INTERNAL MEDICINE IN-TRAINING EXAMINATION® (IM-ITE℠)

GENERAL INFORMATION

The Internal Medicine In-Training Examination, produced by the American College of Physicians and co-sponsored by the Alliance for Academic Internal Medicine, is designed to evaluate the cognitive knowledge of residents in internal medicine and to aid residents and program directors in evaluating the training experience while there is still time for corrective action. The cost of the examination is $110 per examinee. Please see below to find out how to print your Program Account Form and make payments.

The examination results must not be used:

1. in decisions concerning acceptance, continuation, or advancement in residency or fellowship training positions,
2. by any outside regulatory agency for the purpose of assessing resident knowledge or the quality of training programs, or
3. as a pretest to the American Board of Internal Medicine Examination, a qualification to take the Boards, or a substitute for the clinical competency examination.

However, program directors are now encouraged to include IM-ITE results in semiannual reviews of resident performance and reporting on attributes of the Medical Knowledge competency. As part of the Internal Medicine Milestone Project, this activity may contribute to a residency program’s participation in the Next Accreditation System (NAS) to determine the overall progress of residents. However, the release of any score, either at an individual or aggregate level, to any person or organization outside the residency program, is strictly prohibited.

As part of a continuing policy aimed at decreasing misuse of the scores, program directors will be asked to indicate their compliance with these rules by accepting a license agreement when registering residents and accessing online score reports.

Examination Content

The examination consists of six blocks of 50 one-best-answer items. The IM-ITE requires only one day of testing time, with 9 hours’ total time allotted for the examination administration, including a tutorial, biographic information survey, optional breaks, and the six question blocks for which 70 minutes per question block are allotted. Items, which are selected from a wide variety of internal medicine content areas, assess clinical judgment, problem-solving ability, and interpretive skills using basic and clinical sciences. Attitudes and technical and interpersonal skills, while important components of resident performance, are not assessed by this examination.

Examination Administration

This web-based examination is to be administered according to the guidelines described in the Chief Proctor's Manual that will be available on the Chief Proctor Resource Site. Uniform, secure examination administration conditions are necessary for meaningful score and norm data. Program Directors/Chief Proctors will be required to sign a statement attesting that the prescribed security conditions have been met.

The examination is to be administered during the prescribed period of August 25 through September 14, 2016, excluding September 5, 2016. It is scheduled during a specified time to provide timely score reporting and to maintain security. Please note that second-year residents no longer need to test before other PGY levels, although it is recommended.

The program director is responsible for ensuring compliance with the program schedule and for coordinating examination administration; submitting a completed online registration roster, Program Account Form and payment; securing a computer lab/testing room for examination administration; assuring appropriate number of proctors and workstations for examinees; assuring System Requirements on each examinee workstation; arranging for IT staff at test site to assist with any hardware/software problems before and during test administration; and maintaining examination security.
Examination Feedback and Appropriate Use

Examination results are made available to program directors only on a secure website for distribution to participants approximately five weeks after the examination is administered; Each participant should receive from his or her program director a print-out of an individual performance report that contains a percent correct score, a tracking scale score that will allow examinees to compare their IM-ITE overall performance across time, a percentile rank for the total test and for each content area, and educational objectives for questions answered incorrectly. In addition, each participant will receive a URL (printed on individual performance reports) for accessing the full listing of educational objectives, and a Performance Interpretation Guidelines sheet describing the individual performance report.

On the secure website, each program director will also have access to a graph showing the distribution of average scores for training programs (based on PGY 2 residents); additional graphs showing the distribution of residents’ scores at each PGY level (PGY 1, 2, 3, and 4); a program performance report listing average percent correct scores and percentile rank for all programs and for the program director’s program for each content area at each PGY level; for every item, the percentage of residents who answered correctly in all programs and in the program director’s program at each PGY level; the full listing of educational objectives; a roster listing the scores of a program’s residents by PGY level; an electronic downloadable scores roster of the program director’s residents; and a Performance Interpretation Guidelines document that includes norm data at each PGY level by program type.

In addition to the scores and data provided to programs as described above, for the first time in 2016, preliminary percent correct total scores (i.e., percentage of correctly answered questions for the entire exam, but not for the content area subscores) for every resident within the program will be provided to the program director for the residents within his or her program within 5 business days of the last day of the examination administration window. Please note that preliminary percent correct scores are subject to change upon provision of official score reports due to quality control analysis.

Program directors are urged to develop a broad-based evaluation process both for the residents and the program. Examination scores can be a useful element in this evaluation as a measure of cognitive knowledge. Other important factors that should be evaluated include attitudes, relationships with patients, problem-solving skills in a clinical setting, technical skills, teaching skills, and the ability to interact effectively with other members of the health care team.

Individual resident results may be helpful in identifying areas of deficiency and for planning improvements. In addition, the program director might find it helpful to review results to identify potential areas of program weakness and strength.

Questions about Performance Feedback reports should be addressed to IM-ITE@acponline.org

REGISTRATION INSTRUCTIONS

Registration Roster

The Registration Roster contains the names of all residents from your program currently in our records. Please review this information for accuracy and update as needed. If you are registering your program or examination group for the first time, you will need to type in all of the required information, which will be retained for your review and adjustment in future years. Submit the completed Registration Roster no later than July 11, 2016, by clicking on the Submit button at the top of the Registration Roster screen.

The Registration Roster must be filled out accurately and completely for all residents, faculty members, practitioners, and other nonresidents who will be testing. Note: the format (e.g., all upper case letters, all lower case letters, both upper and lower case letters) in which you enter an examinee name on the Registration Roster is exactly how it will appear on the score report. As you complete the roster, please be sure that you:

1) add new or missing examinees,
2) delete any person no longer in your program,
3) change incorrect names,
4) enter date of birth for examinees,
5) Change PGY levels where appropriate,

6) Enter the correct residency program code number and program name in the Alternate Center column if an alternative test center is authorized (see below),

7) Enter email address only for faculty members (PGY 6) and examinees testing as “Other/Unaffiliated” (PGY 7),

8) Click on the Submit button at the top of the Registration Roster screen when you are finished. Review carefully before submitting as registration fees are nonrefundable.

An ID number will be assigned automatically to each examinee for use during the examination and for each examination the examinee takes in future years. This ID number will be printed on the Examinee Instruction Sheet distributed by the Proctor at the examination.

Alternative Test Center

Residents who will be on rotation, on vacation, or out of town on the scheduled examination day should be encouraged to return to their parent institution for the examination. If this is not possible, the program director must take responsibility for making alternative arrangements.

The program director of the parent institution should contact the program director of the alternative test site before the registration period closes and arrange for the resident to take the examination there. Any resident testing at an alternate test site must be included on the Registration Roster of the parent institution with the appropriate alternate test site indicated. This will ensure that the Examinee Instruction Sheets for these residents are sent to the alternate testing location and the scores are reported to the parent institution. The parent institution is responsible for payment for residents who take the examination at an alternative test site. If appropriate arrangements are not made before the deadline, the resident may not be able to take the examination. If you are an examinee who is not affiliated with a program, please call ACP at 215-351-2553, for further instructions on registration and on payment.

Test Accommodations

All special accommodation requests must be submitted to the ACP by July 14, 2016. ACP’s disability policy and authorization forms with instructions can be found directly on the registration site. Please call ACP at 215-351-2553 if you have any questions on special accommodation requests.

Satellite Test Sites

If your residency program will test examinees at both your main location and a satellite location, you will need to send notification to ACPITE@nbme.org prior to completing registration. The satellite test site will be set up as an extension of your parent institution, with an alphabetical addition to your program number to distinguish it.

You will receive two separate registration emails containing different usernames and passwords. One email is for the parent institution and the other is for the satellite test site. When logged in to the Registration System as the parent institution, complete the Registration Roster as outlined on page two. Note: For examinees that will test at the satellite test site, enter the new program number assigned to the satellite location (containing the alphabetical addition) in the Alternate Center column. When logged in to the Registration System as the satellite test site you will not see any examinees on the Registration Roster. This is correct. The only task that you will need to complete is to enter the Chief Proctor information.

Any changes to examinee test location after registration closes must be communicated to ACPITE@nbme.org as soon as they are known.
Test Date Information

The number of examinees for each postgraduate year (PGY) of training and for faculty (PGY 6) or other/unaffiliated (PGY 7) participants will appear above the test date selection criteria. **If the totals are correct, select the anticipated date(s) the test will be administered at your test center for each group of residents. Failure to select anticipated administration dates will prevent the submission of your registration roster.** If any of the totals are incorrect, you must click on the Cancel button to be directed back to the Registration Roster screen where you will make corrections. Click on the Submit button when you are finished.

**Note – No additional action or notification is required if your test administration date(s) change after registration has closed. You may test examinees at any time during the prescribed period of August 25 through September 14, 2016, excluding September 5, 2016.**

Program Account Form

The Program Account Form is automatically generated after you click on the Save And Generate Program Account Form button on the Test Date Information screen. Review the form for accuracy. If any of the information is incorrect (e.g., wrong address, wrong testing date(s) for a particular PGY level) go back to the appropriate screen to make corrections. **DO NOT make corrections/changes directly on the Program Account Form.** After a correct Program Account Form is generated, print the form, fill out the payment information and mail it to the ACP at the address provided at the bottom of the form. The form must be complete and must accompany your payment. As you review the form, it is imperative that:

1) your complete mailing address appears,

2) the correct telephone number, fax number, email address and name of a contact person appear,

3) the anticipated date(s) you select to administer the examination and the groups of residents for each date are correct (see Test Date Information on page 3 regarding changes to test date(s) after registration has closed), and

4) the correct number of examinees for each postgraduate year (PGY) of training and for faculty (PGY 6) or other/unaffiliated (PGY 7) participants appear.

Walk-in Registration

Walk-in registration is discouraged. However, if previously unregistered individuals request participation on the day of the examination and computer workstations are available, they may be permitted to take the examination. Instructions for admitting Walk-In Registrants are included in the Chief Proctor's Manual. A unique ID Number will be assigned to each Walk-In Registrant on the day of the examination when the proctor enters the examinee’s information on the Chief Proctor Resource Site. Be sure to include the email address for all faculty, practitioners, and other nonresidents who are Walk-In Registrants, and verify that the parent institution six-digit residency program code is correct for all walk-ins. **The parent institution is responsible for payment for residents who take the examination as Walk-Ins.** The parent institution program director will be billed for their Walk-In examinees. Fees paid during registration for pre-registrants who do not complete the examination are not refundable but can be applied to Walk-In examinees and examinees who are added after the registration deadline.

Registration and Late Fees

The registration fee for each pre-registered applicant is $110. An additional $30 will be charged for each applicant registered after the **July 11, 2016** deadline, as well as for Walk-In registrants. **Fees paid for pre-registrants who do not complete the examination are not refunded but will be deducted from the amount due for Walk-In registrants.** Walk-Ins must submit payment to the program at the time of registration.
Payment

A check to cover the total number of examinees registered should be made payable to the American College of Physicians (ACP) and must accompany the completed Program Account Form. Credit cards are also accepted. Prompt payment is required to ensure registration. Payments must be in U.S. funds drawn on a U.S. bank.

Register your examinees early and ensure that your payment is submitted before the deadline of July 11, 2016. A program with an outstanding balance will not receive the examination results until the balance is paid in full.

Please print and retain for your records the Registration Roster and Program Account Form. Review both forms carefully before mailing your Program Account Form and payment to the ACP. If any of the information is incorrect, log in to the online registration system to make changes up to and including July 11, 2016. Each time you make a change, a new Program Account Form will be generated. Make sure you mail the most recent Program Account Form with your payment. Mail the complete Program Account Form along with your check to the American College of Physicians at the address provided on the form on or before July 11, 2016. Failure to meet the registration deadline will delay processing of your registration roster and result in a late fee of $30 per examinee.

If you need additional information regarding the online registration process, please send an email to the NBME Testing Services Department at ACPI@nbme.org or call 215-590-9808. All other questions should be directed to the American College of Physicians Customer Service Department at 215-351-2600 or 800-523-1546, extension 2600, 9 a.m. to 5 p.m. EST.
EXAMINATION SCHEDULE

Deadline for Submitting Examination Roster and Receipt of Program Account Form and Payment at ACP .......... 7/11/16

Deadline for Submitting Requests for Accommodations .......................................................................................... 7/14/16

Workstation Certification Information Emailed to Proctors ......................................................................................... approx 8/5/16

Proctor Login Information Emailed to Proctors ........................................................................................................ approx 8/5/16

Examinee Instruction Sheets Emailed to Proctors ....................................................................................................... approx 8/9/16

Examination Period ...................................................................................................................................................... 8/25/16-9/14/16, excluding 9/5/16

Timing of the Exam

The total test session time is 9 hours. There are 6 test sections consisting of 50 items each. Examinees will have 70 minutes of testing time, respectively, for each section, and an optional 10-minute break after test sections 1, 2, 4, and 5, with an optional 60-minute lunch break at the end of test section 3. There is a 15-minute tutorial at the start of the exam, a 5-minute biographic information survey after the tutorial, and a survey at the end of the examination.

<table>
<thead>
<tr>
<th>Total Session Time</th>
<th>9 hours</th>
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<tbody>
<tr>
<td>Tutorial</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Biographic Information Survey</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Exam Section 1 (50 items)</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Break *</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Exam Section 2 (50 items)</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Break *</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Exam Section 3 (50 items)</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Break *</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Exam Section 4 (50 items)</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Break *</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Exam Section 5 (50 items)</td>
<td>70 minutes</td>
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<tr>
<td>Break *</td>
<td>10 minutes</td>
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<tr>
<td>Exam Section 6 (50 items)</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Survey</td>
<td>Untimed</td>
</tr>
</tbody>
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- **Note:** The recommended examination start time is 8 am in your local time zone.
- **Breaks are optional.**