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## Certification Examination in Family Medicine

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### SAMP Software Tutorial

This document is intended to assist candidates to familiarize themselves with the features and functions of the Prometric computerized examination delivery software that they will be using on examination day.

While every effort is made to ensure the details in this document match the actual examination tutorial, the possibility exists that updates or upgrades may occur that have not made it to publication in this document prior to the administration of the examination.

Take the time provided to review the tutorial at the beginning of the examination. The time dedicated to reviewing the tutorial at the beginning of the examination appointment is separate from the time allotted to answering questions. Closing the tutorial early or rushing through the tutorial will **not** give you more time to answer questions. Not familiarizing yourself with the features and functionality of the interface could result in costly user errors that cannot be undone.

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## Exam Structure:

This component of the examination consists of one content section.

You will have a total of 4 hours and 15 minutes (255 minutes) to complete a series of SAMPs that will be presented to you in random order. This examination has been designed to include sufficient time to allow you to step away to take a small rest should you choose to do so. There is no "break" indicator on the exam, so should you choose to take a rest, there will be no buttons you need to hit.

Note: The timer will continue to count down while you are away from your workstation.

*Timing will be adjusted for candidates with special accommodations according to the agreed plan.*

### **Before you begin:**

You are strongly encouraged to take these dedicated few minutes to review the entire tutorial before starting the examination. The tutorial provides an overview of the functionality of the examination delivery platform and the features available to you.

You will not gain testing time by closing the tutorial early.

To view this information again at any time during your examination, click on the "Information" icon at the bottom of the screen. Note that time spent revisiting the tutorial after you start the examination will be deducted from your overall exam time.

## Using the Mouse



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

## Navigating Through the Exam

Click the Next button displayed at the bottom of the screen to move to the next screen or question. Click the Back button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.

The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.



- The current question will be indicated by an arrow-shaped numbered button.



- For all attempted questions, the numbered button will appear darker in colour.



- For all unattempted questions, the numbered button will remain the original colour.

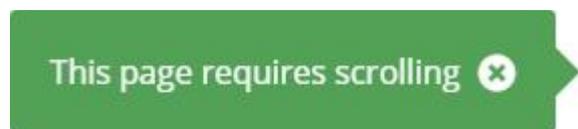


- Flagged questions will show a flag icon on the numbered button.



## Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

## Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section of this examination is allocated a specific amount of time, including the Tutorial.

There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of overall time remaining for the full exam appointment.

The Progress Bar in the top right corner shows you how much of the exam content you have completed for the entire exam.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

## Flagging Questions

You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the Flag button displayed at the bottom of the exam screen.



Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the Flag button again to remove the flag.



## Short Answer Management Problems (SAMP)

Basic information regarding the presentation of the patient will be provided on the left-hand screen. A series of questions will follow from each scenario and appear on the right side of the screen. Click the Case icon to return to the scenario after viewing images or reference materials.

### Candidate Instructions:

1. When relevant, the setting in which you are practicing will be described.
2. You can answer most questions in ten words or less. Answer fields are limited to 99 characters. Your answers should easily fit within this limit.
3. Where appropriate, the number of desired responses will be indicated for each question. The corresponding number of answer fields will be provided.
4. Write only one answer in each answer field, subsequent answers in the same answer field will not be considered. No credit will be given for responses which exceed the number of requested responses.
5. When ordering laboratory investigations be SPECIFIC. For example, CBC, electrolytes, lipid profile and arterial blood gases are not acceptable; you must list the specific indices/test you would like for that question.  
i.e.,
  1. hemoglobin
  2. white blood cell count
  3. potassiumUrinalysis is an acceptable answer.
6. When ordering other investigations, be SPECIFIC. For example, ultrasound is not acceptable, you must specify abdominal ultrasound.
7. When listing medications, the use of generic names or trade names will be accepted.
8. Give details about procedures/maneuvers ONLY IF DIRECTED TO DO SO. For example, you do not have to describe Murphy's sign.
9. When providing values or measures, only Systeme Internationale (SI) units will be accepted.
10. Avoid abbreviations which are not commonly used, and which may not be clear to an examiner.
11. If your answer to a question is "none", you MUST type "none". Do not leave the answer box empty.

Most candidate errors arise from failing to read the question carefully. Every question is different. It may help you to highlight key features in the scenario provided, and key words in the question, to assist you in providing exactly what is being requested.

### Resources available:

A table of normal laboratory values

A basic calculator

## Comments

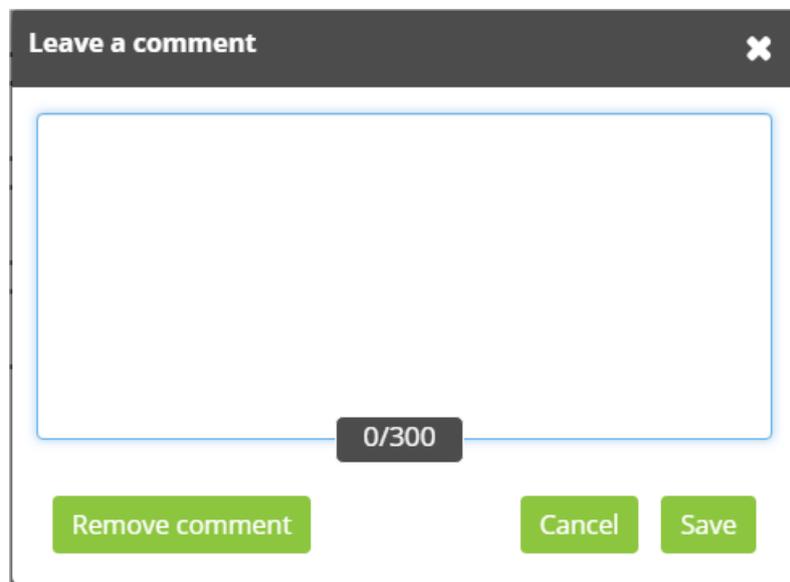
If you wish, you may leave a comment about any question by clicking the comment icon at the bottom of the page.



Important things to note:

Comments entered here are used only for quality improvement purposes for future exams. They will not be used for marking purposes.

No extra time is given for providing comments; you should only comment after completing the examination, if you have time remaining.

A dialog box titled "Leave a comment" with a close button (X) in the top right corner. It features a large text input area with a blue border. Below the input area is a character count "0/300". At the bottom, there are three buttons: "Remove comment" (green), "Cancel" (green), and "Save" (green).

## Using the Calculator

A calculator is available for your use on every item in the exam. This calculator is similar to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

## Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality.

Open the PDF Viewer within the exam

Within the appropriate item, click on the relevant source material to open the PDF Viewer.

Navigating through the PDF Viewer



You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" tab (1) and select a page to view.

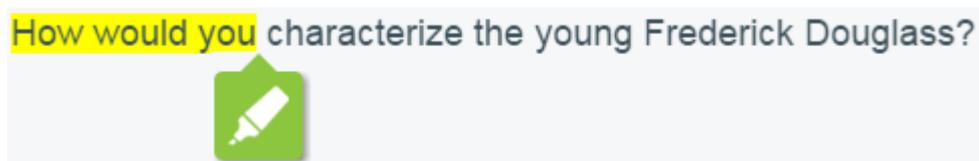
Other Functions of the PDF Viewer

- Pan (2) - Click and drag to pan around the document.
- Zoom In/Out (3) - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Highlight - To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

## Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button, as shown in the image below, that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.



The highlight feature cannot be applied to text within the answer options.

## Section Review

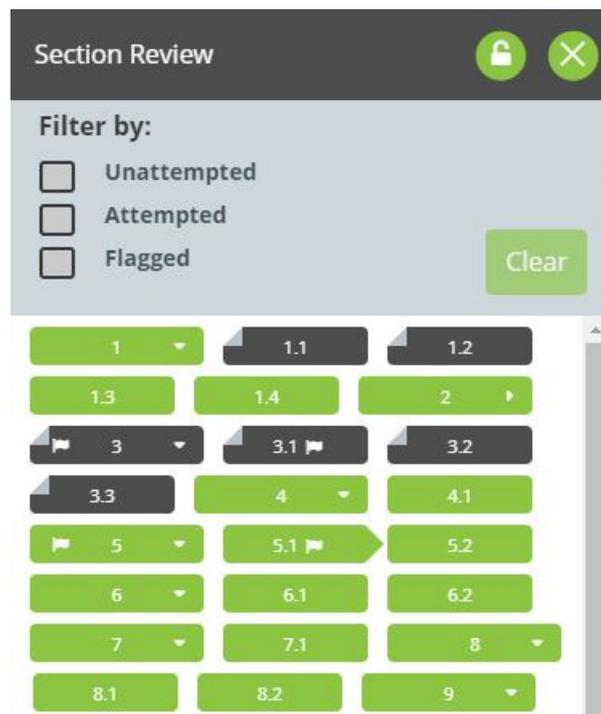
During the examination, you can review the status of all questions in a current exam section using the grid icon located at the bottom left corner of the exam screen.



To navigate directly to a question, click the corresponding numbered icon.

Click the whole number with the arrow  to expand or collapse the case.

Click the question number  to navigate to the question.



You may also filter your view by unattempted, attempted and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.

## Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the Finish Section button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select "Yes, I would like to finish this section" to submit your answers for that section and progress to the next section.

After completing and reviewing the last section of the test, you can finalize the testing section by clicking the Finish Test button in the top-right corner of the screen and confirming you would like to finish the test.

If you click Finish before you are ready to submit your answers, and you still have time remaining, select "No, I would like to return to this section".

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

## Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the "Back" button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the 'Start the Test' button to exit the tutorial and begin the examination.