

2026 ASCP Spring Fellow In-Service Examination Proctoring Guidelines

Proctoring is beneficial for an individual program to ensure accurate assessment of fellows. In addition, national comparisons and statistics are more relevant when all programs use proctoring.

ASCP strongly encourages proctoring for all Fellow In-Service Examinations. While the specific procedures an individual program utilizes to proctor examinations are at the discretion of the Program Director, this document provides ASCP's best practice guidelines for examination proctoring.

ASCP Best Practices for Proctoring

- (1) The proctor should be a fellowship faculty member or staff member.
- (2) The proctor should be physically present at the test site for the entire examination.
- (3) The examination should be administered as closed book, with no notes or digital resources permitted.
- (4) Examinees should be permitted to have several sheets of blank paper and a pen. All paper notes should be collected at the end of examination before examinees leave the room.
- (5) No portable external devices, apart from personal computers for examination use, are permitted in the proctored setting. This is inclusive of calculators and cell phones.
- (6) If personal computers are used, the proctor should receive verbal confirmation that no examination information is saved to the personal computer.
- (7) The proctor should be able to see all examinees during the examination, avoiding rooms with individual partitions at individual desks.

Examination Characteristics

All 2026 Spring Fellow In-Service Examinations will be available online from April 13 – April 24.

Examination results will be issued to examinees and program directors by May 29, 2026, via electronic mail. The use of examination results and their distribution to other advising faculty are at the discretion of the program director and departmental leadership.

For more information on examination characteristics, please refer to the [ASCP Fellow In-Service Pre-Examination Instructions](#). To learn about the content distribution of the examination, please see the content outline for your subspecialty examination.

Proctor Troubleshooting Information

Examination Preparation

At the time of examination, if examinees cannot access the ASCP Online Browser, proctors should confirm that:

- The computer the examinee is using can support the ASCP Online Browser. This is done opening and completing the [ASCP In-Service Practice Test](#).
- The examinee downloaded the [ASCP Online Browser](#) prior to launching on their desktop.

For more detailed information regarding examination preparation, please see the [ASCP Fellow In-Service Pre-Examination Instructions](#).

Technical Support

Technical Support is available Monday through Friday from 8:00am to 6:00pm EST. Weekend/after-hours support is also available by phone during the scheduled administrations.

- 1-800-514-8494 (Domestic)
- 1-443-573-8399 (International)
- ASCPOnline@testsys.com

Emergency Examination-Day Technical Support

If there is a known technical issue on examination day, Technical Support will post updates at least every 15 minutes to the blog at ASCPsupport.programworkshop.com. Please visit ASCPsupport.programworkshop.com prior to testing day and subscribe via text and/or email to receive proactive notifications on examination day.

Any inquiries, comments or suggestions should be directed to inservice@ascp.org.