

# USING EXAMMASTER



ExamMaster (EM) is a self-assessment tool to help you study for boards, providing over 16,000 questions, covering a variety of medical subject areas. The database is updated on a regular basis with over 100 experts contributing to the questions.

## Exams Covered by ExamMaster

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A variety of exams are covered by EM: USMLE (steps 1, 2, and 3), specialty certification exams (internal medicine, family practice, surgery, pediatrics, and ob/gyn), SPEX and PANCE (for physician assistants) are also included. Subject-specific exams are also available for biochemistry, anatomy, cytology/histology, medical microbiology, pathology, physiology; internal/clinical medicine, and psychiatry. EM refers to each of these exams as **products**.

## General Information

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- The database can be accessed from the Library's Web page: <http://hsc.utoledo.edu/lib/>. Click on the **Full-Text Resources** link. Remote access is available to people who are registered with the Library (<http://hsc.utoledo.edu/lib/remote.html>).
- If assistance is needed, ask a library staff member. From home or office, contact Mulford Reference Assistance at 419-383-4218, [MulfordReference@utoledo.edu](mailto:MulfordReference@utoledo.edu), or <http://hsc.utoledo.edu/lib/resources.html> (online chat).
- Registration is required before using EM. This is free and can be done after connecting to EM. To register, click on **Not Registered Yet?** and follow the prompts. You must use a valid MUO email address (meduohio.edu) to register.
- EM is for registered students and current employees of the Medical University of Ohio. Each semester, accounts of students who are no longer enrolled and of former employees will be deleted.
- Font size settings can be changed in My Account.
- Help is available on each page: to activate this feature, select the **Help On** button in the right corner of the screen. To turn help off, re-select **Help On**.
- Access to all of the different options on EM (**Create Exams, Current Exams, Scores, About, My Account, and Help**) is available from the yellow menu bar on the left side of the EM screen.

## ExamMaster Basics

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There are three different exam format options: **Quick Start**, **Custom**, and **Keyword**. This help sheet provides detailed information on creating and working with these exam types.

**Quick Start** Automatically creates a 50-question quiz for the selected product (USMLE Step 1, etc.)

**Custom** Build your own exam by selecting the product (like USMLE Step 1, etc.), topic, subject, category, and subcategory to tailor exam to your specific needs

**Keyword** Provides the opportunity to choose exam questions based on words or phrases found in questions, answers, and explanations. This is the only area where there is the option to repeat questions within a chosen exam.

Once you start an exam, the exam will be available to you for 60 days. There are two different modes to work with these created exams: **Test Mode** and **Study Mode**

**Test** Simulated test conditions. Answers and explanations are provided when you are done taking the test. Each created test can be taken three times (It's recommended that the first is used as a pretest; after study, the other two tries can be used as posttest #1, and posttest #2). In this mode, you are able to mark questions to come back to. Images, cases, and tables will be present when available. For additional information on **Test Mode**, please see page 2. In test mode, the time allotted for the exam is 1.2 minutes/question X # questions (this can be changed in My Account).

**Study** Provides answers and explanations as you answer questions. Some additional features in **Study Mode** are flashcards, score, and help topics. When you are taking the exam, do not use your

browser's back or forward buttons. By doing this, your answers may be changed. Move through the exam using the EM options from the top of the exam page (see page 3 for more information). In test mode, the time allotted for the exam is 5 minutes/question X # questions.

## Creating Exams

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### Quick Start Exams

Select **Quick Start** from the menu. On the next page, select the desired product (e.g., USMLE Step 1). The system will automatically generate a 50-question exam that will be sent to the **Current Exam** page.

### Custom Exams

When creating a **Custom Exam**, first select the product you want your questions to come from. On the next screen, select one of the available topics within the selected product. Once the topic has been selected, it will be further broken down by subject. After the desired subject is chosen, the subject will then be broken down by category then finally by subcategory. Please note that the more you limit by topic, subject, category and subcategory, the fewer the number of questions there will be available for you to take. You can click **Create Exam** at any time during the process; you do not have to select a subcategory. Once the product, subject, category, and subcategory have been selected, type in how many questions you want to take. The system will default to 50, but you can select up to 150. Then, click **Create Exam**, then **Save Exam**. This new exam will be available on the **Current Exams** page.

### Keyword Exams

To create a **Keyword Exam**, enter the word or words you want to search. (The system can search for partial words, but not misspelled words.) Then select from the dropdown menu the product in which to search or select the entire database of questions. Below the dropdown menu, there is an option to exclude previously selected questions/explanations. By selecting this option, the system will not search within other searches you have already done. If you want to have the system look for questions in previous searches, deselect that option. Click on either **Find All** or **Find Any**. **Find All** will look for exactly what you type in. **Find Any** will search for any of the words. After you select your search option, the following page will tell you how many times your keyword or phrase was found in questions/answers/ explanations and how many questions are available from those hits. Type in the number of questions you want then select **Create Exam**. If you are not satisfied with the results, select **Another Search** to start over. Finally, select **Finish** to complete the process and to send your exam to the **Current Exams** page.

On the **Create Exams** page, you can also access the USMLE Courses (see page 4 for more information).

## Viewing the Current Exams

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The **Current Exam** screen provides information regarding the exam(s) that you created: the exam name, exam number, number of questions within the exam, time remaining to take the exam, and time left in study mode is available. Some other information that may be provided would be when exam was created, when the exam expires, and the last date/time exam was accessed. Please note that you can have no more than 20 current exams at any one time.

## Working in Test Mode

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In EM, you can take any created test up to three times. Before you enter the exam, EM will provide you information about the exam such as the name of the exam you are taking, minutes remaining to take the test, the number of questions answered so far (this number will be available if you had paused the exam after answering some questions earlier and are now coming back to the exam), number of remaining questions, and minutes per question. Below this

information is the button to select to take the test. Depending which time you are taking a given exam, the label on this button will change. For example, if this is the third time that you are taking the test, the button will say **Start Test 3**. Please note that time will not start until you enter the exam.

When entering into the test, you will find options across the top of the screen. To the far left, there will be a countdown to the time left you have to take the test. To the right of the timer is the option to **Auto Advance** to the next question; rather than selecting the next button after you answer a given question, **Auto Advance** will automatically take to the next question the moment you answer the current question. In red, directly below the timer will be a listing of the questions in the exam. You can select any of the questions from this menu. **When you are taking an exam, do not use your browser's back or forward buttons because that can change your answers.**

Directly above the question you are given several options: **Next**, **Mark**, **Note**, and **Labs**. Selecting **Next** will take you to the next question and **Mark** will allow you to mark the question as one to which you'd like to return. **Note** gives you an opportunity to make notes regarding the current question, and **Labs** will show you normal lab values.

On the top far right of the screen are **Feedback**, **Help**, and **Pause** options. **Feedback** allows you to comment on the current question. The **Help** button provides help related to the program, not the question you are on. **Pause** will stop and exit the exam exactly where you are at and gives you the option to return to the same spot later.

To select the answer, click the letter next to the corresponding answer. To highlight the question, click on the yellow lines to the left of the question; to strike out the answer, click on the gray lines to the left of the answer. When you strike out an answer, the color of the answer will change from dark black to a light gray; a line will not go through the answer.

When you have answered all of the questions, select the **Score** box at the bottom left of the screen. The options you have on the next page will be **Score**, **Return**, and **Pause**. If you are completely finished with the test and do not wish to come back to it, select **SCORE Test**; however, if you would like to go back to the exam to check your answers, select **RETURN to Test**. Select **PAUSE Test** if you would like to come back to the exam later. This option allows you to leave the exam and return to the main menu without scoring your answers.

## Working in Study Mode

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Before entering **Study Mode**, EM will provide information such as the name of the exam you are studying on, the last time the exam was studied, the last time the exam was taken, and study minutes remaining. Below this information is the option to **Show Correct Answer** (correct answer will be displayed immediately for each question). Select this option if desired.

**Study Mode** has two formats: **Start Study Review** or **Review Last Test** (if you have previously started a review, there will also be an option to resume the previous study). When in a review, many of the navigation options are similar options to Test Mode. Additional options are:

**Explain** After selecting an answer, select on this option to see why the answer was right or wrong. This option is only active if an answer has been selected.

**Review/Options** Review allows you to save time by reviewing a subset of questions (marked, unanswered, or wrong answers). This option also offers links to score the exam and to use the digital flashcards.

Other options in **Study Mode** include hiding answers that you know are wrong; viewing images, graphics, and tables/cases will be displayed when available; and pausing a study session. When returning back to a pause study session, you will be given the option to resume that study session or start a new one.

## Scoring

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Under **Completed Exam Score**, the completed exam by number, question score, number of questions answered, number right, number wrong, total questions, total exam score, and the date will be provided. Scores can be sorted by subject. This subject sorting will break the wrong answers down by area to see which areas you are missing the most

questions in. There is also a score summary graph which will show how you are doing in exams with similar medical subjects. Printing the page is also available from this page by selecting the **Print** icon at the top.

## USMLE Courses

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The **USMLE Courses** are good for quick study and review. Currently there are two courses, both for Step 2. Time limits for going through these courses are based on normal study habits and are accessible for 45 days. From the list of available courses, a description of that course will be provided with the amount of time you have available to complete it. Select the blue **Select** link next to the course you are interested in and it will be moved to your **Current Exam** list.

To go through one of the courses, select your chosen course from the **Current Exam** list. On the next page, you will be provided content information about the course and links to various parts of the course. At the top of the page there is a **Help** link for EM assistance. Select **Main Menu** to return to the **Current Exam** menu. Below **Assignment**, find the area of the course you want to go to and select the corresponding blue link. Options are: **View** (to view text of the course), and **Test** and **Study**. The **Test** and **Study Modes** in the course operate the same ways as the other **Test** and **Study Mode** in the rest of EM. Like in the other **Test Modes**, you can take each test three times.