on the ACBSP website it will reflect the % amount of each question subject matter that will be on the test, and that % will not change even with the pretest model. The Test Plan should be used to help guide you in your studying.

How To Study



CCSP® Resources:

Test Plan:

<https://www.acbsp.com/wp-content/uploads/2024/09/CCSP%C2%AE-Test-Plan-starting-2024-with-only.pdf>

Reading List:

<https://www.acbsp.com/wp-content/uploads/2022/04/ACBSP-2021-Reading-list-CCSP-Reading-List-UPDATED.pdf>

DACBSP® Resources:

Test Plan:

<https://www.acbsp.com/wp-content/uploads/2024/09/DACBSP-test-plan-Commencing-in-Novmeber-2022-w-only.pdf>

Reading List:

<https://www.acbsp.com/wp-content/uploads/2022/04/ACBSP-2021-Reading-list-DACBSP-Reading-List-UPDATED.pdf>



How To Study

Certification Maintenance Requirements:

<https://www.acbsp.com/certification-maintenance/>

CCSP® Handbook: <https://www.acbsp.com/wp-content/uploads/2022/11/CCSP-HANDBOOK-11-2019.pdf>

DACBSP® Handbook: <https://www.acbsp.com/wp-content/uploads/2021/07/DACBSP-Handbook-1-2020.pdf>



Requirements Needed to Test

1. **A COMPUTER WITH A CAMERA AND A PHONE WITH A CAMERA.**

- **MUST** have a computer that is **WINDOWS-BASED** or a **MAC**. A Chromebook **WILL NOT WORK** with the software.

2. Prior to the exam, download and install the lock down browser:

- <https://weblock.fasttestweb.com/FastTest/browserlockdown/app - /weblock/download>
- You must be using a computer on which you have the **ability to install software** (commonly called “admin rights”). WebLock must run on the computer in order to open and take the exam.

3. You must be in a **location with a strong internet connection**, as you will be streaming video. A hard-wired internet connection to your computer or laptop is the safest and most reliable connection to the internet and exam.

4. You must take the exam in a **location with no corporate or institutional firewalls**, as this could adversely affect your test-taking experience and proctoring. We encourage you to take your exam on a private network (e.g. at home).

5. When you log in for the exam, you must show the proctor your valid photo ID and have access to your exam identifier number. You have received the exam identifier number from the ACBSP™ national office in the email with your exam start time Subject “Exam Instructions.”)

Requirements



6. Phones:

- **Have a charger or external battery**, so that it can stream video for the entirety of the exam.
- The smartphone must be **set to silent**.
- Your phone **must have a camera** and should be placed on a phone stand so the proctor will have a stable video view of both you and your desktop during the exam.

7. Computers

- **Close all applications running on your computer**, especially those with communication or video functionality (e.g. **Skype and Zoom**), before you go to <https://ascproctor.com/>
- Have the **charger for your computer**. The exam has two 2-hour segments with a break in-between.
- If you have double monitors, you can only use one of them so you will have to disable the second monitor and your single monitor will have the Weblock installed on it

8. Take the **exam in a room where no one else has access** during your exam.

9. Your **desk must be free of debris**.

- **Allowed: computer, cell phone, cell phone holder, government-issued photo ID and your exam letter** (which provides your exam identifier number,) a clear plastic water bottle **WITHOUT** a label and a **blank** piece of **scratch paper** (which must be destroyed prior to completing each session of the exam.)

Requirements



- You **MAY NOT**
 - Wear a watch
 - Access any electronics (computer/cell phone may only be used for exam completion)
 - Use any type of headphones
 - Use Double computer monitors
- You **MAY USE** (all items will be inspected by the proctor upon check-in)
 - Foam earplugs
 - Blank piece of scratch paper (must be shredded) and pencil
 - Clear, plastic water bottle **WITHOUT** a label



Requirements



WebLock Installation:

- <https://weblock.fasttestweb.com/FastTest/browserlockdown/app - /weblock/download>

WebLock Installation Assistance

- MAC: <https://www.youtube.com/watch?v=fuo9Zfe1V6c>
- Windows: <https://www.youtube.com/watch?v=MJGW4HGVdPw>

Firewall Restoration Assistance:

- <https://www.youtube.com/watch?v=jYRjci6v-aw>



Software Check

You **MUST** complete the software check prior to the actual exam, it should take about 15 minutes.

- Ensures you are familiar with the process
- Ensures that your technology is compatible with the requirements
- This is not graded, but must be done to allow you to take the real exam

It will be offered one - two weeks before the spring and fall exams

- You will be able to register to take it during the software check window dates
- you will receive an email with a link to register for it. It is a software check and test procedure.
- Must follow all requirements to take the actual exam (ie: login with a proctor, computer with camera and phone with camera, etc...)



Software Check

To Start the Software Check process:

- Have your current government-issued photo ID ready
- Go to <https://ascproctor.com/>
- Click on 'Select School/Organization Name'
- Click on *American Chiropractic Board of Sports Physicians™* (ACBSP™)
- Complete the form and click "Start Chat." A live chat with the MonitorEdu proctor will begin.
- You will be asked for your ID. After approval, the proctor will assist you in getting set up for monitoring.



Exam Day - Expectations

-Each proctor will be working with several people during the check-in process. Please be patient and the proctor will get to you. This process may take over 15 minutes in some cases.

-Candidates are welcome to show up 15 minutes prior to the actual scheduled exam time. This allows candidates to work with the proctor to ensure WebLock is functioning properly and work through anything unexpected that may arise when getting started.

-IF YOU HAVE WAITED FOR THE PROCTOR FOR **15 MINUTES PAST YOUR START TIME** ON THE DAY OF THE EXAM, PLEASE CALL THIS NUMBER: 808-382-6472

EXAM DAY - PROCEDURE



To Start the Exam:

- Go to: <https://ascproctor.com/>
 1. Have your current government issued, photo ID and Examination Identifier Number ready.
 2. Click on 'Select School/Organization Name.'
 3. Click on *American Chiropractic Board of Sports Physicians™ (ACBSP™)*
 4. This will launch a "Tawk" chat screen. Complete the requested information on the screen.
 5. You will then start a live chat session with the MonitorEdu live proctor.
 6. You will be asked for your identification information. After approval, they will walk you through the process on how to get set up for monitoring.
 7. After setup is complete and a connection has been established, the proctor will provide you with your test link and test code.
 8. Start your exam.

You will be able to chat with the proctor during the entire exam. The proctor is your best resource if anything unexpected occurs. The proctor may only answer technology related questions, they may not answer any questions related to exam content.



Exam Day – Submission of Exam

Answer **ALL** questions **BEFORE** clicking the “**YES**” button at the end of each section.

- You will **NOT** be allowed to go back to answer/change answers once you click the “**YES**” button.

Once you finish this section, you will be unable to return to it later to change your answers. Are you sure you are done with this section?

YES

NO



Imaging Questions

This is what the page will look like initially for imaging questions

- **Click on the Blue "Case #"** to open the image and question

Notice that the page numbers are at the top of the page

A screenshot of an exam interface. At the top, there is a grey bar containing several icons: a pencil, a blue circle with a white 'i', a '2/4' indicator, and a blue square with a white '5'. Below these is another blue square with a white 'i' and a white square with a black '5'. Below the grey bar, the text 'Case 1' is displayed in blue, underlined, with a red arrow pointing to it from the right. Below this, there is a paragraph of text: "ACBSP exams now include several items with images. These are available as a high-resolution pop-up. Click the link above to open an example image." At the bottom, a note reads: "Note: You may need to move the image and use the scroll bar with larger images to see all views of the study."

Imaging Questions

- The blue "Case #" will expand to look similar to this
- Answer the question with the best possible answer
 - You **WILL** be able to **SCROLL** on the page to see the image
 - You will **NOT** be able to expand the image unless you are taking the exam on a touchscreen device

Notice that the page numbers are at the top of the page

The screenshot displays a medical exam interface. At the top, there are navigation icons and page numbers: a pencil icon, a question mark icon, a '2/4' indicator, and a '5' in a blue box. Below this, a 'Case 1' link is visible. The main content area shows a question: '5. This is a sample image question only.' followed by four radio button options: 'Broken leg', 'Broken neck', 'Broken arm', and 'Broken knee'. To the right of the question is a window titled 'Case 1' containing a blue-tinted X-ray image of a human hand and forearm. The X-ray shows a clear fracture in the radius of the forearm. The window has a close button in the top right corner.

Results



-The ACBSP™ will notify you of your results within 6 weeks. Often it is sooner because of computer based testing.

-You will receive an email from the ACBSP™ National Office with your results. The subject will include "Exam Results."

-You will also receive a survey from the National Office after the examination. The Examination Committee uses this data to improve the candidate exam experience.

- **We are listening, please take the time to fill out the short survey!!!**



Who To Contact

If you have questions **LEADING UP** to the exam:

- Email: info@acbsp.com
- Call: 888-358-3088

If you are having issues on the **DAY OF THE EXAM:**

- Call: 808-382-6472
- IF YOU HAVE WAITED FOR THE PROCTOR FOR **15 MINUTES PAST YOUR START TIME** ON THE DAY OF THE EXAM, PLEASE CALL THE ABOVE NUMBER.

Closing



1. Candidates will receive an email with the recording of this meeting and the PowerPoint from the National Office (info@acbsp.com.)

2. Questions please email the National Office, Examination chair or written exam co-chair

3. Contacts

- Examination Committee Chair: Dr. Scott Vanina (examchair@acbsp.com)
- National Office: info@acbsp.com

Thank You



Have a great test, and good luck!