

ASSOCIATION OF SURGICAL TECHNOLOGISTS, INC

PROGRAM ASSESSMENT EXAM (PAE)

Your program's PIN# (school code) is: _____

This may have changed from last years PIN# .

PLEASE CAREFULLY READ THE INSTRUCTION MANUAL!

If you did not receive a return shipping label in your package, please email mfrey@ast.org or call 1-800-637-7433 ext. 2514.

If you should have further questions or concerns, please do not hesitate to call or e-mail Michele Frey, PAE Coordinator at the above telephone number and e-mail address.

All items should be mailed to:

Association of Surgical Technologists

6 West Dry Creek Circle, Ste. 200

Littleton, CO 80120

PAE DISCLOSURE FORM

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

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 (no abbreviations please):

Address: _____

City, State and Zip: _____

Proctor Signature: _____

Date: _____

Total number of students testing: _____

PROGRAM ASSESSMENT EXAM (PAE) INSTRUCTION MANUAL WRITTEN EXAM

- Please keep this manual for your reference.

Prior to the exam . . .

AST will ship testing information and exams to arrive at least three (3) days prior to exam date.

Once the exam(s) is received, it must be kept confidential and in a secure place until it is administered.

If the exam date is canceled (due to inclement weather, natural disaster, etc.) notify AST immediately. An alternate exam date must occur within seven (7) days of the original exam date.

During the exam . . .

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

Once the exam is distributed and has begun, questions cannot be answered.

Any students caught talking, cheating, or being disruptive, 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 collect all exam materials 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. Any student missing the exam must complete the exam within seven (7) days of the original exam date. Please send back all test booklets and scantron sheets as soon as all students have completed the exam.

The proctor must collect *all* exam booklets and scantron answer sheets by the end of the exam session.

All exam booklets, *all* scantron answer sheets, and the PAE Checklist must be returned to AST immediately following the exam using the prepaid FedEx Return Shipping Label, and received by AST no later than fourteen (14) working days following the exam unless a student was absent the day of the exam.

***Reproduction of the exam by photocopy, memory, or any other means is illegal, unethical, and strictly prohibited. Violation may result in suspension from exam access which will, in turn, affect compliance with accreditation standards.**

PAE reports will be sent within 6-8 weeks after receiving exam scores via United States Postal Service. If your program has not received their reports by 9 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 PAE report that is requested by a program director.**

INSTRUCTIONS FOR THE PROCTOR

When the proctor is ready to begin the exam, follow the steps below.

1. Read the following verbatim to the students:

“Please hold all questions until the end of my introduction. Today you will be taking the Association of Surgical Technologists’ “Program Assessment Exam”. This exam is used to determine how well the surgical technology program at [name your school here] has prepared you for entry into the surgical technology field and also to see how well you retained what you have learned. You will be able to see what areas that you may need further study or may have mastered. Outcomes of this exam are also used to determine program compliance with accreditation standards. Individual results of this exam are kept confidential. You will receive your exam score directly from [name your school here] in approximately sixty days.

Cellular phones, pagers, and any other electronic devices must be turned off and left at the front of the room during administration of the exam. Personal belongings must also be left at the front of the room. If you need to leave the room at any time during the exam, please raise your hand and I will gather your exam materials and dismiss you. You must sign the sign-out sheet if you leave the room at any time.

Talking, cheating, or otherwise being disruptive during the exam will result in forfeiture of the exam and dismissal from the room. If, at any time during the exam, you feel there has been misconduct by you, another student, or myself, you can contact the Association of Surgical Technologists to report an incident.

The exam consists of 150 multiple choice questions. Mark only one answer for each question. When you finish the exam, please raise your hand and I will gather all exam materials prior to your exiting the room. Once I pass out the exams, no talking is allowed. Are there any questions?”

Answer all questions and then distribute exam.

2. Instruct students – Scantron Answer Sheets:

- a. Using a #2 pencil, fill in the first 9 blanks of the box in the upper left hand corner with the: **1)** 4 digit program identification number (PIN), **2)** leave a space (box), and **3)** the last four digits of their social security number and fill in the corresponding ovals underneath. If the student is a foreign exchange student and does not have a SSN#, instruct the student to fill in the four digit program identification number, leave a space (box), and fill in 0002.
- b. **Have the student fill out their name in the ovals on the scantron sheet. Have the student write in their home address (complete home address, city, state and zip) in the subject area of the PAE scantron sheet and the students home telephone number in the phone number area of the scantron sheet.** Do not have the student fill out the test form or exam number. **This is to be left blank.**
- c. The student needs to completely fill in (within the ovals) each answer they select on the scantron sheet.

- d. Test booklets are **not** to be written in.
 - e. Students may begin the exam.
3. Following exam, collect all exam materials and follow AST procedures for returning the exam.