TEST ADMINISTRATION INFORMATION -- BEFORE, DURING, AND AFTER TESTING

Beginning in the fall 2013, the Board of Pharmacy Specialties (BPS) began administering its examination via Internet-based testing provided by Castle Worldwide (Castle). This document details information on Internet-based testing and specific BPS testing policies. Additional information on Internet-based testing, managing test anxiety, test taking tips, and test day instructions can be found on Castle's website on the BPS Client Page.

BPS Client Page
https://www.castleworldwide.com/cww/take-a-test/entry/board-of-pharmacy-specialties

In addition to reviewing the online information and this document, please carefully read and save:

- The notice to schedule (NTS) and confirmation emails you receive from Castle and
- The standard information on test administration on Castle's website.

BPS CANDIDATE’S GUIDE
The BPS Candidate’s Guide is intended for use by pharmacists who are interested in being certified as specialists by the Board of Pharmacy Specialties (BPS) in any of the BPS-recognized specialty practice areas. The guide provides information on BPS certification processes: eligibility requirements, application procedures, examination administration, annual registration, and recertification.

BPS Candidate's Guide
http://www.bpsweb.org/specialty-exams/candidates-guide/

BPS SAMPLE TEST AND THE SCIENTIFIC CALCULATOR
In order for candidates to become familiar with the look and feel of the online scientific calculator that will be used during the pharmacy specialty examinations, BPS has prepared four short sample items that you can access through the link below. Before you begin, we recommend using Internet Explorer or Mozilla Firefox to view the sample test.

If you are using Internet Explorer or Mozilla Firefox on Windows 8, then you must first switch to desktop mode.

BPS Sample Test
http://www.castleworldwide.com/pass/demos/BPS_Demo.asp

The items on the sample test are not necessarily specialty specific and are meant only to provide an opportunity to use the online calculator. You can also use the calculator to work through other calculation problems on your own.

Please note: You will not receive a score on the sample test. The purpose of this sample test is to demonstrate the online examination delivery tool and scientific calculator. You may access this sample test as many times as you like. The sample test is not a study guide.
ONLINE EXAMINATION DELIVERY TOOL, THE SMART TIMER, AND THE CASTLE SAMPLE TEST

BPS specialty certification examinations are delivered via secure Internet connections. Internet connections are subject to the local Internet providers in the area. While it is not the norm, Internet connections can, on occasion, be lost momentarily during an examination testing appointment, requiring the proctor to log you back into your examination. If your Internet connection is lost during your examination testing appointment, inform the proctor immediately and the proctor will assist you in logging back in to your examination.

Your examination and its answers are saved each time you navigate to another item. If a proctor logs you back into the examination, you will resume at the first unanswered question (the last question you were viewing). If you have finished answering all items, then you will return to the first question on the examination. Remember, your answers to examination items are not lost if you lose the connection to the Internet.

In addition, the examination uses a smart timer. Your examination timer adjusts for the Internet connection in your testing center to ensure that you were allowed the full testing time. In addition, the smart timer accounts for delays in page loads or loss of Internet connections so that you never lose examination time. If the Internet connection is lost during your examination testing appointment, the smart timer stops so you do not lose testing time.

Please note: as the smart timer adjusts for Internet connection, delays in page loads, and loss of Internet connection, the "clock time" of your testing appointment may be longer than the "smart timer time" of your testing appointment.

Before you take your examination, it is recommended that you familiarize yourself with Castle’s online examination delivery tool by viewing the Testing Instructions and taking the free Sample Test. Before you view the sample test, make sure to check your computer’s system set-up using Castle’s System Requirements.

Testing Instructions
https://www.castleworldwide.com/cww/take-a-sample-test/testing-instructions/

Sample Test
https://www.castleworldwide.com/cww/take-a-sample-test/

System Requirements
https://www.castleworldwide.com/cww/take-a-sample-test/system-requirements/

ADMINISTRATION OF THE EXAMINATION /SCHEDULE

Initial certification candidates are permitted a total timed testing period of five (5) hours, scheduled as follows:

- Examination part 1 (100 multiple-choice items): two hour and thirty minute testing period
- Optional break: Up to 45 minutes
- Examination part 2 (75 multiple-choice items): One hour and 52.5 minute testing period.

Recertification candidates are allowed a 2.5 hour testing period to complete the 100-item multiple-choice recertification examination. Recertification candidates will have the option of a morning or afternoon administration.

Candidates are reminded that they should arrive at the test site at least 15 minutes in advance of their scheduled examination testing appointment time.
If you are taking the certification examination, you will have an optional break between part 1 and part 2. Please note:

- Upon submitting part 1 of the examination, you may choose to break for up to 45 minutes.
- Candidates may leave the testing area and access personal belongings during the scheduled break. This is the only time you are allowed this courtesy during the examination testing appointment.
- Upon returning from the break, candidates will be required to repeat the check in process before beginning part 2 of the examination.

ADMINISTRATION OF THE EXAMINATION / BREAKS
You may take a break during your examination testing appointment to go to the restroom or to get a drink of water. Please raise your hand and wait for a proctor to authorize you to take a break before standing up or leaving the examination room. Please note:

- Only one candidate at a time may take a break.
- You must stay in the designated break areas and may NOT leave the testing area.
- You may not make up the exam time you use while taking a break and your exam timer will continue to expire.
- You may NOT access any personal belongings during a break.
- Please limit your breaks to only what is necessary. Taking multiple breaks and/or long breaks may be viewed as suspicious and may be reported to Castle.
- If you require multiple or extended breaks due to health reasons, please contact Castle immediately so they may give you instructions on how to request reasonable accommodations.

INCLEMENT WEATHER AND CANCELLATION
Castle will attempt to contact candidates in the event of a test site closure due to inclement weather in order to reschedule their examination testing appointments. As sites close, emails are issued to the candidates impacted notifying them of the closures, and Castle’s website is also updated with this information.

Test Site Closures and Delays
http://www.castleworldwide.com/mainsite/ibtsites/site_closings.aspx

If a test site is officially closed, candidates will not be charged a rescheduling fee. If a test site is open and the candidate does not keep his or her appointment, the candidate forfeits all fees. If your test site is closed, please contact Castle to reschedule your examination testing appointment.

EXAMINATION ADMINISTRATION ISSUES
BPS and Castle make every effort to ensure that examinations are administered in safe and secure environments under standardized conditions. A candidate who believes that his or her examination administration substantially deviated from normal testing procedures may – within a limited time period – request a review of the examination administration procedures.

To request a review of an examination administration issue, please take these steps:

- Notify BPS in writing via fax at 202.429.6304, attention: Examination Administration Appeal or via email at info@bpsweb.org no later than five days after the examination was taken.
- Provide clear, detailed, and accurate information on the deviations from normal testing procedures, and indicate the reason(s) for the appeal.
- Provide your full name as it appears on the confirmation email, as well as the examination administration date and location.

A reconsideration and appeal process is available to individuals seeking a redress of an action by BPS. All requests must be made in writing. The process and procedures for appeal are available on BPS' website or upon request from the BPS office.

**BPS Website**
http://www.bpsweb.org

**SCORE REPORT PORTAL /ACCESSING SCORES**
When scores are released to candidates, you will receive an automated email from info@bpsweb.org prompting you to logon to your MyBPS account to retrieve your scores.