



PROGRAM ASSESSMENT EXAM (PAE) INSTRUCTION MANUAL
WEB-BASED EXAM

- Please keep a copy of this manual for reference.

Prior to the exam . . .

AST will email a password for exam access two (2) days prior to exam date. If the proctor does not receive the password one (1) day prior to the exam date, contact AST immediately at 800-637-7433 ext 2514, or mfrey@ast.org.

Once the password is received, it must be kept confidential and in a secure place until the exam is administered. The password will be activated on the exam date to prevent access to the exam prior to the test date.

The proctor must sign and return the PAE Disclosure Form. The form must be received by AST prior to administration of the exam.

If the exam date is canceled (due to inclement weather, natural disaster, etc.) notify AST as soon as possible. An alternate exam date must be scheduled and the exam administered within seven (7) days of the original exam date. The exam will be locked until the new date is determined and will not be available until that date.

If the programs computers are down, please notify AST to extend your testing date to the next business day or if there is a computer malfunction that is fixed on the same day, the student may log back into the exam using the same password and identification as before.

During the exam . . .

The proctor must stay with the students at all times during the exam.


PLEASE READ CAREFULLY THE INSTRUCTIONS BELOW.

- 1) Please have all students enter the web www.astpae.org via Internet Explorer or the latest version of Firefox. If your student uses Netscape, they will get a Javascript error message. See picture below for the screen that they should see once they get to the web site.


Association of Surgical Technologists
Program Assessment Examination

Information for Educators	Information for Students
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) PAE National Stats for 2004-2007 (PDF)	PAE Student Instruction Sheet (PDF) PAE Study Guide

Acrobat Reader (free to download) is required to view PDF files



PAE Web Based Test requires Internet Explorer or Mozilla browsers with cookies enabled



[Enter PAE Web Based Testing Area](#)

Administrative Contact Michele Frey Office: 1-800-637-7433 ext. 2514	Technical Contact Hyung Lim hlim@ast.org
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- 2) The students will then click on Enter PAE Web Based Testing Area as indicated by the red arrows above.
- 3) Once the student's clicks on the above link, the screen on the next page will appear.

Please log on to:

Program Assessment Examination

ID: ← (a)

Password: ← (b)

- 4) The students will enter the ID which is the programs four digit pin number (1234), a dash and the last four digits of the student's social security number (ex: 1234 -5678), as shown above (arrow (a)). Next the students will type in the password as given in the e-mail prior to testing shown above (arrow (b)). All students in the program will have the same password. They will then click on Continue.
- 5) On the next screen, shown in the example below, the students will click on Begin. The students will begin the examination.

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:

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

- 6) E-mail mfrey@ast.org the time that the students begin the test and the number of students taking the exam. If students are absent the day of the exam, the program will need to also email the next desired testing date and student(s) ID so that the ID can be reset for the rescheduled testing date.

Once the exam has begun, questions cannot be answered.

Any students caught talking, cheating, or causing disruption, must be excused from the room and prohibited from finishing the exam.

Only one student may leave the room at a time. While a student is out of the room, the proctor must minimize the computer screen and stand next to the student's computer until the student returns.

Following the exam . . .

If a student is unable to take the exam (due to illness, family emergency, etc.) notify AST immediately following administration of the exam at mfrey@ast.org . You will need to provide the student(s) ID number along with a new testing date. Any student missing the exam must complete the exam within seven (7) days of the original exam date.

PAE reports will be sent via United States Postal Service within 4-6 weeks after receiving exam scores. If your program has not received their reports by 8 weeks please contact AST immediately and request a report. **Any reports not requested by 12 weeks post testing date, a \$50.00 fee will be charged for each additional request for a PAE report.**

PAE DISCLOSURE FORM

- *Please sign and return to AST prior to exam administration. You may fax the disclosure form to 303-804-2290.*

I understand the policies and procedures explained in the PAE Instruction Manual. I agree to follow and enforce each requirement. I understand that if required policies are not followed, exam scores will not be provided by AST. I agree to conduct the handling and administration of this exam with honesty and confidentiality. Violation in any way may result in suspension from exam access which will, in turn, affect compliance with accreditation standards.

Proctor Name Printed: _____

School Name (Do not use abbreviations): _____

City, State: _____

Proctor Signature: _____

Total Number of Students Taking the Exam: _____

Date: _____