

# ITE

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## IN-TRAINING EXAMINATION ADMINISTRATOR'S MANUAL FOR RESIDENCIES AND FELLOWSHIPS

**Revised: October 2025**



THE AMERICAN BOARD OF  
ANESTHESIOLOGY

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## INTRODUCTION

Thank you for your assistance in ensuring the In-Training Examination (ITE) is securely administered to your residents or fellows. This manual will provide you the information you need to prepare for and administer the ITE online at your residency or fellowship program site. Please thoroughly review this manual in preparation for the exam administration. Please also have it available while you are administering the ITE.

As the ITE administrator for your residency or fellowship program, you are responsible for conducting the exam in strict compliance with the regulations outlined in this manual to ensure all examinees receive the same opportunity to demonstrate their levels of knowledge and competence.

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### ABA Office

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### Technical Support

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#### Department

Internet Testing Systems (ITS)

#### Phone

(800) 514-8494

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[support@testsys.com](mailto:support@testsys.com)

## 2026 ITE ADMINISTRATION DATES AND TIMES

The ITE and subspecialties will take place on the dates below:

Exam Name	Code	Exam Date(s)	Registration Window	Late Registration Window
ITE-Anesthesiology	ITE-A	Feb. 5-9	Nov. 3-30, 2025	Dec. 1-Dec. 15, 2025
ITE-Critical Care Medicine	ITE-CCM	March 12-14	Jan. 19-Feb. 19, 2026	-
ITE-Pain Medicine	ITE-PM	March 19-21	Jan. 19-Feb. 19, 2026	-
ITE-Pediatric Anesthesiology	ITE-Peds	Feb. 19-21	Dec. 1-19, 2025	-

Non-standard exams will be emailed to the program two weeks before the first exam date. ITE-A will consist of 200 questions, and examinees will have four hours to complete the exam.

Each subspecialty ITE will consist of 150 questions, and examinees will have three hours to complete the exam.

## ADMINISTRATION SUPPORT ON EXAMINATION DAYS

Our staff will be on call for the ITE-A from 8 a.m.-5 p.m. ET. Staff will be on call for ITE-SUBS from 8 a.m.-5 p.m. and 8 a.m.-3:30 p.m. ET on Saturday

ITS Technical Support will be available to answer any questions you may have regarding the software, computer system requirements or other technical issues Monday through Friday, 8 a.m.-6 p.m. ET, and Saturday 7 a.m.-3:30 p.m. ET.

## STAFFING

As the residency or fellowship program's ITE administrator, you are responsible for the overall administration of the exam and assuring that all pre- and post-exam activities are completed.

In addition to at least one designated proctor, the following staff should be identified and scheduled to support the exam administration activities:

- Technical Support Coordinator (TSC) to ensure that all exam administration computer system requirements are met.
- Additional proctors as needed to help on the day of the exam, depending on the number of candidates, the layout of the computer center, and a relief proctor. The number of proctors used is at the complete discretion of the ITE administrator.

**We are not responsible for any payment for proctor services.**



**The ITE must be administered on-site at your residency or fellowship program. Remote administration is not allowed. Failure to comply with this policy will jeopardize future ITE administrations at your training program.**

## ITE ADMINISTRATOR'S RESPONSIBILITIES

The ITE administrator is responsible for ensuring the ITE is administered in strict compliance with the requirements and procedures specified in this manual. The duties of the ITE administrator are to:

- personally receive and promptly act upon all ABA communications;
- personally create and complete seat assignment form (Appendix C);
  - I. **NOTE: Please email [exams@theaba.org](mailto:exams@theaba.org) if you need assistance.**
- become oriented with the ITE delivery software;
- ensure the system check has been successfully performed prior to the exam date on all computers that will be used to deliver the ITE;
- ensure the secure browser has been successfully downloaded and placed on all computers that will be used to deliver the ITE prior to the administration date;
- launch the secure browser on all exam computers on each day you administer the ITE;
- ensure the exam room's physical layout creates a positive working environment in which examinees can feel comfortable and do their best work while also securing the integrity of the exam;
- assign examinee seating at exam computer stations, using the seat assignment form (Appendix C);
- create a seating chart for each exam administration that clearly and accurately shows the physical layout of the exam room and the seating arrangement of the examinees during the exam, including their proximity to

- each other (see page 7 for an example seating chart);
- plan the time schedule for admission and dismissal of examinees;
- start and end the exam session on time, and monitor the progress of examinees throughout the exam session;
- ensure each examinee is proctored at all times;
- complete an irregularity report (Appendix D) to document any exam irregularities; and
- store all post-exam materials securely for one year.

## TECHNICAL SUPPORT COORDINATOR RESPONSIBILITIES

The Technical Support Coordinator (TSC) has primary responsibility for assuring all computers used for the ITE administration can securely and successfully deliver the exam. The TSC should be knowledgeable about the exam site's operating systems, browser versions, processors and virus checker, and should understand the network design at the exam site.

### The duties of the TSC are to:

- ensure that internet connection speed is sufficient to deliver the exam by completing and successfully passing the system check (see Appendix A);
- complete the secure browser download and launch on each workstation prior to the exam (see Appendix A);
- be available on exam day(s) to resolve any technical problems that may occur;
- remove the secure browser from each workstation following completion of the exam at your location; and
- designate one or two backup computer workstations for immediate use for any issues that may arise during the exam.



**Laptops may be used for the exam if each laptop has a hard-wired connection and successfully passes the online system check.**

## ASSIGNED SEATING AND SEATING CHARTS

All programs must use pre-assigned seating when administering the ITE. We must be able to verify the location of each examinee during the exam administration in case questions of irregular exam behavior arise during or after the exam administration. Seat identification codes must be provided with corresponding names for all examinees (see the ITE seating chart on page 6 and the ITE session roster on page 9).

Because each institution's computer center will be laid out differently, we ask that you designate one computer station as Seat #1 and proceed to seat examinees next to each other in the order designated on their seat assignment form (see Appendix C).

Judgment should be used to determine the adequate level of detail necessary to document examinee seating; however, examinee names and corresponding seat identification codes must be clearly indicated. Below is an example of the appropriate level of detail to provide on the ITE Seating Chart. A blank seating chart can be found in Appendix E, or you may create your own seating chart as long as it includes all required information.

### Online ITE Seating Chart

Program Name: SINCLAIR UNIVERSITY      ITE Administrator's Name: DONNA HENRY

Program ID: 100-999      Exam Date: 2/28/13      Exam Start Time: 8:00 AM      Exam End Time: 12 NOON

Exam Location: MEDICAL SCHOOL COMPUTER LAB - ROOM 215F

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The seating chart is a hand-drawn diagram of a computer lab. It features two main clusters of desks. The left cluster consists of four rows of five desks each. The right cluster also consists of four rows of five desks each. Several desks are labeled with numbers: #1, #2, and #3 are in the bottom row of the left cluster; #7, #8, and #9 are in the second row from the bottom of the left cluster; #4, #5, and #6 are in the second row from the bottom of the right cluster; and #10 is in the top row of the right cluster. At the bottom of the chart, there are several labeled areas: 'REGISTRATION DESK' is written vertically on the left; 'ADMINISTRATOR'S COMPUTER' is written with an arrow pointing to a desk in the right cluster; 'STORAGE FOR BELONGINGS' is written with an arrow pointing to a long desk at the bottom right; and 'RESTROOMS' is written with an arrow pointing to the right.

## PRE-EXAMINATION SYSTEM CHECK AND DOWNLOAD

The ITE system check (see Appendix A) should be successfully performed on all workstations before proceeding to any other step. There is no need to run the video check, as the ITE will not include any video items. If you encounter any issues during the system check, please contact the ITS technical support group or your institution's IT department.

The ABA will send the designated contact the username and password for the secure browser download (See Appendix A) at least two weeks prior to the exam. The TSC/IT Support should download the secure browser on each workstation well in advance of the day of the exam and launch it. If they are able to successfully launch the browser and pass the system check, they are ready for testing. The proctor credentials are only needed to print the roster and log into the secure browser on test day.



**Failure to complete these activities before the exam day may jeopardize the successful administration of the ITE at your residency program or fellowship site.**

## NON-STANDARD EXAMINATIONS

You will be notified by the Assessment Delivery team two weeks prior to the first day of the exam week if one of your residents or fellows has been approved for a nonstandard exam accommodation.

Please email us at [exams@theaba.org](mailto:exams@theaba.org) as soon as possible if you believe that one or more of your residents or fellows applied for nonstandard exam accommodations, but you have not yet heard of their approval. Our staff will work with the ITE administrator to ensure that any approved accommodations are made available to the examinee.

## ALTERNATE TESTING LOCATIONS

If one of your residents or fellows needs to take the exam at another location, you will need to receive approval from the residency program or fellowship site hosting the resident or fellow. **You MUST change the resident's and/or fellow's testing location in the RTID after getting approval from the hosting site.** Please send an email to [exams@theaba.org](mailto:exams@theaba.org) and provide the resident's and/or fellow's name, program ID, ABA ID, and the test center name and ID where the resident or fellow will examine. Our staff will be on call for ITE-A from 8 a.m.-5 p.m. ET. Staff will be on call for ITE-SUBS from 8 a.m.-5 p.m. and 8 a.m.-3:30 p.m. ET on Saturday.

## ON EXAM DAY

### SETTING UP COMPUTER WORKSTATIONS

Please arrive at the exam room with enough time to launch the secure browser on **each** workstation that will be used to administer the ITE before examinees arrive. You should have already completed the system check and secure browser download and launch as part of your pre-exam preparation activities. If these activities have not yet been completed, please do so as soon as possible (see Appendix A).



**You should leave the Examinee Login screen open on each workstation before the exam session begins.**

Exams will open at 12:01 a.m. ET, on the start date and close at 11:59 p.m. ET, on the end date.

It is important to note that once an examinee has logged into the exam, their time has officially begun. They will not be able to revisit their exam on another day. **Once they log in, they only have the allotted four hours for ITE-A and three hours for ITE-Peds, ITE-CCM and ITE-PM to complete the exam.**

For technical problems with the ITE during the exam administration, please call ITS technical support at **(800) 514-8494**.

### ADMITTING AND SEATING EXAMINEES

Provide each examinee with one copy of the ITE examinee instructions (see Appendix B) along with the seat assignment form (see Appendix C) for them to review prior to starting the exam. Instruct each examinee to write their name and ABA ID number at the top of the ITE examinee form.

Examinees may use the back side of the ITE examinee instructions as scratch paper during the exam. **All forms must be collected at the end of the exam and securely stored for one year.**

To gain entrance to the exam, **each registered examinee must present a government-issued photographic form of identification (e.g., valid driver's license, military ID, passport, state ID)**. Only those examinees that can be identified by a photographic form of identification are to be admitted to the exam.

Mark examinees as present on your session roster and ensure that the examinees sit at the workstations to which they have been pre-assigned. It is important that you complete a new roster for each session. Page 9 is an example of the appropriate level of detail to provide on your roster. A blank Session Roster can be found in Appendix F.

You may create your own roster as long as all the required information is included.

Once you receive your username and password for the secure browser download, you may also print a roster from the ITE site readiness page.



Examinees will only need their **photo identification, examinee instructions, seating assignment form and two writing utensils** for the exam.

**We will permit examinees to use noise-reduction headphones or earplugs if the proctor performs a thorough inspection of the headphones or earplugs and documents the examinee's name and ABA ID on the irregularity report form.**

## ADMITTING LATE EXAMINEES

An examinee that has been delayed may be admitted to the exam at the sole discretion of the ITE administrator. If you admit an examinee after the designated starting time of the exam, it is your responsibility to remain with the examinee for the full time allotted for the exam (four hours for ITE-A and three hours for ITE-SUBS). If you cannot remain with the examinee for allotted time (four hours for ITE-A and three hours for ITE-SUBS), the examinee may be rescheduled for another time during the ITE administration window. The exam officially begins once an examinee has logged into the exam. They only have the allotted four hours for ITE-A or three hours for ITE-SUBS to complete the exam.

## ANSWERING QUESTIONS REGARDING EXAMINATION ITEMS

Do **not** answer any questions regarding exam content. If an examinee thinks an exam item is incorrect, instruct the examinee to answer the item to the best of their ability with the information provided. Assure the examinee that the item will be identified in a report to the ABA and, if faulty, will **not** be included in scoring. Email an irregularity report form to report such questions to us at [exams@theaba.org](mailto:exams@theaba.org) immediately following the exam administration.

## PERMITTING ABSENCE FROM THE EXAMINATION ROOM

**USE OF RESTROOMS:** At centers where one exam room is used, examinees are permitted to go to the restroom unescorted, one at a time. If two or more examinees leave the exam room at the same time, the ITE administrator or other designated proctor **must** accompany them. At centers where more than one exam room is used, no examinee may go to the restroom unescorted.



**Initiating or receiving telephone calls is not permitted by candidates during the exam session.**

**PERMANENT WITHDRAWAL:** If an examinee **must** withdraw permanently from the exam, collect the examinee's seat assignment form and instructions, enter an explanatory note on the session roster and the irregularity report form, and email these items to [exams@theaba.org](mailto:exams@theaba.org) immediately after the exam administration.

**EARLY DISMISSAL:** Examinees who finish the exam early are permitted to leave the exam room one at a time. You should instruct the examinees to raise their hand when they are finished.

Be sure to collect their ITE examinee instructions and their seat assignment form. **It is important that you confirm their computer is completely logged out of the exam system.**

Remind examinees who leave early to be considerate of those who are still working and refrain from making noise while gathering their personal belongings and while outside the exam room.

## SUPERVISION DURING THE EXAMINATION

The ITE administrator and any other designated proctors should stay alert for any unusual movements by examinees and monitor the conduct of the examinees by walking around the exam room unobtrusively.

Examinees are not permitted to use written notes or make written notes of the exam content. The back side of the ITE instructions for examinees may be used as scratch paper for any written work necessary for answering a specific question.

The ITE instructions for examinees page **must** be returned to the proctor at the conclusion of the exam.

## HANDLING EXAMINATION IRREGULARITIES

The ITE administrator and program director are responsible for assuring the integrity of the exam administration process at their exam site. Every effort must be made to avoid exam irregularities during the administration. Please report any irregular behavior that you observe or that has been reported to you during the administration to [exams@theaba.org](mailto:exams@theaba.org) as soon as possible.

**EXAMINEE'S DISRUPTIVE BEHAVIOR:** If the conduct of an examinee interferes with the testing environment for other examinees and the examinee fails to respond to a warning, click the **PAUSE** button on the examinee's screen and escort the disruptive examinee from the exam room. Leave a proctor to oversee the remaining examinees. Once the distraction has been removed from the room, log the examinee out of the exam and record the incident on the irregularity report form.

**EXAMINEE'S IRREGULAR BEHAVIOR:** Irregular behavior that occurs during an exam includes the following:

- Copying answers from another examinee, permitting answers to be copied, or in any way providing or receiving unauthorized information about the content of the exam.
- Any conversation by or between examinees.
- Possessing notes or making notes on anything other than the back of the ITE instructions for examinees.
- Bringing an electronic device (e.g., smart phones) to the exam and/or if the electronic device goes off.
- Possession of firearms, weapons, or other dangerous or hazardous devices or substances that are prohibited from the premises.

**COPYING, GIVING OR RECEIVING INFORMATION:** If anyone observes and/or is made aware of behavior that indicates that an examinee is copying answers from another examinee, permitting their answers to be copied, or providing or receiving unauthorized information about the content of the exam, the following actions should be taken:

- It is important that you allow the examinee to continue the exam session.
- Confirm the observation with at least one other person.
- Email us immediately after the exam at [exams@theaba.org](mailto:exams@theaba.org) to report the incident.

- Complete and send the irregularity report to us via email. Include the following information in your report:
  - I. Training program name and number.
  - II. Time and duration of the incident.
  - III. Item number that the examinees involved were working on at the time of the observation (if possible).
  - IV. Identity of all involved examinees by name, identification number and seat number.
  - V. Indicate whether each involved examinee was aware of the incident and why you believe this to be so.
  - VI. A diagram of the precise seating arrangements and spacing among those involved.
  - VII. Signatures and detailed written statements from the observing proctors.

**CONVERSATION BETWEEN EXAMINEES:** If a proctor observes a conversation occurring between examinees during the exam administration, the examinees should be warned to immediately stop all conversation. They should also be advised that they are in violation of the regulations for the exam. All such incidents should be reported on the irregularity report form.

**POSSESSING NOTES OR MAKING NOTES:** If an examinee possesses notes or is observed writing on anything other than the back of the ITE instructions for examinees as scratch paper, describe the incident in the space(s) provided on the irregularity report form, and return the report to us with any materials/notes confiscated from the examinee.

**USE OF ELECTRONIC DEVICES:** Electronic devices are not permitted in the exam room. If the examinee brings an electronic device into the room, the proctor should collect the device and file an irregularity report. If the examinee uses the electronic device, or if the electronic device makes a noise, the examinee has forfeited the exam. The administrator should select the **PAUSE** button on the examinee's screen and escort the examinee from the exam room. The examinee should be told that they are in violation of the rules and regulations for the exam. Once the examinee has been removed from the room, log the examinee out of the exam. Any such incidents must be reported using the irregularity report form.

**FIREARMS, WEAPONS, AND OTHER DANGEROUS OR HAZARDOUS DEVICES OR SUBSTANCES:** These items are prohibited from the premises, regardless of any lawful state or federal license, certificate, or permit to possess such items elsewhere. The examinee should be told that they are in violation of the rules and regulations for the exam. Should you not feel comfortable escorting the examinee from the room, you may call security to escort the examinee. Any such incidents must be reported using the irregularity report form.

**DISRUPTIONS AND INTERRUPTIONS:** External disruptions such as construction noise, fire alarm, activity in an adjoining room, hallway/corridor noise or internal disruptions such as room temperature, defective lighting and examinee noise may cause distress and distraction to examinees during the administration of the exam and may cause interruption of the exam. Disruptions should be handled as quickly as possible with minimal disturbance to examinees.

- Send a proctor out to disperse hallway/corridor noisemakers.
- Request that adjoining room activity be relocated.
- Contact building administration if a non-emergency fire alarm is prolonged.

- Indicate on the irregularity report form any disruptive situation that occurs, especially if it involves interruption of the exam.

**EMERGENCY EVACUATION:** As ITE administrator, you should establish a plan for evacuating the exam room in case of an emergency (e.g., fire or prolonged power failure). For security reasons, the plan should include instructions to the examinees to click their PAUSE button on their computer, along with instructions for exiting and returning to the exam room. If possible, the room should be locked during the evacuation. To maintain the integrity of the exam, the administrator and proctors should monitor the examinees during the evacuation to minimize communication among the group.

**OTHER EMERGENCIES:** If you experience a problem for which no solution is provided in this manual, continue the exam administration as scheduled and immediately contact the ABA.

## TEXT FOR ADMINISTERING THE EXAM

### STARTING THE EXAM

After all examinees have been admitted and seated, please read aloud the following statement:

*“Has everyone registered at the desk and received an ITE examinee instructions form and examinee seat assignment form? If you have not, please do so now.*

*If you have an electronic device stored in any area in the exam room, it is imperative that it is turned off completely and stowed away in the area designated for personal belongings.*

*If it makes a noise during the exam, or if you are observed using an electronic device at any time during the exam – even in the hallways or the restrooms – your exam will be invalidated, it will not be scored and you will be escorted from the exam room.*

*If you have mistakenly brought an electronic device into the exam room, please raise your hand now and it will be collected. Be sure the device is completely turned off. Watches with audible alarms must be deactivated at this time.*

*Smoking, drinking and eating are not permitted in the exam room. If you need to consume food or beverages during the exam, you **must** leave the exam room to do so. You will be asked to click the **PAUSE** button while you leave the room. You should be aware that your exam time will continue to elapse; you will not be allowed extra time for your absence.*

*The restrooms are located (**give the location of the restrooms closest to the exam room**). Only one person at a time will be allowed to use the restroom. If you need to use the restroom, please raise your hand and wait for the ITE administrator to allow you to leave your computer station. You must click the **PAUSE** button before leaving for the restroom.”*

**After all computer workstations have been cleared of electronic devices and other personal effects, you may read aloud the following statement:**

*“Please place your examinee identification number in the space provided on your examinee instructions form. If you do not know your identification number you may find it in the upper right corner of your seat assignment form.*

*You may use the back of the examinee instructions form as scratch paper; this form will be collected at the conclusion of this exam.*

*Your seat assignment form will be collected now.”*

**(Once everything has been collected except the online instructions for examinees sheet, you may continue.)**

*“Please verify that the examinee login screen is displayed on your screen.*

**(If someone does not have this screen, the administrator (or proctor) should re-launch the secure browser.) Once all examinees are online, continue with the instructions.**

*Please carefully read and follow all the instructions on the examinee instructions form.*

*To begin, enter your registration ID (from your instructions for examinees form) and last name, and click the submit button. This will take you to the welcome screen. From the welcome screen, you will be taken through the rules of conduct and will be asked to agree to its terms.*

**IMPORTANT: Please remember to raise your hand for any questions, to use the restroom and when you are finished with your exam. Never leave your computer until the proctor has advised that you may do so.**

*Remember, once you have started your exam, the clock is started and you will have (four hours to complete the ITE-A) (three hours for the ITE-SUBS). You may now begin your exam.”*

## **AFTER THE EXAMINATION**

As each examinee finishes their exam, please be sure the computer has returned to the examinee login screen.

Collect the online instructions for examinees form from each examinee at the conclusion of their exam, regardless of whether it was used as scratch paper. Be sure the examinee identification number is noted at the top of the online instructions for examinees form. Notes of any kind may not be taken out of the exam room.

Securely store the following administration materials for one year:

1. Rosters
2. Seat Assignment Forms
3. Seating Chart(s)
4. Instructions for Examinees Form

Should any questions arise concerning the validity of resident’s score (either by the resident, the program or the ABA), we will request the appropriate materials from the program to conduct a thorough investigation and analysis. At the conclusion of the year, please be sure to securely destroy [shred] all post exam materials.

**Please return the irregularity report form(s) via email to [exams@theaba.org](mailto:exams@theaba.org) as quickly as possible following the incident, but no later than Friday, Feb. 27, 2026, for the ITE-A. The deadline for ITE-SUBS irregularity reports will be communicated in your pre-exam email communications.**

## APPENDICES

### APPENDIX A: PERFORMING SYSTEM CHECK & DOWNLOADING SECURE BROWSER

Any questions regarding system functionality should be directed to ITS technical support. Technical support is available Monday through Friday, 8 a.m.-6 p.m. ET. On Saturday, technical support will be available 7 a.m.-3:30 p.m. ET.

**Phone:** +1 (800) 514-8494

**International Phone:** +1 (443) 573-8399

**Email:** [support@testsys.com](mailto:support@testsys.com)

#### SUBSCRIBE LINKS PER EXAM

<https://testsys.statuspage.io/>

“Testing Event: 2/5/2026-2/9/2026” for ITE-A

“Testing Event: 2/19/2026-2/21/2026” for ITE-Peds

“Testing Event: 3/12/2026-3/14/2026” for ITE-CCM

“Testing Event: 3/19/2026-3/21/2026” for ITE-PM

#### EMERGENCY EXAM-DAY TECHNICAL SUPPORT

If there is a known technical issue on exam day, technical support will post updates at least every 15 minutes to the blog at [support.testsys.com](https://support.testsys.com). Visit [support.testsys.com](https://support.testsys.com) prior to testing day, and click on the subscribe link next to “**Testing Event: Different Dates for Other Exams**” to subscribe via text and/or email to receive proactive notifications on exam day.

#### BEFORE THE EXAMINATION DAY

If there is a known technical issue on exam day, technical support will post updates at least every 15 minutes to the blog at [support.testsys.com](https://support.testsys.com). Visit [support.testsys.com](https://support.testsys.com) prior to testing day, and click on the subscribe link next to “**Testing Event: Different Dates for Other Exams**” to subscribe via text and/or email to receive proactive notifications on exam day.

#### 1. Perform the System Check

The system check must be completed on each computer used on the exam day **at least two weeks before the exam**. The system check will help diagnose potential issues with computers and internet connections and ensure that all of the computers you will be using to administer the ITE meet the minimum system requirements that our exam delivery vendor, ITS, currently supports. If possible, request support from your IT department in running and interpreting the system check results. If there is any information you do not understand in the system check, we encourage you to contact ITS technical support.

The minimum system requirements for Windows and Mac have changed as follows:

- **Windows:** Windows 10+ and Microsoft Edge are required. The latest version of Windows products can be downloaded from the [Microsoft Download Center](#).
- **Mac:** Mac OS Catalina 10.15.7+ and Safari 15+ are required. The latest version of Mac products can be downloaded from the [Mac Support](#) site.

**Please follow the instructions presented below to run the system check:**

- Go to the ITE site: [aba.programworkshop.com](http://aba.programworkshop.com)
- Select the “Check Readiness” tab across the top of the screen.
  - I. If you are the first user who accesses the readiness page at the WAN IP address, you will be taken a screen to enter your username to link the device to your institution. Please click on the “Skip this step” link to go the “Check Readiness” page.
  - II. If the WAN IP has been previously associated with one or multiple institutions, you will be taken to a screen where you can choose the institution that is associated with you from the drop-down list. Please click on the “Skip this step” link to go the “Check Readiness” page.
  - III. If the device has been previously associated with an institution, you will be directly taken to the “Check Readiness” page.
- Click on the “Run system check” button.
- Fill in the fields on the screen (optional) and press “Run Check.”
- The system check will launch automatically.
- Once the system check is complete you will know if there are any issues that need to be addressed for the testing software to run properly on the testing day.
- After fixing the issues, re-run the system check a second time by clicking on the “Run Again” link located in the small menu on the top of the screen. After running the system check a second time, you should receive a screen showing that the computer now meets all the system requirements to run the testing software.

## 2. Download the Secure Browser



**The secure browser must be downloaded and launched on each computer used to deliver the ITE at least one day before your program administers the exam. The secure browser blocks all other activity on a workstation and prevents test takers from accessing web sites and other programs while taking the exam. You may find it helpful to read through these instructions completely one time before beginning the setup processes for each workstation.**

- Go to ITE site: [aba.programworkshop.com](http://aba.programworkshop.com)
- Click on the “Download Secure Browser” tab.
- Follow the on-screen instructions to download the secure browser.
- Save the secure browser to the desktop.
- **Virtual machines are not allowed.**
- Once the browser has been downloaded, we recommend launching it to confirm that there are no conflicts with local or network settings. If an error occurs, contact technical support to remedy the issue. We strongly encourage that this is done prior to test day.

### 3. View the Roster Report

Be sure to check your roster for accuracy and completeness prior to the exam day. You will not have access to this site until you have received the Proctor email containing your login information and the testing materials.

- Go to: [aba.programworkshop.com](http://aba.programworkshop.com)
- Enter your username and password in the login box in the center of the screen. Then, click “LOGIN”.
  - A. Your username and password to login to the ITE site is:
    - I. **Username:** Proctor email address
    - II. **Password:** ABA2026
- Go to the roster component on the left side of your screen and check the roster for accuracy. You can print the Roster or download it to an Excel file. Please contact us with questions regarding the roster.

### 4. Subscribe to Exam-Day Support Notifications

If there is a known technical issue on exam day, technical support will post updates at least every 15 minutes to the blog at [support.testsys.com](http://support.testsys.com). Proctors are encouraged to visit [support.testsys.com](http://support.testsys.com) **before the event** to subscribe via text and/or email to receive proactive notifications on exam day. To subscribe, click on the subscribe link next to “**Testing Event: Different Dates for Other Exams.**”

## ON THE EXAMINATION DATE

### 1. View the Final Roster Report

Follow the instructions above to view the final roster report.

### 2. Secure Browser and Proctor Login

The secure browser should already be installed on all workstations. Before the residents or fellows arrive to take the ITE, the proctor(s) will go to each computer and double click on the secure browser icon to launch the secure browser. You may be prompted with the security warning: “Are you sure you want to run this software?” Uncheck the box, “Always ask before opening this file,” and click “Run”. This will open the proctor login screen. Enter your login information and click LOGIN. You will then proceed to the examinee log in screen. **This process will need to be completed on every computer prior to residents’ or fellows’ arrival.**

A screenshot of a web interface for proctor login. On the left, under the heading 'PROCTOR LOGIN', there are two input fields: 'Email' and 'Password', with a blue 'LOGIN' button below them. On the right, under the heading 'ADMINISTERING TESTS', there is a list of four numbered steps and a 'Notes' section. The steps are: 1. The proctor will login using their email address and password. This step can be completed before candidates arrive. 2. The candidates login using a Registration ID from the roster report. 3. Upon successful login, the candidates will be presented with a link to start their test. 4. The browser will automatically close at the end of the test. The notes state: 'Notes: If the candidate does not agree to the Candidate Rules of Conduct at the beginning of the test, their test will shut down and their registration will be closed. A new registration would be required for the candidates to be able to take the test.'

### 3. Resident or Fellow Log In

Residents or fellows will need to log in with their registration ID and last name exactly as it appears on the roster and seat assignment form. They can then begin the exam. Sample roster and examinee login:

#### Feb. 5-9, 2026 Examination Session

Last Name	First Name	Test Name	Registration ID
Chase	Anna	2026 ITE	2026_120023434
Johnson	Jonathan	2026 ITE	2026_120000235
Swanson	Irene	2026 ITE	2026_120897533

### 4. Monitor Examinees' Testing Progress (Optional)

- On the proctor workstation, go to [aba.programworkshop.com](http://aba.programworkshop.com)
- Log in with your email and password.
- Go to the roster component.
- Click on the "Testing Today" tab.
  - This page displays today's testing activity at your location. Only examinees who have started testing will be shown, please refer to the roster tab for examinees who have not started testing.
  - Records are sorted first by last name, alpha ascending, then by first name, alpha ascending.
  - This page refreshes once per minute.
  - Use the filter icon to search specific examinees.
  - The mouse over for the "Answered" value shows the following information for the test the examinee is currently taking.
    - # of questions answered
    - # of questions skipped
    - # of minutes remaining

Last Name	First Name	Test Name	Registration ID	Answered	Location in Test
Chase	Anna	2023 ABA In-Training Examination - 2023 ABA In-Training Examination	2023_120023434	7%	Questions 18 of 200
Johnson	Jonathan	2023 ABA In-Training Examination	2023_120000235	4%	Questions 25 of 200
Swanson	Irene	2023 ABA In-Training Examination	2023_120023434		

## APPENDIX B: EXAMINEE INSTRUCTIONS

Distribute these instructions during check-in on the exam day.

Name: \_\_\_\_\_ Examinee ID Number: \_\_\_\_\_

You will be taking the ABA's In-Training Examination (ITE) today. The login screen shown below should be open on your workstation. If it is not, please notify your proctor.

A screenshot of a web-based login form. The title is 'LOGIN WITH REGISTRATION ID'. There are two input fields: 'Registration ID' and 'Last Name'. Below the fields is a blue button labeled 'LOGIN'.

When instructed to do so by your proctor:

1. Enter your registration ID in the first box. Your Registration ID is: **2026\_#####** where “#####” is replaced by your Examinee ID number. **If you do not know your ABA ID number, it is included on your Seat Assignment Form.**
2. Enter your last name **exactly as it appears on your seating assignment form** in the second box and click the “LOGIN” button. This will take you to a **welcome** screen.

The welcome screen will display a “**Start Test**” link, which you will click to launch your exam. (This does not start your exam time.)

The next screen is a title screen that displays the message, “Welcome to The American Board of Anesthesiology In-Training Exam.” Advance to the next page by clicking the **NEXT** button in the lower right corner.

The **rules of conduct** page will be displayed. You must read and select **AGREE** to acknowledge that you are the examinee and that you accept and agree to be bound by the terms and conditions of this agreement. Advance to the next page by clicking the **AGREE** button in the lower right corner.

You will be taken to a **key features** page which provides you with information about the navigation buttons and other supported functionalities in the exam.

Once you have reviewed the items on the key features page, click the **NEXT** button at the bottom of the screen. **Then, your first exam question will appear and your time will begin.** A timer will appear at the top right of the screen to help you monitor your time.

On the **review** page, you will see all items in the exam, but you can also choose to only view incomplete items by clicking the “Review Incomplete” button or only view marked items by clicking on the “Review Marked” button in the lower left corner of the review page. To navigate to any item, click on the item number. You can also use the “Go to Question” box in the lower right corner of the review page. You may also place your cursor in the box, type in the number of the item you wish to go to and click **ENTER**.

## APPENDIX C: SAMPLE SEAT ASSIGNMENT FORM

Distribute this seat assignment form during check-in on the exam day and collect prior to exam start time. Please write your examinee identification number (ABA ID number) at the top of this page. You may use the back side of this page as scratch paper during the exam.

### SEAT ASSIGNMENT FORM

NAME: \_\_\_\_\_  
Last, First, Middle

ID NUMBER: \_\_\_\_\_

EXAM START TIME: \_\_\_\_\_ PROGRAM ID: \_\_\_\_\_

EXAM DAY: \_\_\_\_\_ SEAT NUMBER: \_\_\_\_\_

TEST CENTER PROGRAM ID: \_\_\_\_\_

The above ID number will be used to identify your answer materials for scoring. **Your ID number MUST BE properly recorded on ALL MATERIALS.** Failure to accurately record your ID number will result in delay of scoring. Please review this entire form carefully. This form will be collected by the proctor **before** the start of your examination session.

Your signature acknowledges that you have read and agree to the Rules of Conduct stated below.

\_\_\_\_\_  
Signature

### RULES OF CONDUCT FOR THE IN-TRAINING EXAMINATION

You **must not**:

- bring calculators, computers or devices with memory capability, books, papers, or memoranda of any kind to the examination site.
- falsify information required for admission to the examination or impersonate another examinee.
- attempt to observe the computer screens of other examinees.
- copy the answers of another examinee, permit answers to be copied, or in any way provide or receive unauthorized information about the content of the examination while it is in progress.
- take any examination material or memoranda from the room.

You **must terminate** the examination immediately upon instruction by the proctor to do so.

You **must** abide by the proctor's instructions at all times.

**Any copying** of questions, including memorizing questions and later reproducing them, constitutes copyright infringement. All examination materials are the sole property of The American Board of Anesthesiology, Inc. (ABA) and are not available for review by examinees before or after the examination. Examinees found to have violated the copyright protection by engaging in the above activities, or in some other manner, will be subject to disciplinary actions by the ABA, including disqualification of this examination and from the ABA examination system for a period of time to be determined by the ABA.

The ABA enforces its copyright of each examination question to the full extent of the law. The security of this examination is vital to the fair grading of the examination and is of paramount importance to the ABA.

Failure to abide by these rules of conduct during this examination may result in disciplinary actions by The American Board of Anesthesiology. Statistical analyses may be used to verify observations or reports of suspected irregularities in conduct.

# APPENDIX D: SAMPLE IRREGULARITY REPORT FORM



## ABA In-Training Examination

### Irregularity Report Form

Examination Name: \_\_\_\_\_

Examination Date: \_\_\_\_\_

Test Site: \_\_\_\_\_

City and State: \_\_\_\_\_

### Description of Irregularity

Candidate Name	Candidate ID #	Please provide a detailed description of the irregularity you witnessed. Include time of irregularity and name(s) of testing staff who verified the irregularity, if possible.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

