RITE

Residency In-service Training Examination

Institution Preparation Guide and Proctor's Manual

2025 Test Dates

February 6, 7, 8, 9, 10, 11

AAN Headquarters
201 Chicago Avenue
Minneapolis, MN 55415

Email RITE questions
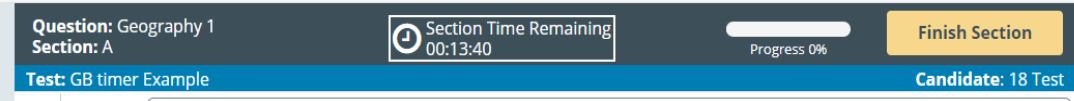TheRITE@aan.com

Timeline to Prepare for Testing

Be sure to review the timeline and computer preparation steps as described in this *Proctor's Manual* well in advance of the exam administration week. This *Manual* details how to prepare residents for the web-based test, the materials needed, and how to monitor (or "invigilate") residents during exam administration. **Do not wait until testing day to prepare for administration**.

ADVANCE PREPARATION	Target Date
Update Program Director and Program Coordinator contact information in AAN. • Log in to your AAN account to verify all contact information is current and correct so you can access the RITE registration site and will receive RITE communications. • If you are a new Program Director, Program Coordinator, contact AAN Member Services at MServices@aan.com for assistance in setting up an AAN account and linking your contact information to your program.	September 20, 2024
Verify residents have completed the AAN membership process prior to RITE registration. • Verify resident member status before registration opens so they can be registered at the member rate. • Contact the AAN Member Services team at MServices@aan.com if you have questions about a resident's member status. *NOTE:* Refunds will **NOT** be provided if you register a resident at the nonmember rate and then complete membership application/dues.	September 20, 2024

Register residents for the RITE September 24 – December 6, 2024. • Visit the [RITE webpage](#) to register your residents. Select the green button *Register Residents* to access your program's RITE registration webpage. • Register all of your residents at once. Once you have paid for your registrations, you cannot re-enter the registration site to add more residents. If you have a last minute add or cancellation, contact AAN at theRITE@aan.com. • Verify that the program numbers are correct when registering residents as Adult and Child Neurology program numbers differ even at the same institution. • Select the correct NYIT classification for residents by checking the PGY to NYIT table [here](#). PGY and NYIT are ***NOT*** the same number. Errors in this classification can result in additional charge of $75/per resident if changes are needed after test administration. • Print a copy of your registration to verify that all your residents are listed and to verify that you have the NYIT classifications correct. A paid invoice can serve as your receipt.	September 24, 2024
Request resident testing accommodations, if needed. • If any of your residents wish to request a testing accommodation, review the instructions on the [RITE webpage.](#) Requirements and the submission process have been modified and updated to reflect processes used by the American Board of Psychiatry and Neurology (ABPN). • Submit the application for a testing accommodation and supporting documentation to theRITE@aan.com. All requests must be accompanied by supporting documentation and must be approved in order for the resident to receive an accommodation.	November 1, 2024
Reserve space/coordinate schedules for resident testing during RITE week. • **Testing dates: February 6 – 11, 2025**	November 1, 2024

Connect with your technical support team.	November 1, 2024

Connect with your technical support team.

- Identify key contacts to assist with preparation for exam administration if facility computers are being used to verify internet connectivity and system requirements.

- Verify that facility (if used) and resident computers meet the minimum system requirements as shown below.

NOTE: AAN staff may be able to assist with Surpass support during business hours on exam administration days, but staff cannot address connectivity or computer hardware issues.

SYSTEM REQUIREMENTS FOR COMPUTERS

Operating System (Computer)
- Windows 10 (32 or 64 bit)
- Windows 11
- Chrome OS
- MacOS (latest two releases)

Operating System (Tablet)
- iOS/iPadOS (latest two releases)
- Android (latest two releases)

Processor Speed
- 2.33 GHz

RAM
- 1 GB (minimum)

Video
- Single display
- Screen resolution of 1280 x 768
- **Supports .mp4 file types**

Peripherals
- Two-button mouse/Keyboard

Internet Browser
You must have one of the following Internet browsers installed on each computer or tablet being used:

- Safari
- Google Chrome: 64
- Mozilla Firefox: 58
- Microsoft Edge: 41

The use of 3G cards may not guarantee a constant bandwidth and therefore might not meet the minimum requirements.

3 WEEKS TO EXAM ADMINISTRATION	Target Date
Verify/set up your user account in Surpass.	January 13, 2025

Verify/set up your user account in Surpass.

- If you are a new Program Director or Program Coordinator, contact AAN at theRITE@aan.com so a Surpass user account can be set up for you. RESIDENTS DO NOT NEED A SURPASS USER ACCOUNT OR TO LOG INTO SURPASS.

- If you are a returning Program Director or Program Coordinator, log in to Surpass here to ensure you can access the platform. Your Surpass login is your AAN ID#/password. Contact AAN at theRITE@aan.com if you cannot access the platform.

NOTE: Program information for the 2025 RITE will not be loaded into Surpass until close to test administration, so you will not see a list of your registered residents at this time.

Familiarize yourself with the new test timer/break procedures.

- The way the test timer is set for the RITE has changed based on comments from residents; the timer will now run continuously for the 8 hours of the RITE. **The same amount of time is available to take the exam and for ample breaks, but the timer will run continuously**. The test should not be paused for any reason.

- The top of the screen within the test platform shows the Section and Question numbers (upper left), the Section Time Remaining (center), a Progress bar (upper right), and the Finish Section bar. As in the past, once residents have completed a section of the RITE, they will not be able to go back to the completed section.

Question: Geography 1 Section: A	⏱ Section Time Remaining 00:13:40	▭ Progress 0%	**Finish Section**
Test: GB timer Example			**Candidate:** 18 Test

- Residents can click on the Section Time Remaining bar to see how much total time remains.

⏱ Total Test Time Remai...
00:12:59

- Residents can step away at any time after completing any section of the exam to take a break. Because the timer is continuous, the RITE still needs

to be completed within a single 8-hour time period. Residents cannot log off and back on to complete the exam over multiple days.

- Programs can schedule a common lunch break, if desired, but should not pause resident exams. This makes starting residents together for the afternoon session much easier. A lunch break is encouraged but not mandatory.

Note: The continuous timer will not appear on the Invigilate screen, as residents will likely start at different times. It is up to residents to manage their time.
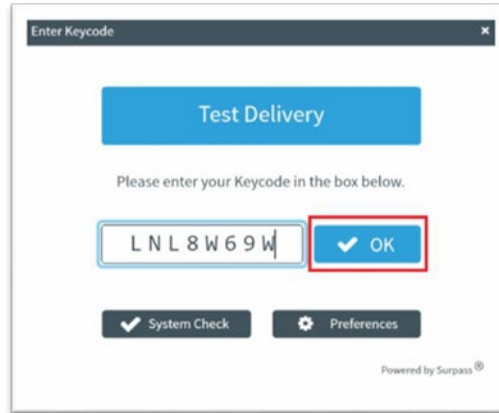
1 WEEK TO EXAM ADMINISTRATION	Target Date
Prepare to access and print your program's Invigilation Pack(s) from Surpass. - Review the instructions below on how to print your program's Invigilation Pack. This Pack includes resident keycodes to access the RITE and the Invigilation Report that needs to be submitted to AAN after testing. - Review and confirm that all residents for your program are listed on the Invigilation Pack. Notify AAN of any errors at theRITE@aan.com. - If you are proctoring two programs (Adult and Child Neurology programs), ensure residents are listed under the correct program number. You must print a separate Invigilation Pack for each program number. You cannot print a combined Invigilation Pack for Adult and Child Neurology programs. - Print the Invigilation Report at this time; it is not available to print after your program completes testing. *NOTE*: Invigilation Packs will be ready to print 1 week before test administration. Do not distribute key codes until the day residents are scheduled to take the RITE.	January 30, 2025
Print and proofread the Invigilation Pack. - Log in to Surpass here using your AAN ID# and password.	January 30, 2025

- Follow the instructions in Surpass here for printing the Invigilation Pack. Notify AAN at theRITE@aan.com if residents are missing or listed for the wrong program name/number.

- Once the pack is created, ***ensure all your residents are listed under the correct program number***. This will save time and the potential for additional costs if rescoring is required due to an incorrect program registration. If there is an error on the Invigilation Pack, contact theRITE@aan.com for assistance.

- Save and/or print the Invigilation Pack by selecting the save or print icons at the bottom of the Attendance Roster.

- Save the pack by selecting the in a secure area on your computer and when printed. The information is confidential and should not be shared with residents before exam administration, as it includes the exam keycodes.

EXAM ADMINISTRATION WEEK

Prepare computers for residents to log in.

- Verify that the computers used for the RITE are working correctly and have reliable internet connectivity.

- Open one of the following web browsers: Google Chrome, Mozilla Firefox, Microsoft Edge, Safari.

- Type in the following web address to open the Surpass Test Driver, as this is where residents access the RITE: https://aan.surpass.com/secureassess/htmldelivery.

- Verify that the following dialog box appears, as this is where residents will enter their keycodes to access the RITE. Residents should not click OK until they are ready to take the RITE, as this will start the exam timer and there is no way to reset the timer once it is started.

NOTE: Residents do **NOT** need to log in to Surpass at any time. They access the RITE via the link to the above dialog box.

Check in residents before administering the RITE

- Verify that residents using their own laptops for the RITE have a reliable internet connection and that their device meets system requirements.

- Mark present with an X or checkmark on the Attendance Register upon resident check in. Record ABS in the present column for residents who ultimately do not take the exam so their score of 0 will not be included in your program's percentile rank scores.

- Verify that no unauthorized materials (backpacks, cell phones, watches, purses, wallets, notes, pens/pencils) are brought into the room and remind residents taking the examination remotely to clear their testing area. The integrity of the test and AAN's copyright of the items on the exam require that residents refrain from duplicating or recording any part of the exam by any means, including copying or photographing. Failure to comply may result in voiding of the exam.

- Remind residents that no documents, resources, or notes of any kind may be used, nor are any questions regarding the exam content to be asked during test administration.

Note: **Video content is part of the RITE and presented only in *.mp4 format***, which works in most computers. Videos play within the testing platform and not downloaded to their computers. We also will provide links to a separate YouTube channel on the AAN landing page in Surpass in the event residents cannot get the video to play.

Log in to Surpass to begin proctoring the RITE.

- Log in to Surpass here using your AAN ID# and password.

- Select the Test Administration tab in the black bar at the top of the screen.

- Select "Invigilate" tab at the top of the screen, just under and to the right of the Surpass logo; this will open your program's list of registered residents. Notify AAN at theRITE@aan.com if residents are missing or listed for the wrong program name/number.

Note: Recall that the AAN landing page in Surpass contains information about the current status of the RITE. The page is updated daily (and in real time if necessary) during RITE week, so please login to Surpass daily for updates first, as AAN is likely to be aware of issues with test administration.

Manage the Invigilate Screen.

- Confirm that residents have successfully started the RITE by checking the status State column on the far left of the screen. This green icon ⊙ will appear in that column when residents are in the test platform and the test is underway.

- Recall that the test timer will run continuously for 8 hours; this means that the green icon should always appear in the status State column after residents have successfully logged in. If this icon ⊙ 🔌 appears next to a resident's name during testing, check with that resident to verify the exam is still underway. This icon indicates that the resident has either closed the internet browser or has lost internet connection. **At no time should residents log out of the RITE unless there is an internet connectivity issue that requires a restart of their computer**.

- Before closing the Invigilation screen, verify that all exams for that day are marked as Finished by ensuring there is a green checkmark in the status State column. The checkmark confirms the exam is finished and the responses have been uploaded.

Note: Residents who complete the exam will appear on the Invigilation Screen for about 24 to 48 hours, then you will not see their names along with residents who have yet to take the exam or are taking the exam. Their responses have been uploaded, and they are technically no longer being "invigilated."

Submit the Invigilation Report once *all* residents have completed testing.

- Complete the Invigilation Report by ensuring you have marked all residents either present (with a checkmark or X) or ABS. This step is important to ensure that absent residents are not "scored" with a 0, as their 0 will be calculated into your program's overall score (and percentile rank score).

- Record any issues or abnormalities in the space provided that might have occurred during test administration. This information is very helpful to us as we review the record for the year.

- Submit your completed Invigilation Report to theRITE@aan.com within 7 to 10 days after the close of testing.