



PAE STUDENT INSTRUCTIONS FOR WEB BASED FORMAT

The Program Assessment Exam (PAE) is a standardized tool, which allows surgical technology program faculty and staff to measure the knowledge you, as a student, acquired while attending the surgical technology program. Although this test may identify personal areas of strength or weakness, it is not intended to be a practice for the national certification exam.

Please pay careful attention to the instructions and directions your instructor will review before the beginning exam. Be sure to ask any questions that you may have before the exam begins as you will not have the opportunity to ask them during the exam. . In case you need to take a bathroom break, raise your hand and the instructor will minimize the computer screen and maximize it upon your return. All personal articles must be left with the instructor when you enter the room to take the exam. If you have technical difficulties, please notify the instructor immediately.

At the conclusion of all verbal instructions and questions the instructor will give you the password in order to enter the exam. The instructions must be exactly followed:

1. Go to www.astpae.org

A screenshot of the AST Program Assessment Examination website. The page has a white background with a black border. At the top, the text "Association of Surgical Technologists" is in a large, blue, serif font, followed by "Program Assessment Examination" in a smaller, blue, sans-serif font. Below this is a table with two columns: "Information for Educators" and "Information for Students". The "Information for Educators" column lists several PDF links: "PAE Frequently Asked Questions (PDF)", "PAE Application (PDF)", "PAE Disclosure Form (PDF)", "PAE Web Instruction Manual (PDF)", "PAE Written Instruction Manual (PDF)", "2005 PAE 5th Edition Stats (PDF)", "PAE Top 20 (PDF)", and "PAE National Stats for 2004-2007 (PDF)". The "Information for Students" column lists "PAE Student Instruction Sheet (PDF)" and "PAE Study Guide". Below the table, there is a line of text: "Acrobat Reader (free to download) is required to view PDF files" with a small Adobe Acrobat Reader logo. Below that, another line of text: "PAE Web Based Test requires Internet Explorer or Mozilla browsers with cookies enabled" with small logos for Microsoft Internet Explorer and Mozilla. At the bottom, the text "Enter PAE Web Based Testing Area" is written in a purple, serif font, with two red arrows pointing towards it from the left and right. Below this text are the administrative and technical contact information: "Administrative Contact: Michele Frey, Office: 1-800-637-7433 ext. 2514" and "Technical Contact: Hyung Lim, hlim@ast.org". At the very bottom, the text "(c)2004 Association of Surgical Technologists" is written in a small, black, sans-serif font.

2. Click on Enter PAE Web Based Testing Area as shown in the above picture between the 2 red arrows.

3. Type the 4 digit school identification number, a dash, and the last 4 digits of your Social Security Number (arrow (a) below) (for example: 1234-5678).

Please log on to:
Program Assessment Examination

ID: ← (a)

Password: ← (b)

4. Type the password in lower case letters (For example: “password” as shown in the above picture (arrow (b))).
5. Click on Begin as shown in the example below:

Cover
Program Assessment Examination
0 of 150 questions answered.
Date: 8/13/2008 Time: 16:11:37P.M.

YES, I want to take the test now:

Take me to the test

NO, I don't want to take the test now:

I want to take the test later

6. Click on the answer to each question. If for some reason the computer malfunctions please start back at step 1.
7. Click the arrow to move to the next question or back to the previous question.
8. When finished, click “cover” button at the bottom left of the screen and the following screen will appear:

Cover
Program Assessment Examination
1 of 150 questions answered.
Date: 8/15/2008 Time: 8:38:26A.M.

NO, I haven't finished the test yet:

Take me back to the test

I want to come back and finish later

YES, I've finished taking the test, and I want to record my answers:

Show me how I did

Record my results and exit

