2024 CONGENITAL IN-TRAINING EXAM
FOR CARDIAC SURGERY FELLOWS

General Information & Registration Instructions

Read carefully and retain this information for future reference.

It is IMPERATIVE that program directors and coordinators follow the specific instructions that are provided in this document. **Following any other method threatens the confidentiality and security of the exam.**

Access to the TSDA Congenital ITE will be available in Oasis for 24 hours on March 9, beginning at 12:00 a.m. U.S. Central Time through 11:59 p.m. U.S. Central Time. Test takers will have five hours to complete the exam once it is launched; it is at the program director or proctor's discretion whether or not to enforce a time limit within that five-hour window.

The TSDA Congenital ITE must be administered and taken at the program training site and must be actively proctored; access from a remote site will disqualify the examinee.

The 2024 TSDA Congenital ITE will be administered and registration will be processed via the LMS site, Oasis. TSDA Headquarters will not collect examinee registration materials for the TSDA Congenital ITE (with the exception of a proctor Letter of Agreement); all examinee registration will be handled within the Oasis site by program directors or coordinators. Programs will pay for registration in Oasis, and only credit cards will be accepted.

Records exists in Oasis for current ACGME-accredited congenital cardiac surgery fellowship programs. Each program's account will allow access to their respective program director and program coordinator. Please note that program directors and coordinators are referred to as "coordinators" within their institutional record in Oasis.

Those who serve as program directors or coordinators at CT surgery residency programs may use the same account created in Oasis for the CT surgery resident ITE; however, separate transactions for each exam must be completed.

To access the Oasis site for registration, coordinators and/or directors will need to use the following link: https://exams.tsda.org.

- Email: the program director or program coordinator email address on file with TSDA
- Password
  - Option #1
    For any program director or coordinator who has not previously accessed the TSDA ITE Oasis site, your password is Password1 (default for initial login, users will be forced to change their password from Password1 to the password of their choice.)

  - Option #2
    For any program director or coordinator who has previously accessed the TSDA ITE Oasis site, you created a new password at the time of your initial login. If you don't remember your password, please click the "Forgot Password" link located below the "Login" button on the TSDA exam site homepage.

  Please keep all log in information confidential and do not share your password). **TSDA Headquarters does not maintain user passwords.**

If you experience difficultly logging in to Oasis as a program director or coordinator, it may be that TSDA does not have the most current contact information for your program on file. Please contact the TSDA office at tsda@tsda.org for assistance.

Below are steps for registering test-takers for the TSDA Congenital ITE.

Step #1A: Adding New Users and Registering Test-Takers

Program directors or coordinators are required to create an account* in Oasis for each congenital cardiac surgery fellow at their program/institution who will take the 2024 TSDA Congenital ITE.

*Exception: If a program director or coordinator previously created an account for a resident/fellow at their program/institution who took a prior TSDA CT Surgery ITE or TSDA Congenital ITE, and this same fellow will be taking the 2024 TSDA Congenital ITE, it's <u>not</u> necessary to create a new account for this test taker. **For fellows with existing accounts in Oasis, please see Step #1B.**

All test taker accounts must be created in Oasis by Monday, February 26, 2024.

    A. To create a new account, click on the blue "New User" button on the right-hand side of the page. On the next page, complete the following required "Basic Info" fields:
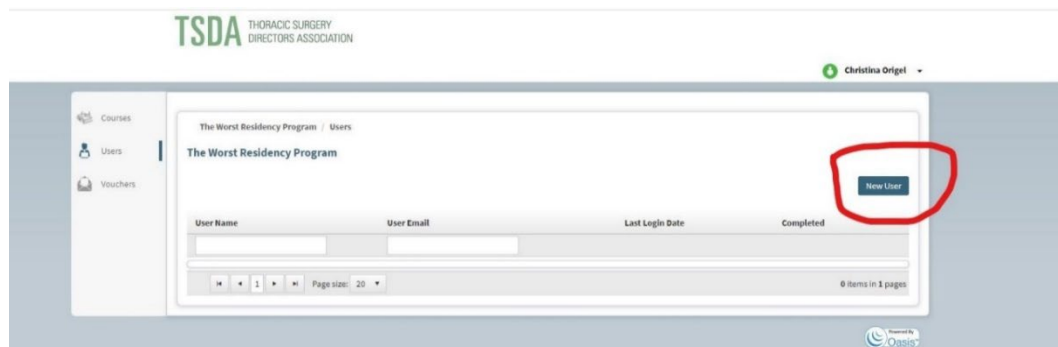
- First Name
- Last Name
- Full Name
- Email Address
- Password (the password must be retained by the coordinator/director—**TSDA Headquarters does not maintain user passwords. Each fellow must have their own unique password.**

Test takers will need their email address and password to login to the Oasis site on exam day; **DO NOT PROVIDE TEST TAKERS WITH THEIR LOGIN PASSWORDS UNTIL THE EXAM IS READY TO BE LAUNCHED BY THE PROCTOR**. If the exam is proctored by someone other than the program director or coordinator (i.e., a faculty member), test taker log in information must be provided to the proctor before exam day; please ask proctors to review this important information and consult the TSDA Congenital ITE page of TSDA.org.

B. Complete the required "User Profile" fields (these questions serve as registration data required by TSDA and are required for post-exam results reporting.)
- Examinee Role
- Postgraduate Year (PGY)
- Program Type
- Anticipated Training Completion Date
- Residency Country

After completing the required "User Profile" fields, select the blue "Save" button at the bottom of the page.

The PGY level entered will be used in comparative reports once the exam has closed. It is the responsibility of the program director or coordinator to identify a test taker's level of training, and it is imperative that this information is correctly entered in Oasis. **TSDA Headquarters does not dictate or oversee test taker training levels, nor can it make changes on behalf of a program.**

Step #1B: Updating Profiles for Users with Existing Accounts in Oasis

Users (residents/fellows) with existing accounts in Oasis, who will be taking the 2024 TSDA Congenital ITE, are <u>required</u> to have an updated user profile completed on their behalf by the program director or coordinator. To ensure a smooth launch on exam day, program coordinators should confirm user email addresses for congenital fellows taking the 2024 exam and update each fellow's account with a new password of the coordinator's choosing. User passwords must be retained by the coordinator/director—**TSDA Headquarters does not maintain user passwords**. Each resident/fellow must have their own unique password. Updating the user profile ensures current/accurate registrant data will be collected.

Test takers will need their email address and password to login to the Oasis site on exam day; **DO NOT PROVIDE TEST TAKERS WITH THEIR LOGIN PASSWORDS UNTIL THE EXAM IS READY TO BE LAUNCHED BY THE PROCTOR.** If the exam is proctored by someone other than the program director or coordinator (i.e., a faculty member), test taker log in information must be provided to the proctor before exam day; please ask proctors to review this important information and consult the TSDA Congenital ITE page of TSDA.org.

To update the user profile for a user (resident/fellow) with an existing account, click on the user's name from the coordinator's institution home page.

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On the next page click on the "User Profile" tab at the top of the page.

On the "User Profile" page, click the "Edit" button at the bottom of the page.

On the next page, complete all questions/fields on behalf of the resident/fellow and select the "Update" button at the bottom of the page.

TSDA THORACIC SURGERY
DIRECTORS ASSOCIATION

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Courses

Users

Vouchers

The Best Residency Program / Users / John Doe

User Info | **User Profile** | User Progress

* indicates required field

Examinee Role*

○ CT Surgery ITE: General Surgery Resident

○ CT Surgery ITE: Canadian CT Surgery Resident

● CT Surgery ITE: U.S. CT Surgery Resident (ACGME-accredited position)

○ CT Surgery ITE: U.S. CT Surgery Resident (Non ACGME-accredited position)

○
CT Surgery ITE: U.S. CT Surgery Fellow (completed a CT surgery residency program and enrolled in an advanced fellowship at a hospital/institution with an ACGME-accredited CT surgery residency program)

○ CT Surgery ITE: International CT Surgery Resident (Training outside of U.S. and Canada)

○ Congenital ITE: U.S. Congenital Cardiac Surgery Fellow (ACGME-accredited position)

○ Congenital ITE: U.S. Congenital Cardiac Surgery Fellow (Non ACGME-accredited position)

○ Congenital ITE: U.S. Congenital Cardiac Surgery Fellow at Non ACGME- accredited program

○ Congenital ITE: U.S. CT Surgery Resident who accepted a congenital cardiac surgery fellowship position at an ACGME-accredited congenital cardiac surgery program

○ Congenital ITE: International Congenital Cardiac Surgery Fellow at ACGME-accredited program

○ Congenital ITE: International Congenital Cardiac Surgery Fellow at Non ACGME-accredited program

○ Other

text response

Postgraduate Year (PGY)*

○ PGY1

○ PGY2

○ PGY3

○ PGY4

○ PGY5

● PGY6

○ PGY7

○ PGY8

○ PGY9

○ Residency Year 1 (International Program)

○ Residency Year 2 (International Program)

○ Residency Year 3 (International Program)

○ Residency Year 4 (International Program)

○ Residency Year 5 (International Program)

○ Residency Year 6 (International Program)

○ Other

Residency Country*

○ United States

○ Canada

○ Kenya

○ Singapore

○ Lebanon

● Other

(No Response Yet)

If your residency country was not listed, please enter below
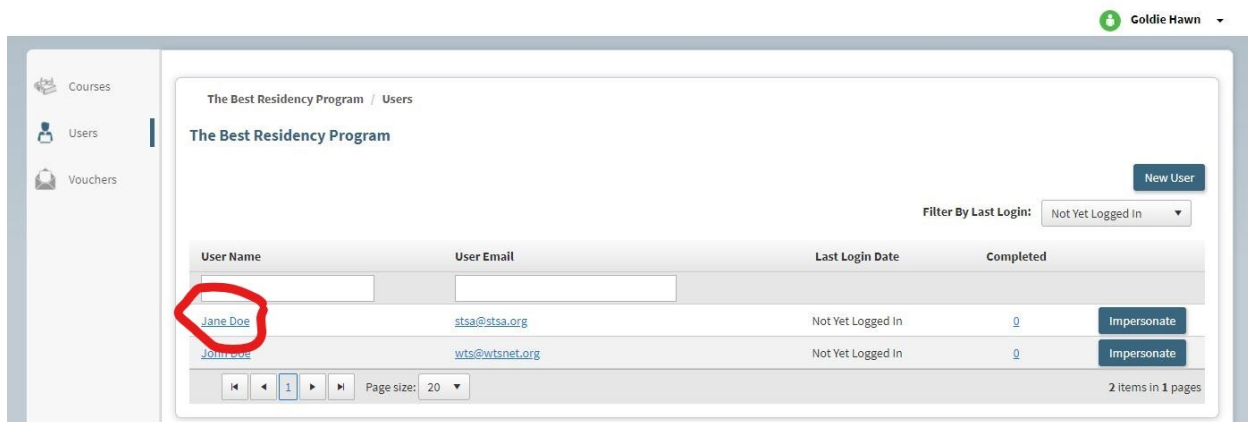
Cancel Update

The PGY level entered will be used in comparative reports once the exam has closed. It is the responsibility of the program director or coordinator to identify a test taker's level of training, and it is imperative that this information is correctly entered in Oasis. *TSDA Headquarters does not dictate or oversee test taker training levels, nor can it make changes on behalf of a program.*

*Note: Coordinators cannot delete user accounts; however, they can disable a user.

Those with a "Coordinator" role in Oasis (including Program Directors and Program Coordinators) cannot "Delete" existing user/resident accounts for current or former examinees enrolled in their institution record in Oasis. However, Oasis Coordinators can "Disable" an existing Oasis user account for a resident enrolled in their institution. If an existing user/resident account in Oasis is "Disabled" by an Oasis Coordinator, this action would make it so the user could no longer access the Oasis site. Disabling a user would not affect any prior ITE results data tied to the institution or the disabled user/resident. Oasis Coordinators can also "Enable" accounts that had been "Disabled" should the need arise.

- To "Disable" an existing Oasis user account, click on the user's name from the coordinator's institution home page.

- On the next screen select the "Disable" button to the right of the "User Info".

- To reverse this action, click on the user's name from the coordinator's institution home page.

On the next screen select the "Enable" button to the right of the "User Info".

Step #2
Purchasing Vouchers and Processing Payments

Exam Day: **Only For ACGME-Accredited Programs Who Registered Congenital Cardiac Surgery Fellows – No Vouchers Purchased.)**

Instructions to access Oasis exam site on March 9

REMINDER: DO NOT PROVIDE TEST TAKERS WITH THEIR LOGIN PASSWORDS UNTIL THE EXAM IS READY TO BE LAUNCHED BY THE PROCTOR.

On exam day, proctors should allow up to 20 minutes for test-takers to login to the Oasis site and begin the exam.

Test-takers will use the following link on exam day: https://exams.tsda.org.

- Test takers will enter the following login details:
    - Email (email address entered by coordinator at time of registration)

- Password (created by coordinator at the time of registration)

- Once logged in to the Oasis site, test takers will select the specific exam from the listed items.

- On the next page, test takers will click on the blue "Get Started" button.

- Test takers will be directed to a new page with a "Progress" box located at the top of the page. To begin the exam, test takers must click the "Start Exam" button located in bottom of the box.
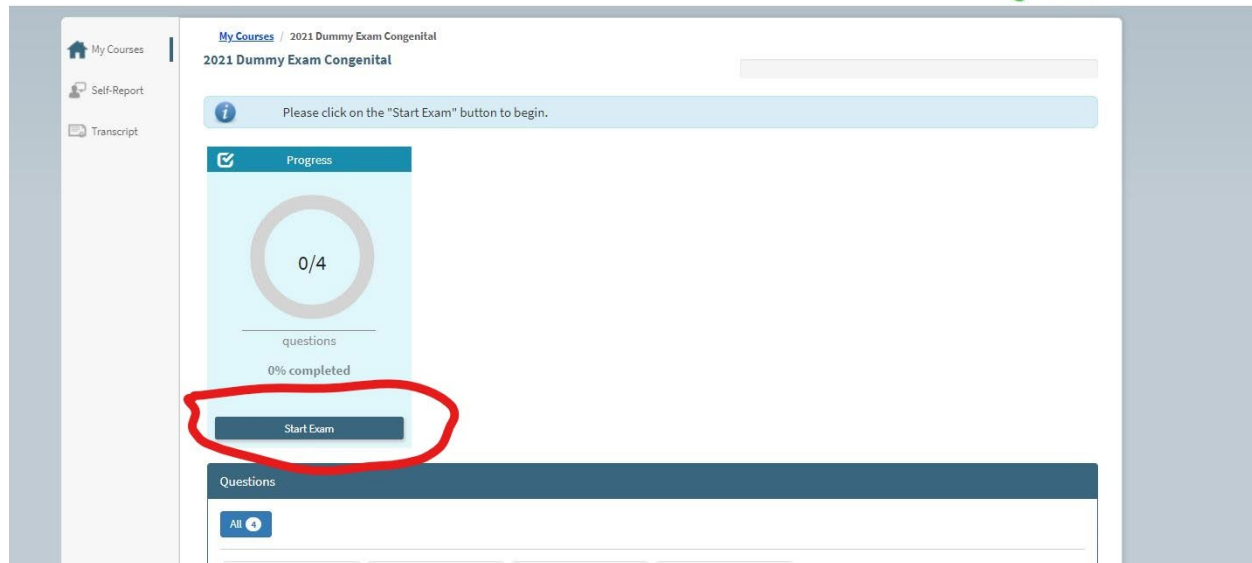
- For fellows who will take the TSDA Congenital ITE at a program/institution outside of their home institution, it is necessary for the test taker's home institution coordinator to complete their registration and provide their login details (email and password) to the coordinator at the institution where the exam will be taken. Coordinators from institutions where this applies are responsible for communicating with each other to ensure a smooth exam day for test takers.

THE CONTENT OF THE EXAM MUST REMAIN CONFIDENTIAL. DO NOT PROVIDE TEST TAKERS WITH THEIR LOGIN PASSWORDS TO ACCESS THE EXAM UNTIL THEY ARE SEATED AT A COMPUTER AND READY TO TAKE THE EXAM.

Who Can Register for the Congenital ITE?

The following are eligible to register for the 2024 TSDA Congenital In-Training Exam:

- ACGME-approved congenital cardiac surgery fellows at ACGME-accredited programs

Proctor Responsibilities

Programs are required to submit a completed [Letter of Agreement](#) confirming who will proctor the exam by the day of the exam. The ITE must be administered and taken at the program training site and must be actively proctored; access from a remote site will disqualify the examinee.

If the program director is unable to proctor the exam, they must assign a member of the CT surgery residency program department (faculty or staff member) to administer and proctor the exam in lieu of the program director.

TSDA has in place mechanisms whereby potential cheating can be identified and it is imperative that proctors safeguard the exam environment to ensure there are no security breaches.

Proctors are responsible for:

- administering, proctoring, and maintaining a secure environment for the duration of the examination,
- being present for the duration of the exam,
- collecting and holding test taker electronic devices, including but not limited to smart phones and tablets,
- ensuring test takers do not access the Internet during the exam period, and
- reading aloud the Proctor Announcement at the start of the exam period.

If your program chooses to have more than one proctor, perhaps due to social distancing guidelines or other reasons, please submit a Letter of Agreement for each proctor, and ensure that each proctor reads aloud the exam guidelines noted in this document.

Proctors who are program directors or coordinators have the ability to follow test taker's exam progress on exam day by logging into the Oasis site.

- Once logged in to Oasis, directors or coordinators must first select a test taker's name.
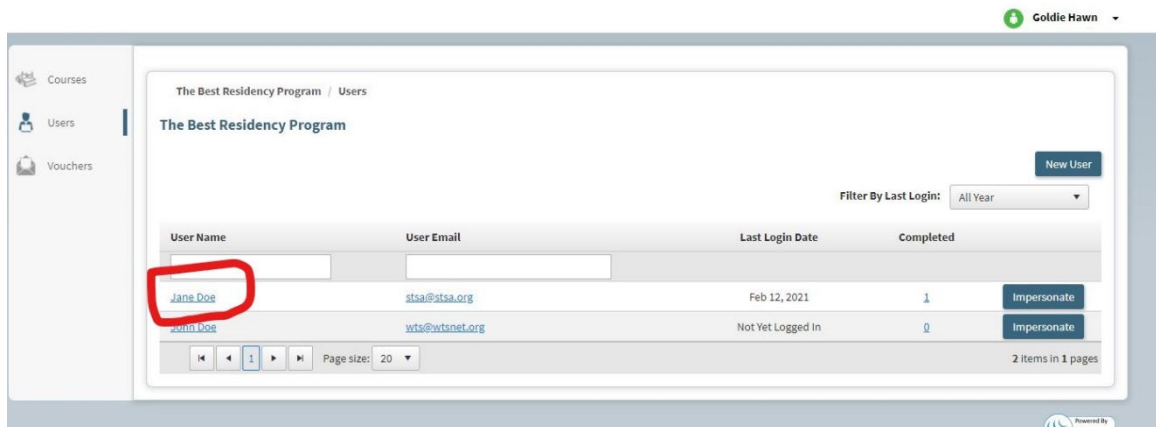
- On the next screen, select the "User Progress" tab.
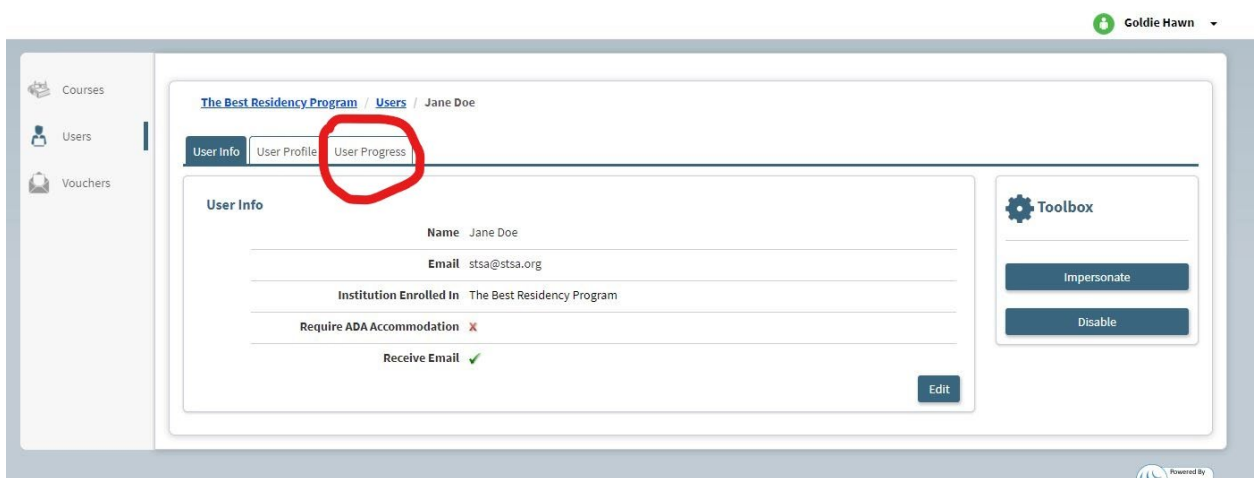
- The next screen will show the test taker's progress on exam day.

Note: Faculty or other staff members, who are serving as proctors, can follow a test taker's progress on exam day. They will need to login to Oasis using a program director or coordinator's credentials (email & password).
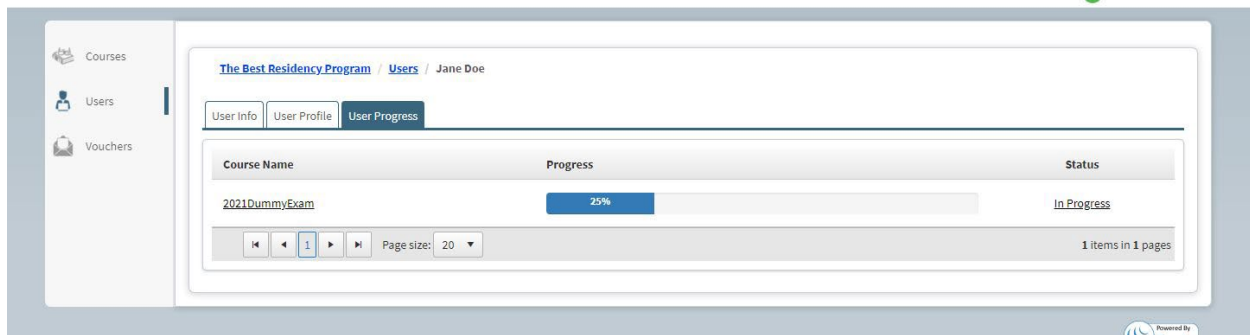
Proctor Announcement:
To be read in the exam room prior to launching the TSDA Congenital ITE

TSDA Congenital In-Training Exam test takers are prohibited from having on their person or consulting electronic devices for the duration of the exam. This includes, but is not limited to smart phones, smart watches, tablets, or the Internet. Any test taker identified as having consulted or referenced, or even having any electronic device, will be prohibited from completing the exam, removed from the exam room, and the issue will be addressed by the exam proctor, the test taker's program director, and the TSDA In-Training Exam Committee.

Performance Reports/Comparative Results

Test takers no longer receive immediate feedback on their performance (raw score, etc.).

Following the exam, program directors and coordinators may log in to Oasis to view their program's test taker results.

System Requirements for Online Testing

TSDA will be utilizing Oasis to administer the 2024 Congenital ITE on March 9. It is the responsibility of the program director, program coordinator and/or proctor to ensure their

institution's operating system will function properly on exam day. The program director, program coordinator and/or proctor should review the **System Requirements for Online Testing** below**,** share with their institution's IT administrator, and ensure that all of the necessary equipment, Internet, firewall and other requirements are met.

The following system specifications will provide the best online testing experience. The specifications which must be met are noted with an asterisk. All other specifications are recommendations.

System Requirements for Online Testing:

Windows Computers:

Supported Browser*:	Chrome 95 or higher preferred. Latest version of FireFox or IE Edge is also compatible.
Operating System:	Windows 10 and above
Processor:	233 MHz or higher Intel Pentium/Celeron family, or AMD K6/Althlon/Duron family; or compatible processor
RAM:	128 MB or higher
Display*:	1024 x 768 with 16-bit color or higher
Internet Connection:	High-Speed Internet connection

Macintosh Computers:

Supported Browser*:	Apple Safari 14.0 or higher
Operating System:	Mac OS Sierra 10.12 and higher
Processor:	PowerPC G3, G4, or G5 processor; or Intel-based Mac
RAM:	256 MB or higher
Display*:	1024 x 768 with 16-bit color or higher
Internet Connection:	High-Speed Internet connection

Post-ITE Residents Surveys
Residents/fellows enrolled in ACGME-accredited programs registered for the TSDA Congenital ITE are asked to complete the Post-ITE Residents Survey by March 31, 2024. Residents/fellows will be sent an e-mail invitation to complete the survey.

Exam Format
The TSDA Congenital ITE will consist of 145 questions. The TSDA Congenital ITE is offered only as a computer-based exam at the program site and is to be completed within a five-hour period once the test is launched (at the program director's discretion). Examination questions are provided in random order for each examinee.

Technical Support
Technical support will not be available on exam day. Please send an email to Gracie Martin at gmartin@sts.org and Adam Doty at adoty@sts.org on March 9 should you experience major technical issues (e.g., Oasis system shut down). It is the program director or coordinator's responsibility to effectively communicate all requirements to exam proctors so they are properly prepared to launch the TSDA Congenital ITE.

Questions?
TSDA Headquarters, tsda@tsda.org, 312-202-5854
Gracie Martin, TSDA Coordinator, gmartin@sts.org, 312-202-6121
Adam Doty, Executive Director, adoty@sts.org, 312-202-5802