

Association for Healthcare Documentation Integrity (AHDI)

Exam Day Manual

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On exam day, log in and click **Start Exam** at least (10 minutes) before your exam is scheduled to begin.

Your login credentials were emailed to you from no-reply@examroom.ai. If you experience any issues logging in,

please contact us at:

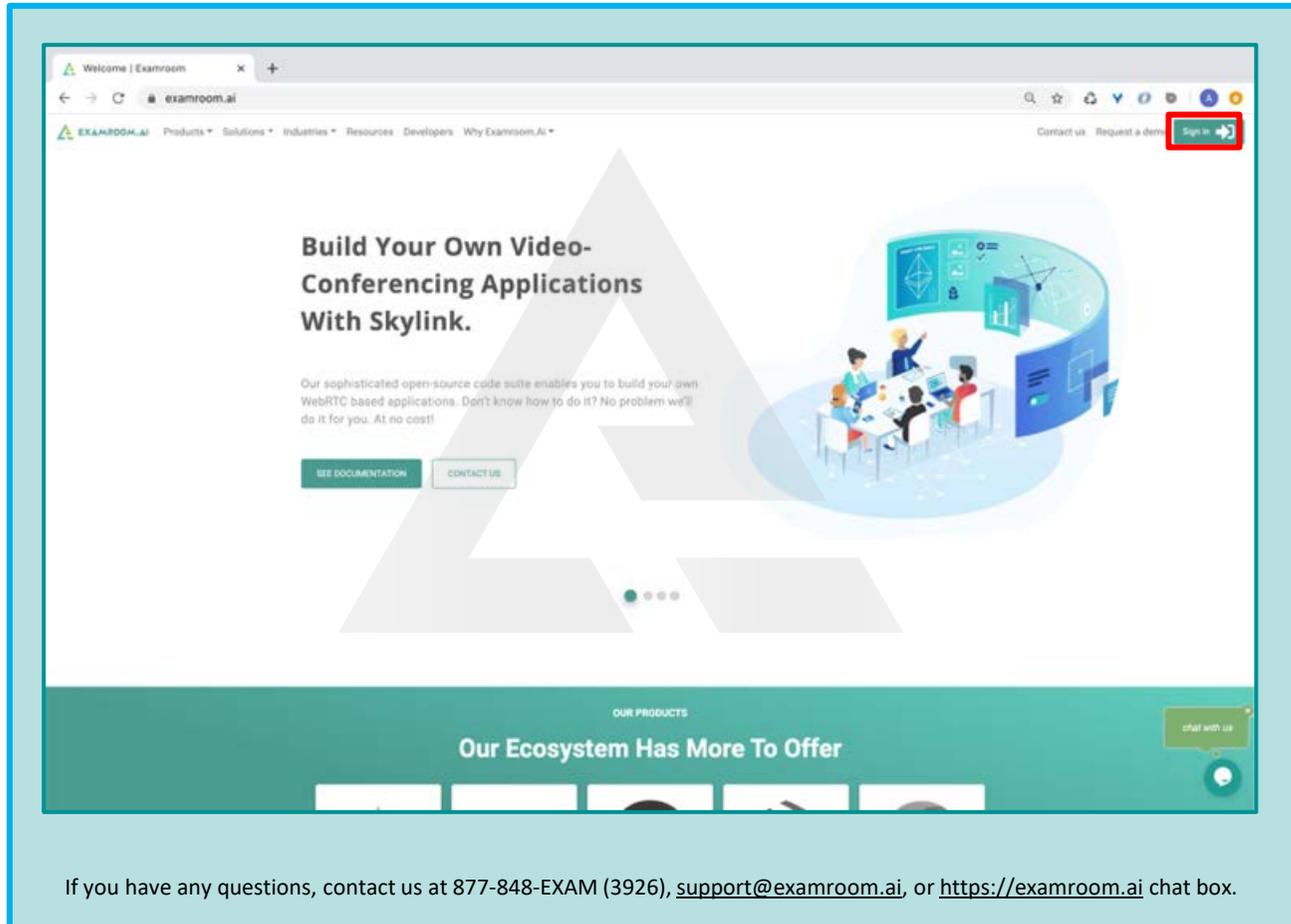
877-848-EXAM (3926)

support@examroom.ai

<https://www.examroom.ai/chat box>

Exam Process Flow

- ❑ Visit <https://www.examroom.ai/> and click **Sign In** in the top right corner to log in to your account.



Welcome | Examroom

examroom.ai

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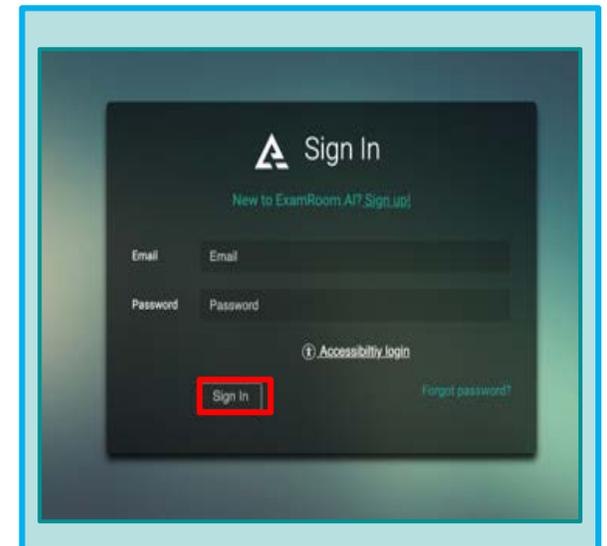
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OUR PRODUCTS

Our Ecosystem Has More To Offer

chat with us

If you have any questions, contact us at 877-848-EXAM (3926), support@examroom.ai, or <https://examroom.ai> chat box.



Sign In

New to ExamRoom.AI? [Sign Up!](#)

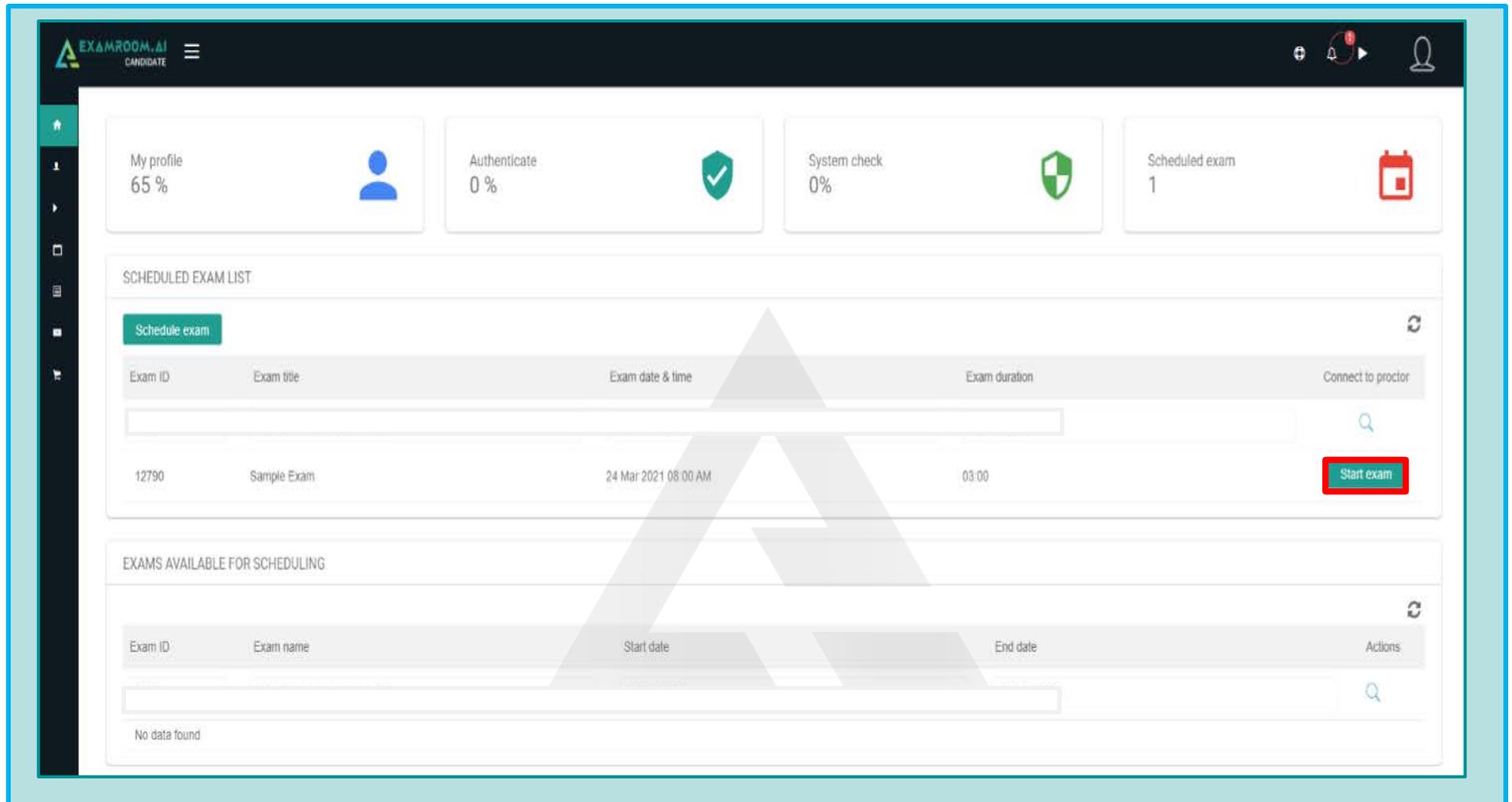
Email

Password

[Accessibility login](#)

Sign In [Forgot password?](#)

- Once you log in to your candidate profile, you will be taken to your Dashboard where you will click **Start Exam**.

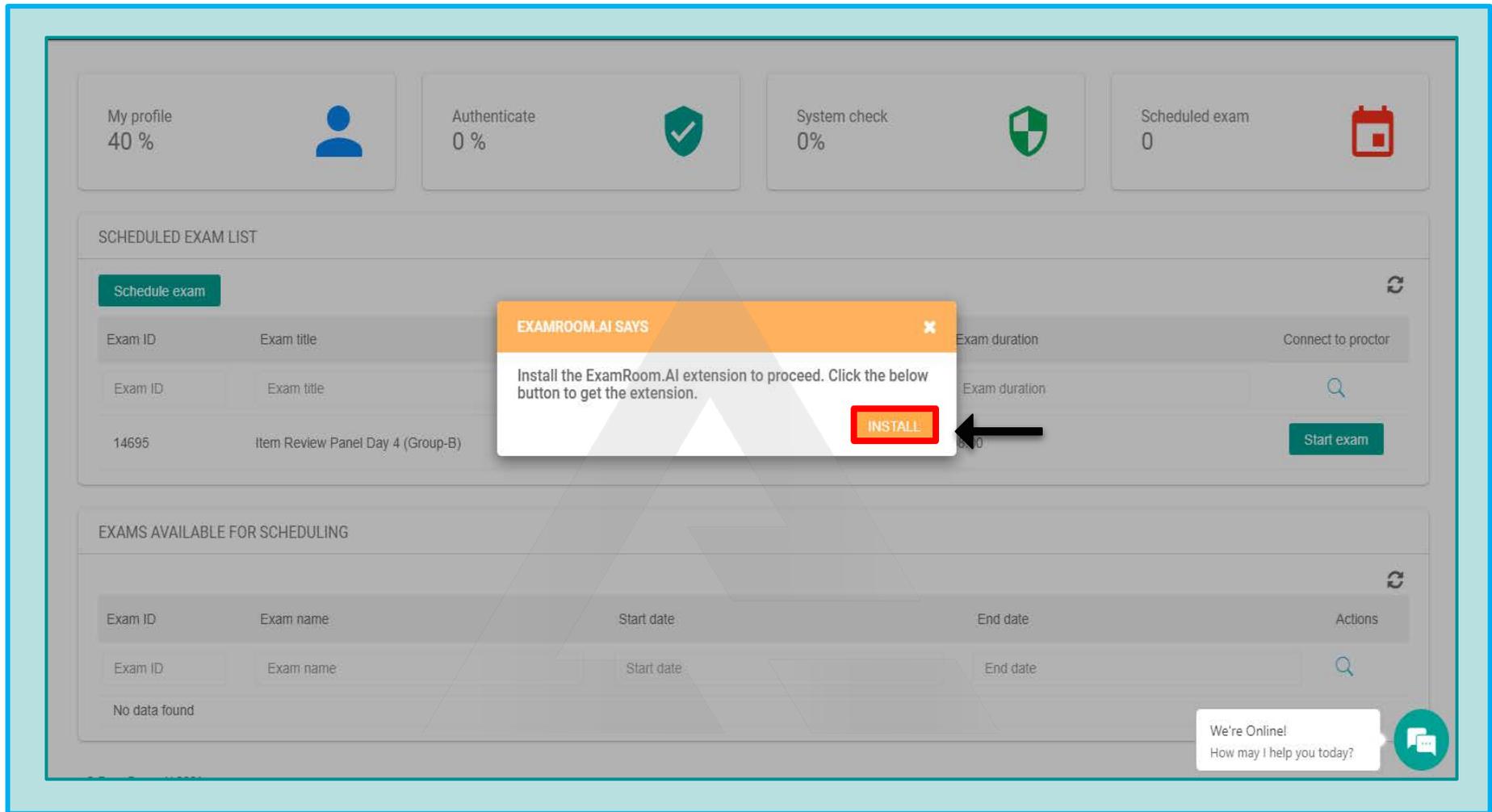


The screenshot shows the ExamRoom.AI candidate dashboard. At the top, there is a navigation bar with the logo, a menu icon, and user profile icons. Below this, four summary cards are displayed: 'My profile' (65%), 'Authenticate' (0%), 'System check' (0%), and 'Scheduled exam' (1). The main content area is divided into two sections. The first section, 'SCHEDULED EXAM LIST', features a 'Schedule exam' button and a table with columns for Exam ID, Exam title, Exam date & time, Exam duration, and Connect to proctor. A search bar is located below the table. The second section, 'EXAMS AVAILABLE FOR SCHEDULING', has a similar table structure with columns for Exam ID, Exam name, Start date, End date, and Actions, also including a search bar. A large, semi-transparent watermark of the ExamRoom.AI logo is overlaid on the center of the dashboard. In the 'SCHEDULED EXAM LIST' table, the 'Start exam' button for the 'Sample Exam' is highlighted with a red border.

Exam ID	Exam title	Exam date & time	Exam duration	Connect to proctor
12790	Sample Exam	24 Mar 2021 08:00 AM	03:00	Start exam

Exam ID	Exam name	Start date	End date	Actions
No data found				

❑ You will be asked to install the ExamRoom.AI extension. Click on **INSTALL**.

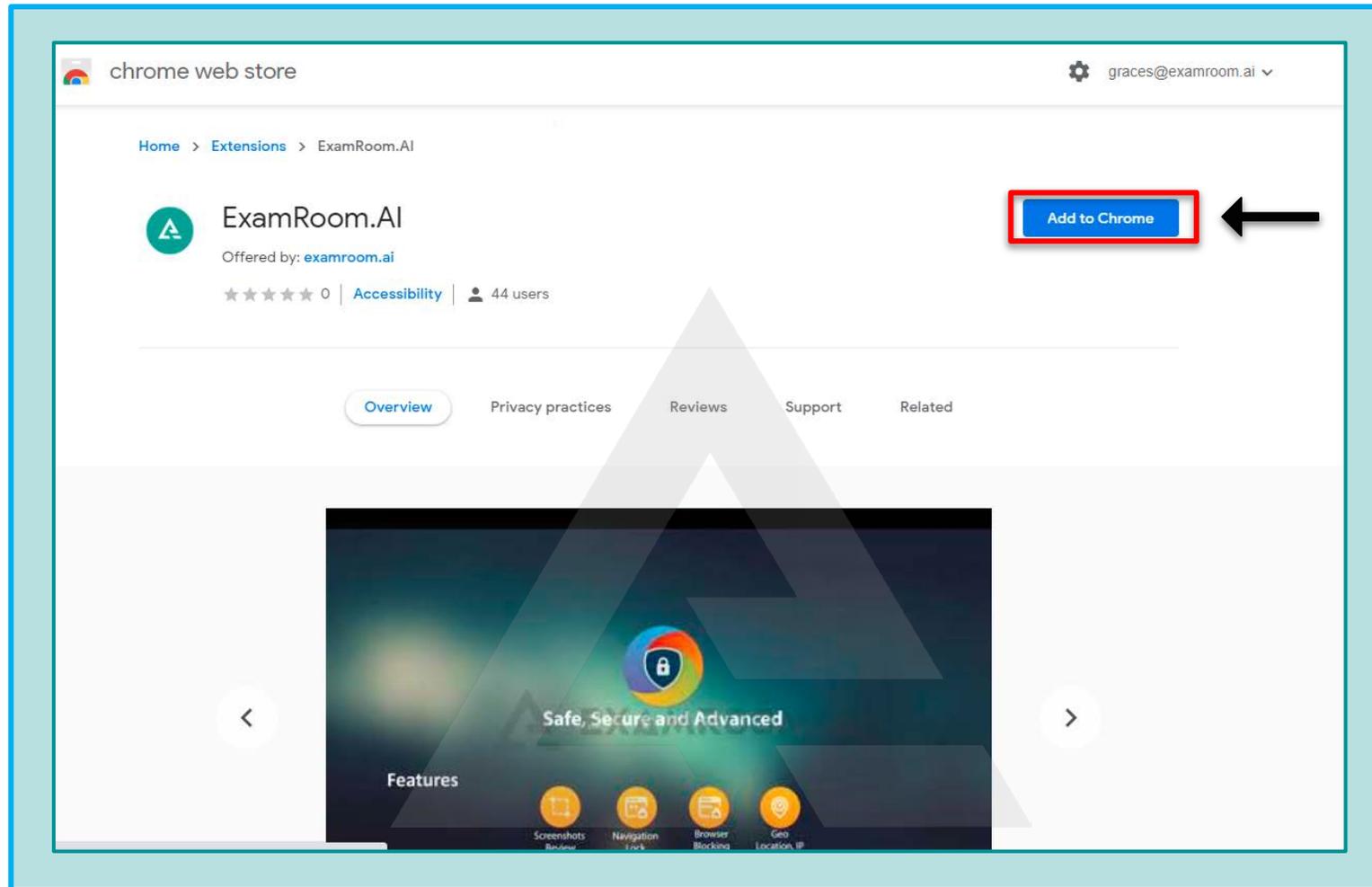


The screenshot displays the ExamRoom.AI dashboard with a central notification modal. The dashboard includes sections for 'My profile' (40%), 'Authenticate' (0%), 'System check' (0%), and 'Scheduled exam' (0). Below these are sections for 'SCHEDULED EXAM LIST' and 'EXAMS AVAILABLE FOR SCHEDULING'. The notification modal, titled 'EXAMROOM.AI SAYS', contains the text: 'Install the ExamRoom.AI extension to proceed. Click the below button to get the extension.' and an 'INSTALL' button. A black arrow points to the 'INSTALL' button.

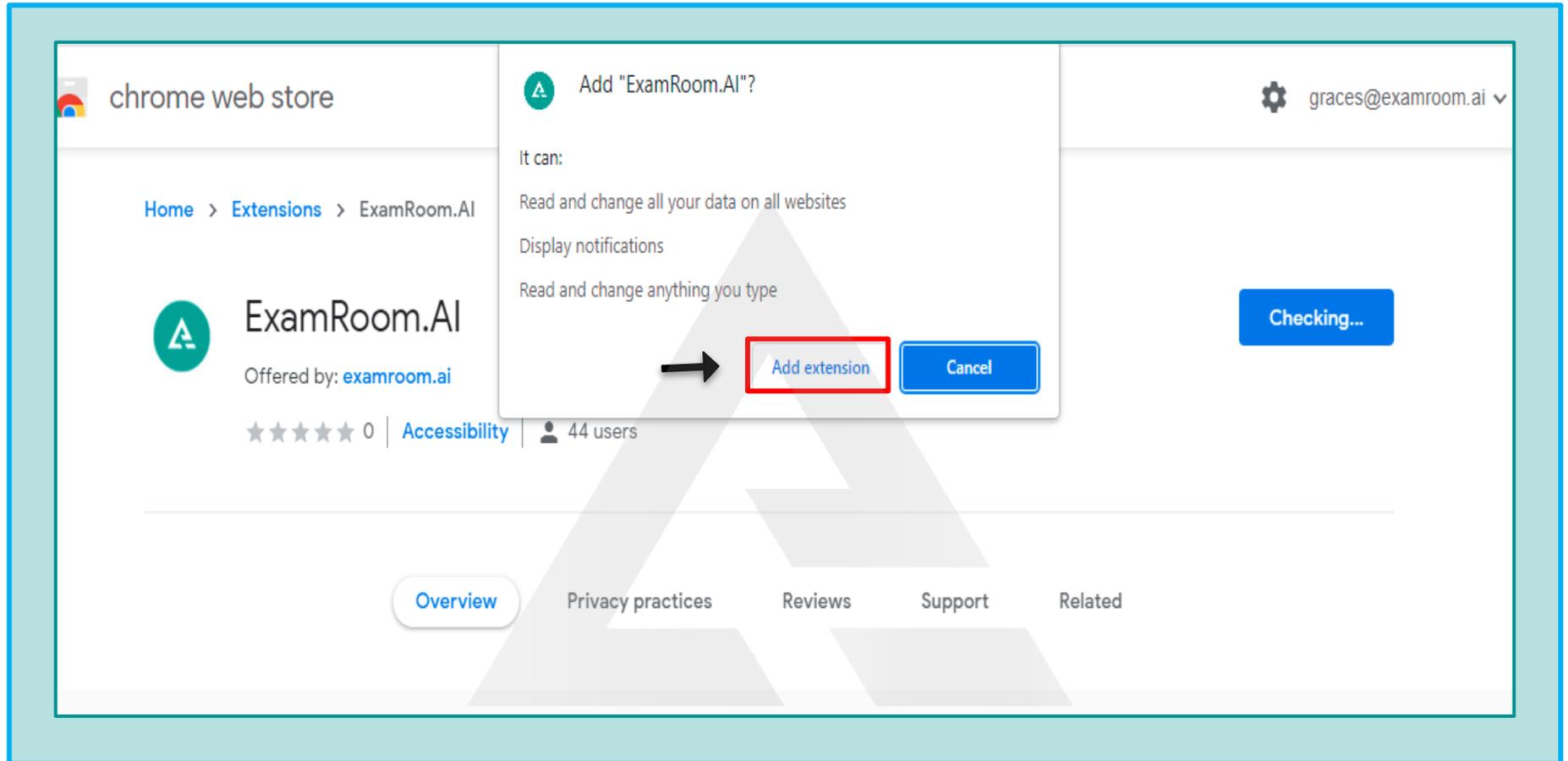
Exam ID	Exam title	Exam duration	Connect to proctor
14695	Item Review Panel Day 4 (Group-B)	8:00	Start exam

Exam ID	Exam name	Start date	End date	Actions
No data found				

- ❑ You will be taken to the Chrome web store page. Click on **Add to Chrome**.

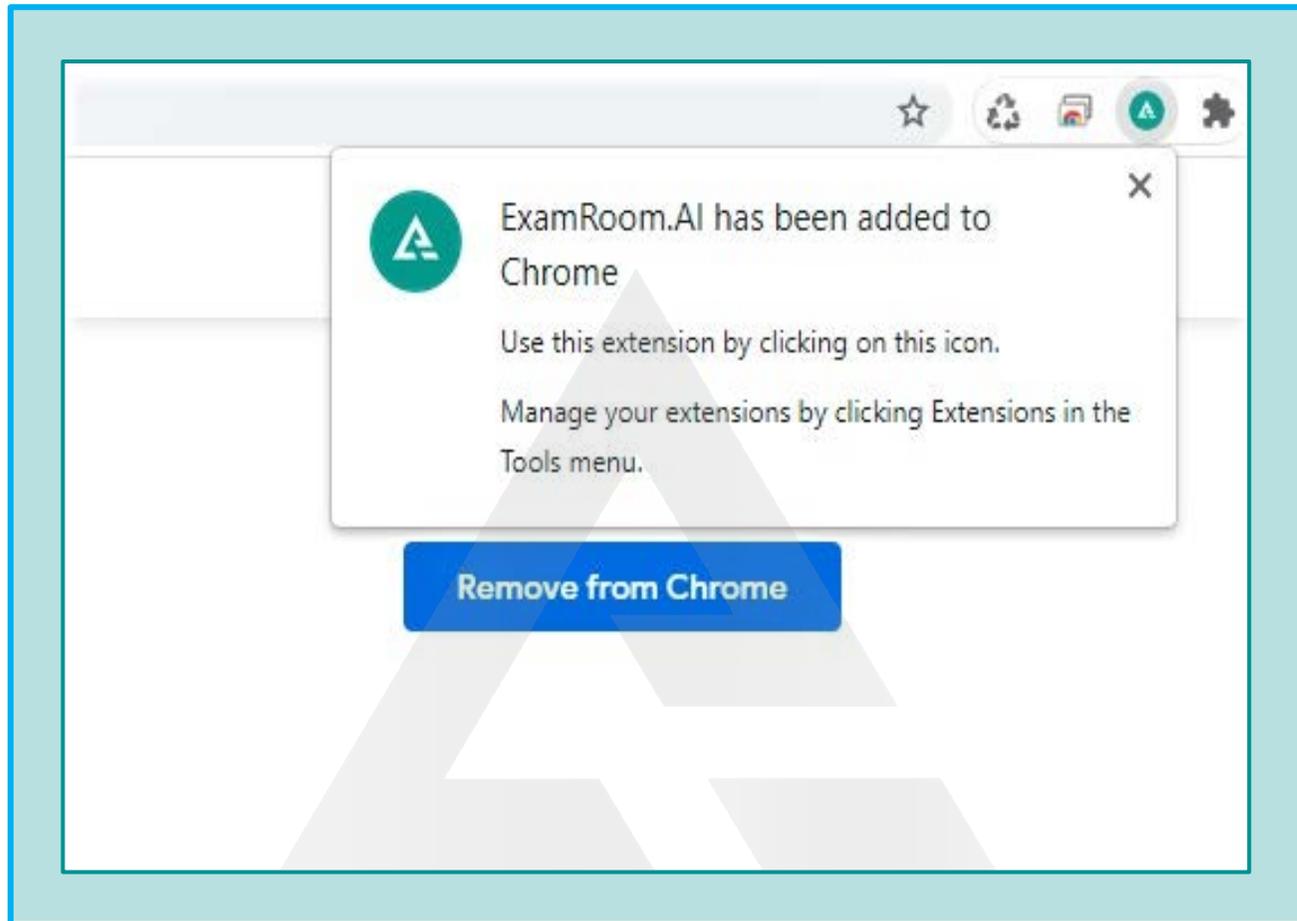


- ❑ Click on **Add extension.**

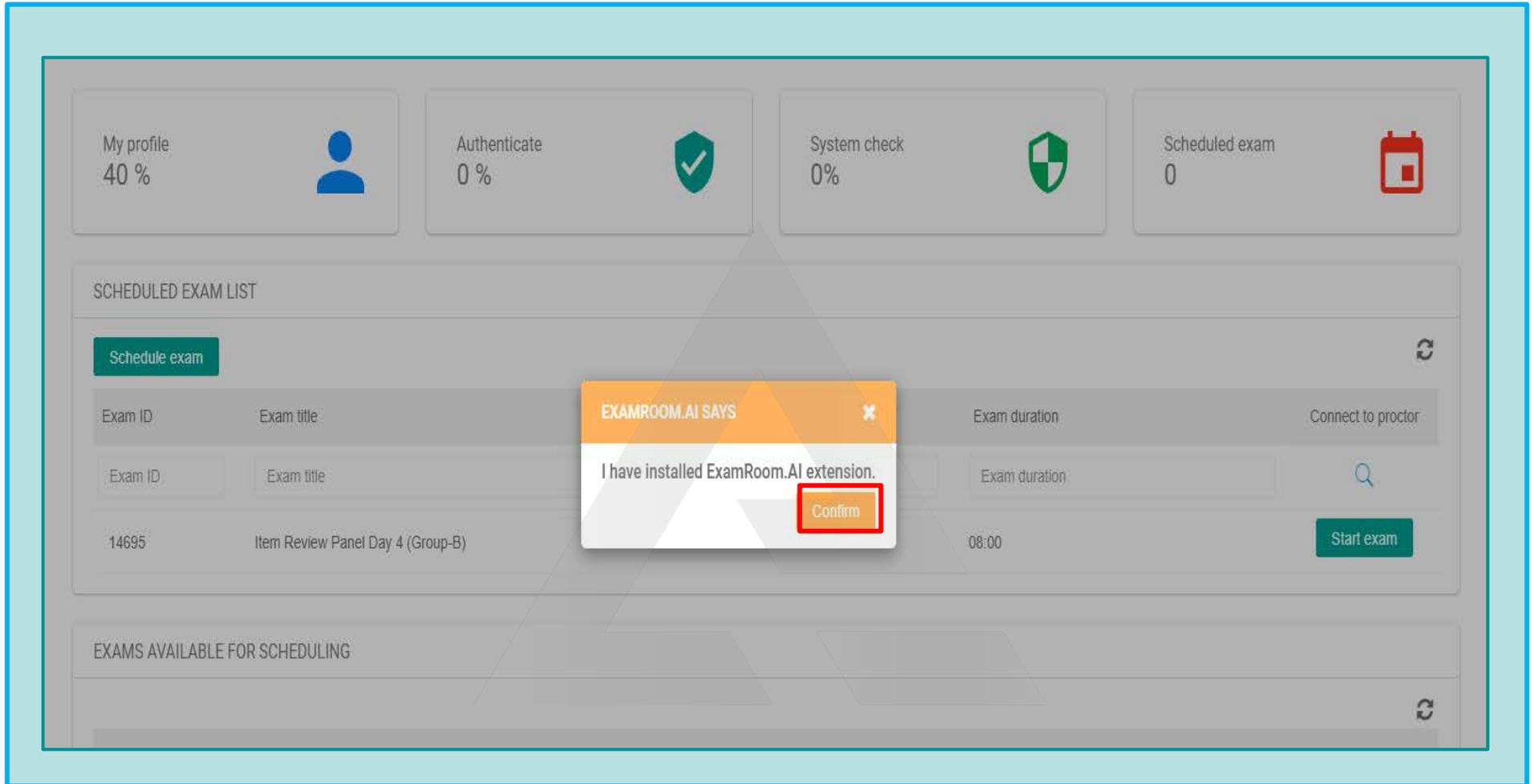


The screenshot shows the Chrome Web Store interface for the ExamRoom.AI extension. The page title is "chrome web store" and the breadcrumb is "Home > Extensions > ExamRoom.AI". The extension name is "ExamRoom.AI" and it is offered by "examroom.ai". It has 0 stars and 44 users. A dialog box is overlaid on the page, asking "Add 'ExamRoom.AI'?" and listing permissions: "It can: Read and change all your data on all websites", "Display notifications", and "Read and change anything you type". The "Add extension" button is highlighted with a red box and an arrow points to it. A "Checking..." button is also visible on the right side of the dialog box.

- You will receive the message “ExamRoom.AI has been added to Chrome.” Now go to the **Candidate Dashboard** page.



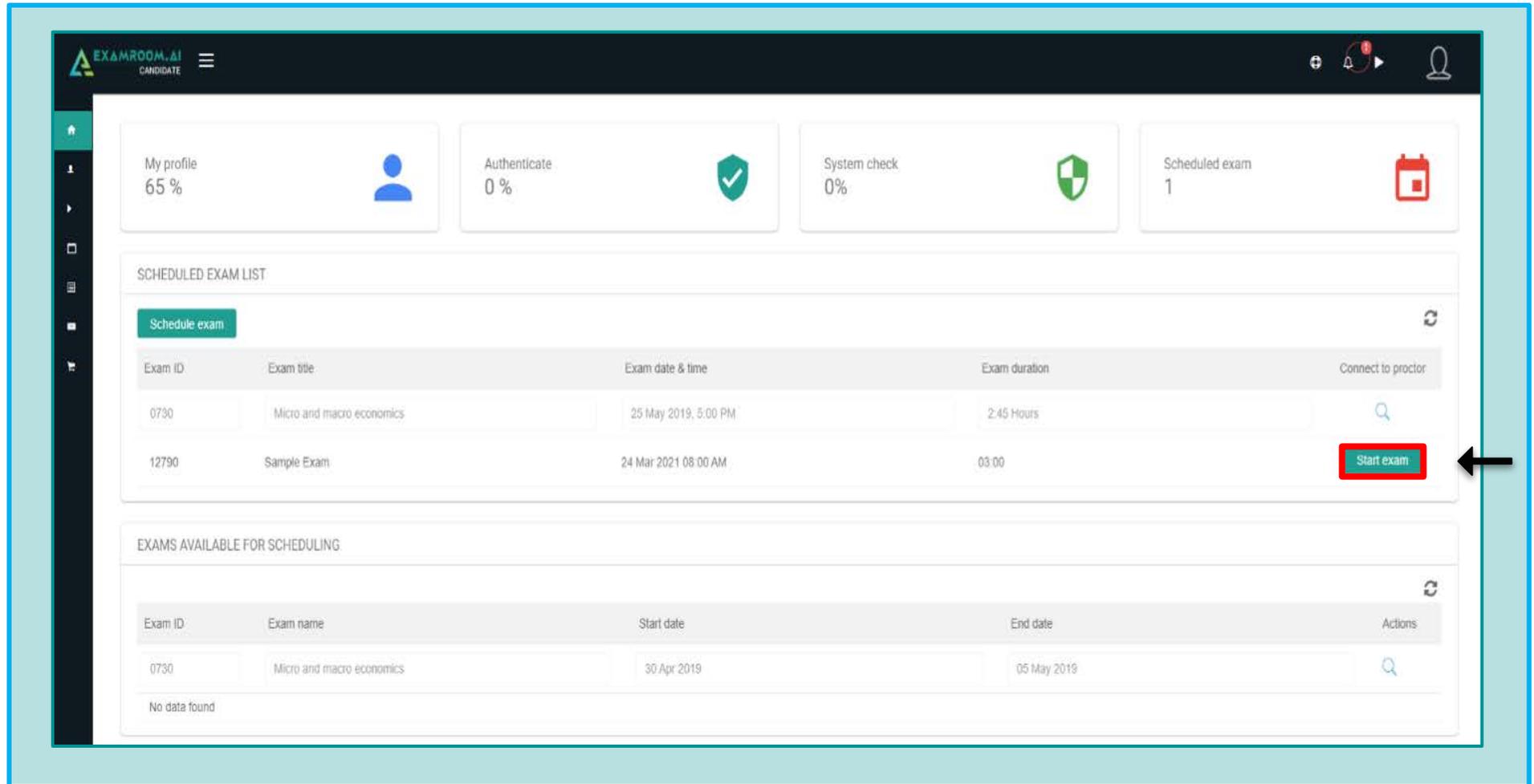
- On your Dashboard page, a popup message will appear. Click on **Confirm**.



The screenshot shows the ExamRoom.AI dashboard interface. At the top, there are four summary cards: 'My profile 40%' with a person icon, 'Authenticate 0%' with a shield icon, 'System check 0%' with a shield icon, and 'Scheduled exam 0' with a calendar icon. Below these is a 'SCHEDULED EXAM LIST' section with a 'Schedule exam' button and a refresh icon. A table lists exam details, including Exam ID, Exam title, Exam duration, and a 'Connect to proctor' button. A 'Start exam' button is also visible. A 'EXAMS AVAILABLE FOR SCHEDULING' section is partially visible at the bottom. A central popup message reads 'EXAMROOM.AI SAYS I have installed ExamRoom.AI extension.' with a 'Confirm' button highlighted by a red box.

Exam ID	Exam title	Exam duration	Connect to proctor
14695	Item Review Panel Day 4 (Group-B)	08:00	Start exam

- Now click on **Start exam**.



My profile 65%

Authenticate 0%

System check 0%

Scheduled exam 1

SCHEDULED EXAM LIST

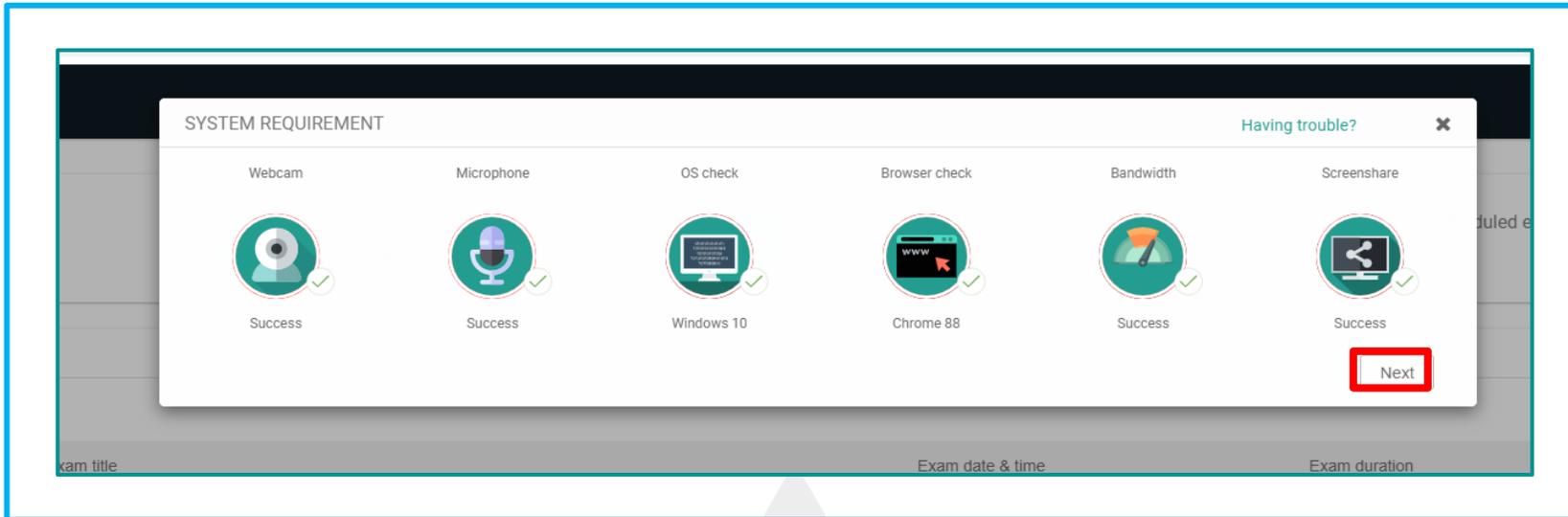
Schedule exam

Exam ID	Exam title	Exam date & time	Exam duration	Connect to proctor
0730	Micro and macro economics	25 May 2019, 5:00 PM	2:45 Hours	Start exam
12790	Sample Exam	24 Mar 2021 08:00 AM	03:00	Start exam

EXAMS AVAILABLE FOR SCHEDULING

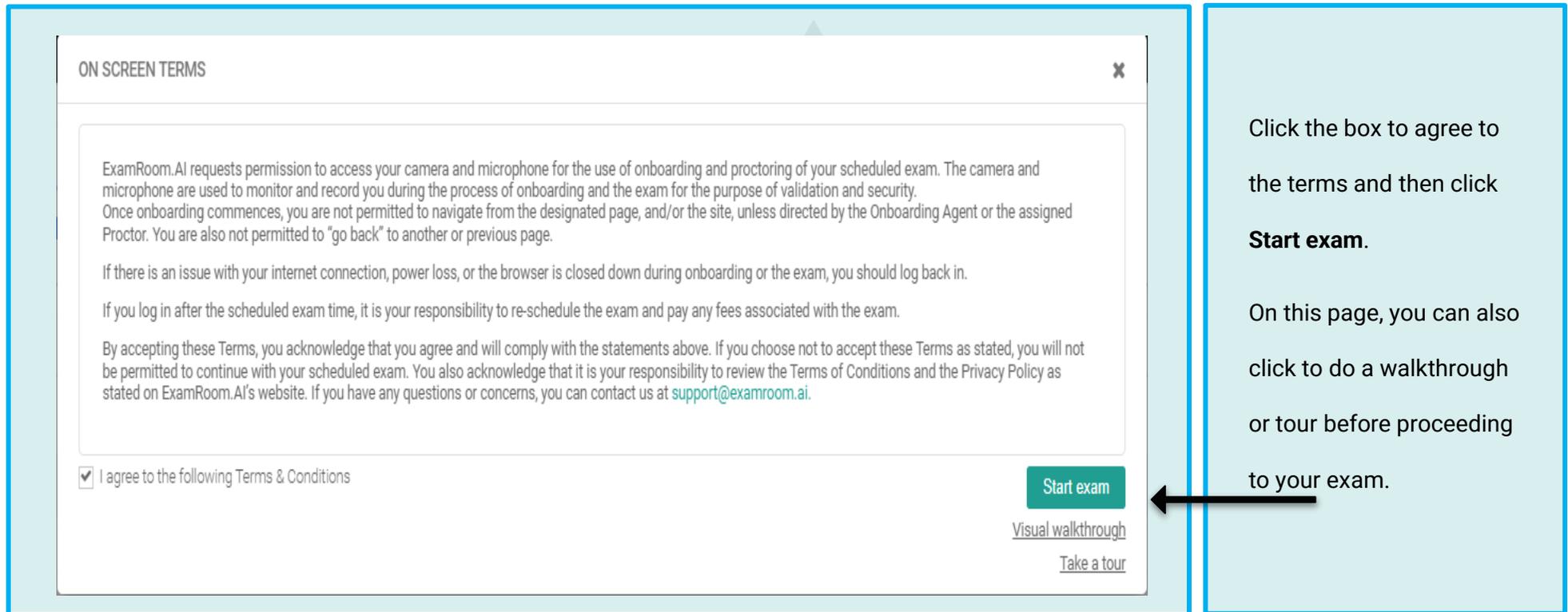
Exam ID	Exam name	Start date	End date	Actions
0730	Micro and macro economics	30 Apr 2019	05 May 2019	Start exam
No data found				

- ❑ Next, you will be taken to the first **System Check**.



- ✓ **Make sure you are not connected to any Bluetooth devices.**
- ✓ **Click on the Webcam and Microphone icons to ensure the right one is selected. Click the X to close Webcam and Microphone popup boxes.**
- ✓ **It is strongly recommended to use a computer that is connected to the Internet via Ethernet line. If Wi-Fi is your only option, disconnect all other devices from the Internet/Wi-Fi if your bandwidth is low and ensure you are close to the Wi-Fi router to prevent potential interruption or disconnection during your exam.**

- ❑ After the first **System Check**, you will be taken to the Terms page. Click the **I Agree** box and then **Start exam**.



The screenshot shows a window titled "ON SCREEN TERMS" with a close button (X) in the top right corner. The main content area contains the following text:

ExamRoom.AI requests permission to access your camera and microphone for the use of onboarding and proctoring of your scheduled exam. The camera and microphone are used to monitor and record you during the process of onboarding and the exam for the purpose of validation and security. Once onboarding commences, you are not permitted to navigate from the designated page, and/or the site, unless directed by the Onboarding Agent or the assigned Proctor. You are also not permitted to "go back" to another or previous page.

If there is an issue with your internet connection, power loss, or the browser is closed down during onboarding or the exam, you should log back in.

If you log in after the scheduled exam time, it is your responsibility to re-schedule the exam and pay any fees associated with the exam.

By accepting these Terms, you acknowledge that you agree and will comply with the statements above. If you choose not to accept these Terms as stated, you will not be permitted to continue with your scheduled exam. You also acknowledge that it is your responsibility to review the Terms of Conditions and the Privacy Policy as stated on ExamRoom.AI's website. If you have any questions or concerns, you can contact us at support@examroom.ai.

At the bottom left, there is a checkbox labeled "I agree to the following Terms & Conditions" which is checked. At the bottom right, there is a green button labeled "Start exam". Below the button are two links: "Visual walkthrough" and "Take a tour".

A callout box on the right side of the screenshot contains the following text:

Click the box to agree to the terms and then click **Start exam**.

On this page, you can also click to do a walkthrough or tour before proceeding to your exam.

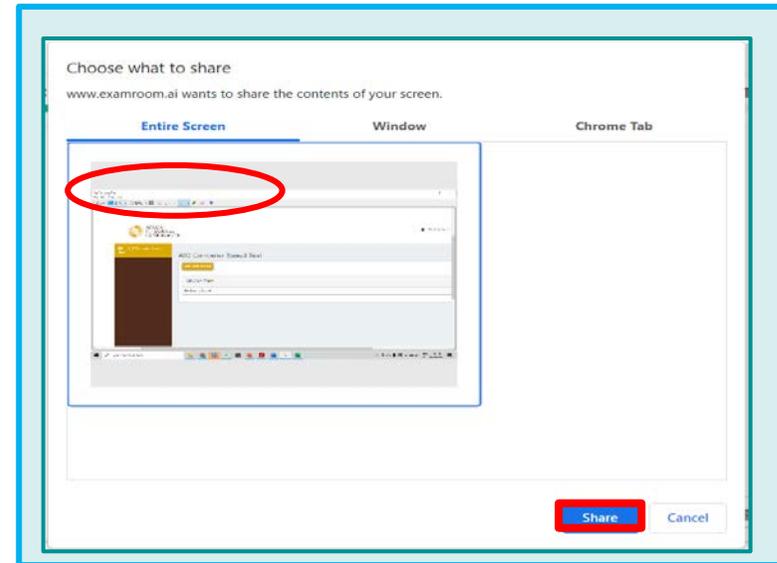
An arrow points from the callout box to the "Start exam" button.

- ❑ Next, you will be asked to share your screen.

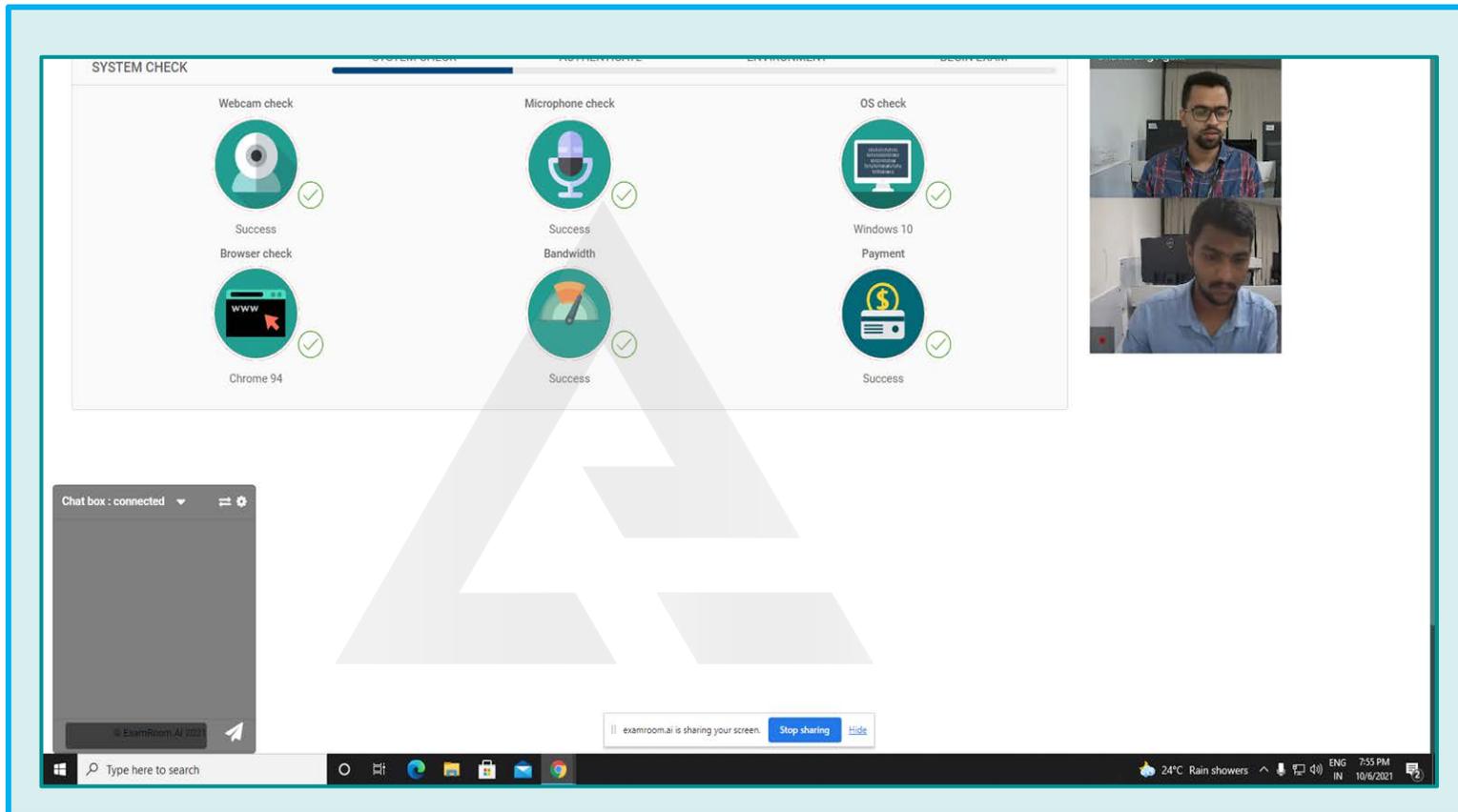
Google Chrome Required:

Click on **Entire Screen** and the window screen below gets highlighted. Now click on it and then click **Share**.

Please make sure that you have no other open tabs on your computer and that you are not connected to multiple monitors or devices.



- ❑ Now you are connected to the Onboarding Agent. They will guide you through the process. The first step will be a second **SYSTEM CHECK.**



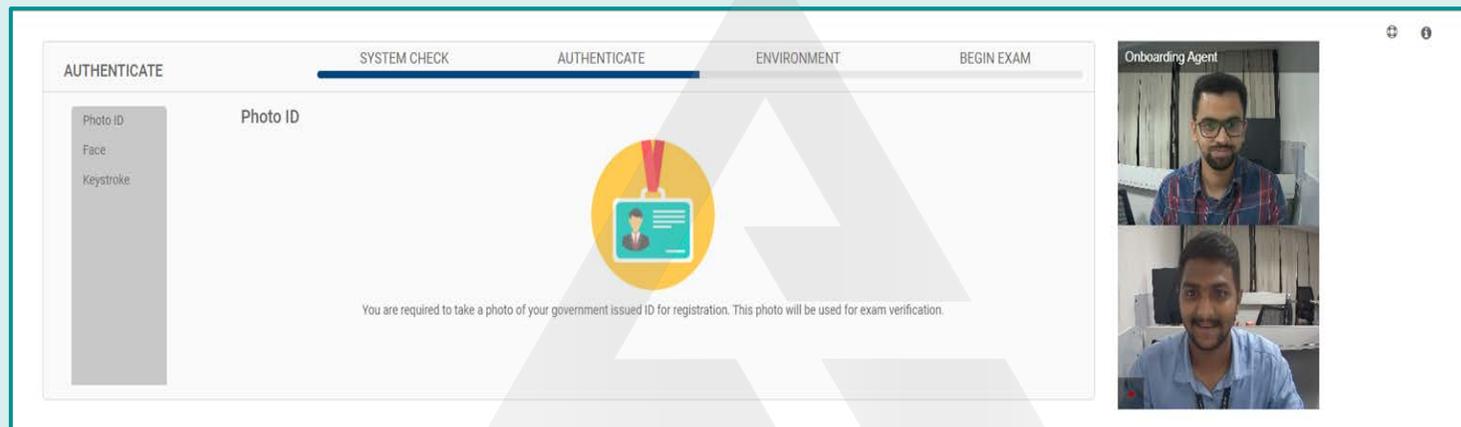
The Onboarding Agent will guide you through the steps.

If you get disconnected during onboarding, please log back in.

❑ The second step is an ID verification check.

➤ **Photo ID**

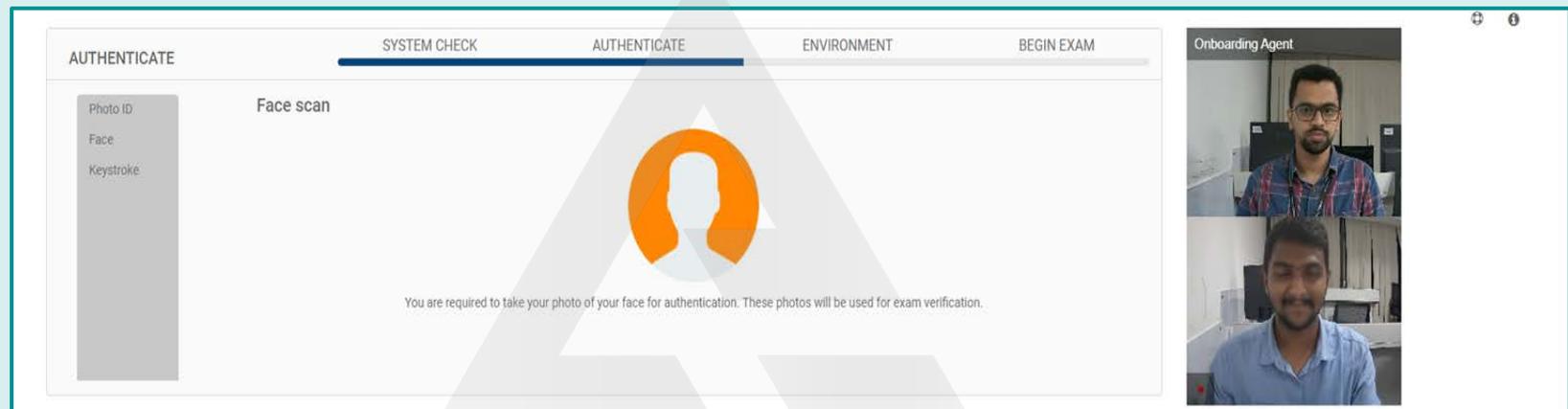
Hold up your valid Government-issued ID in front of the camera. The Onboarding Agent will capture it and then will take you to the next step.



❑ The third step in the verification process is the Face scan.

➤ **Face scan**

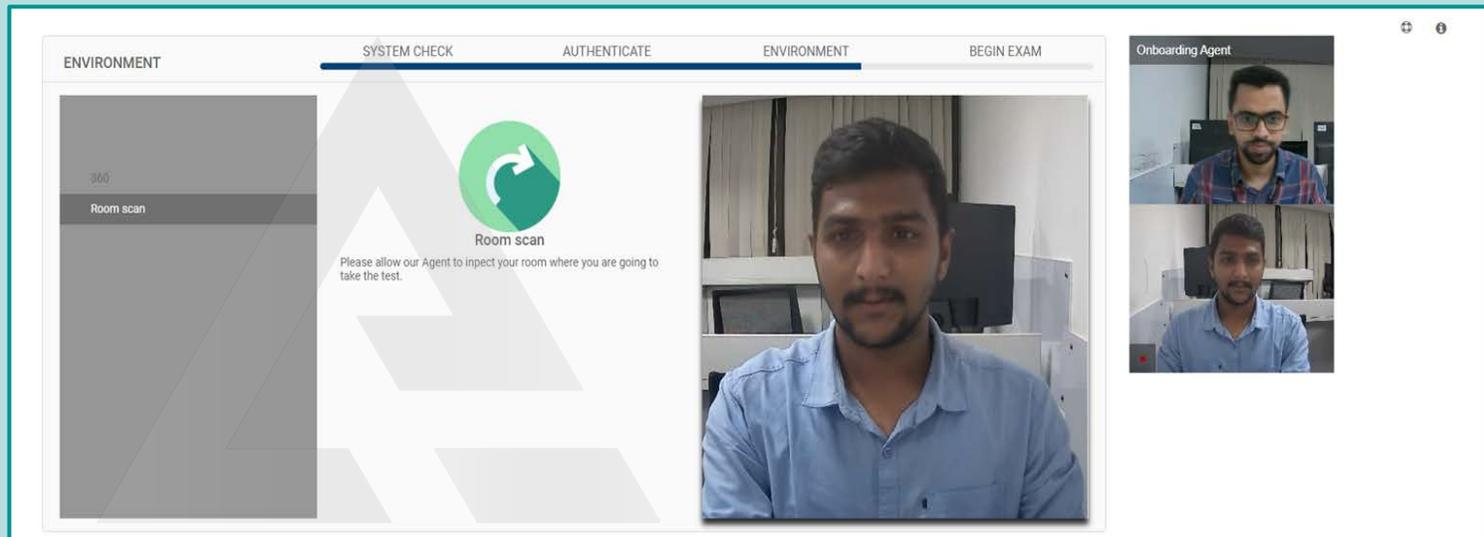
Look into the camera. The Onboarding Agent will take your photo and then take you to the next step.



❑ The next step is the Room scan.

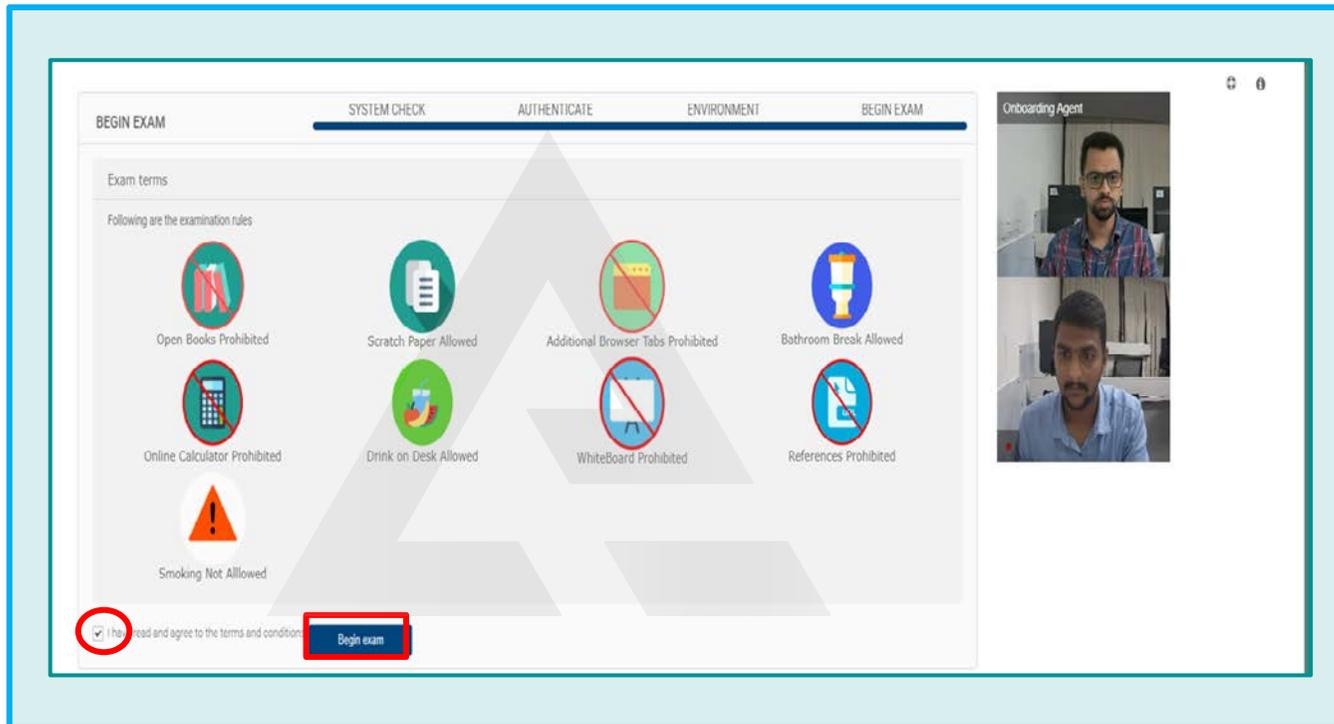
➤ **Room scan**

You will rotate your camera to show your surroundings.



❑ The final step before taking your exam explains the **Rules** for the exam.

- **Rules**
- **Begin Exam**

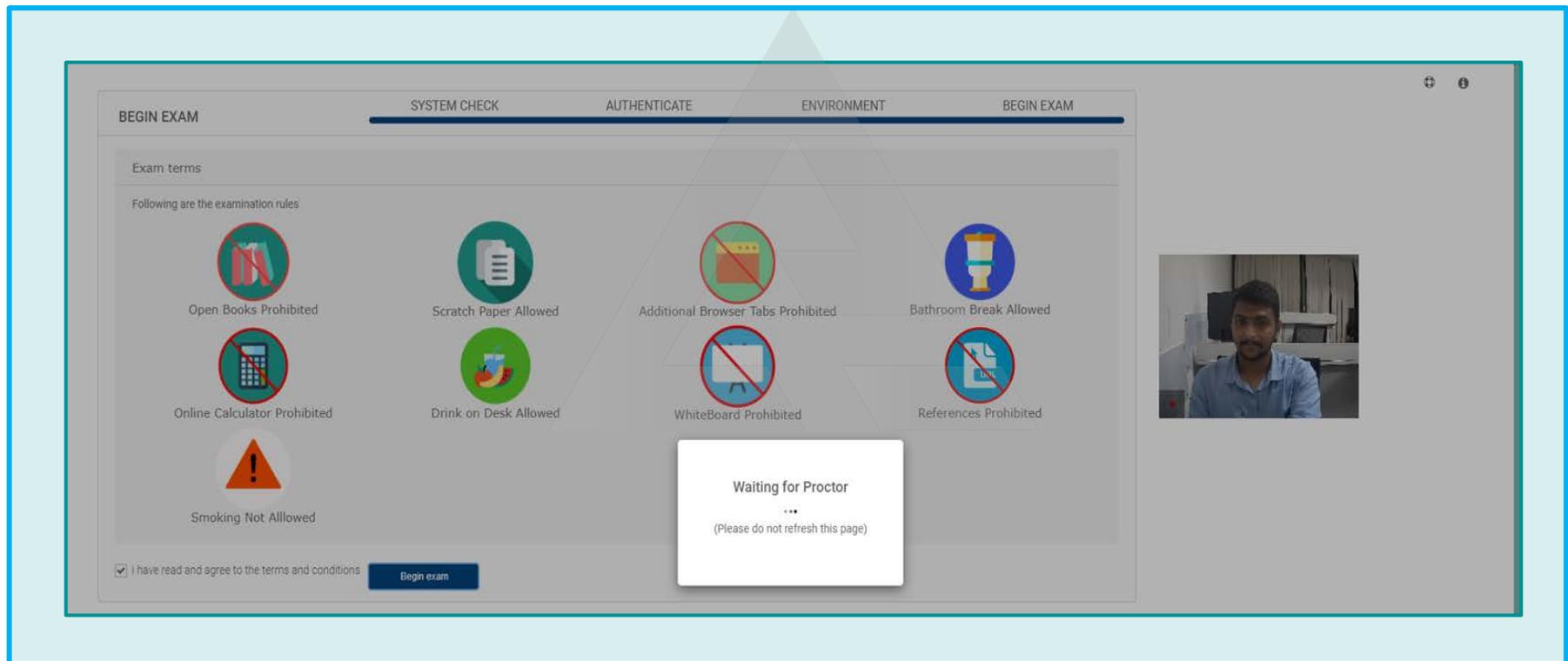


The icons display what is allowed and what is prohibited.

After reviewing, click the **box** to indicate that you agree and then click **Begin Exam**.

You will then be transferred to the proctor.

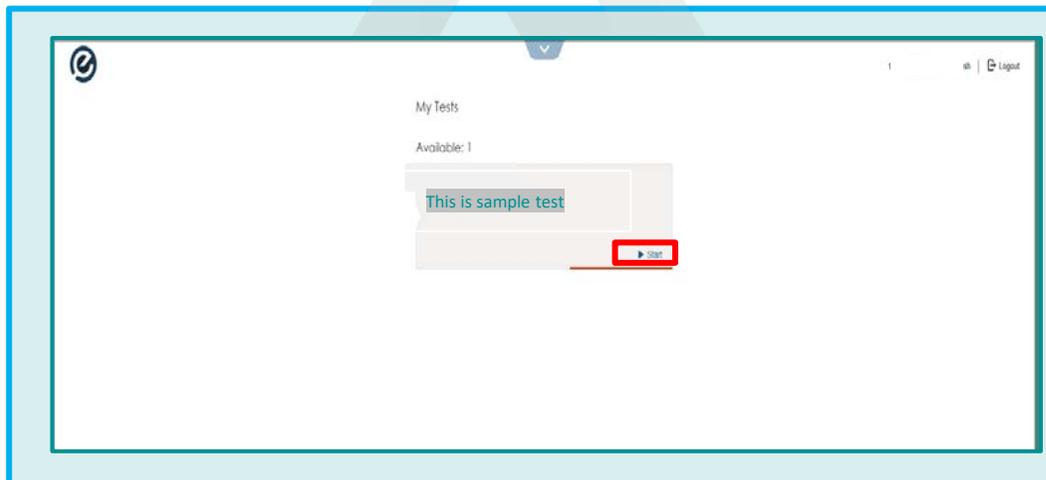
- ❑ Please be patient while being transferred to your proctor. Allow up to a minute for the screen to change to your test console. Once you are taken to the test console, the proctor will provide you with the credentials in your chat box.



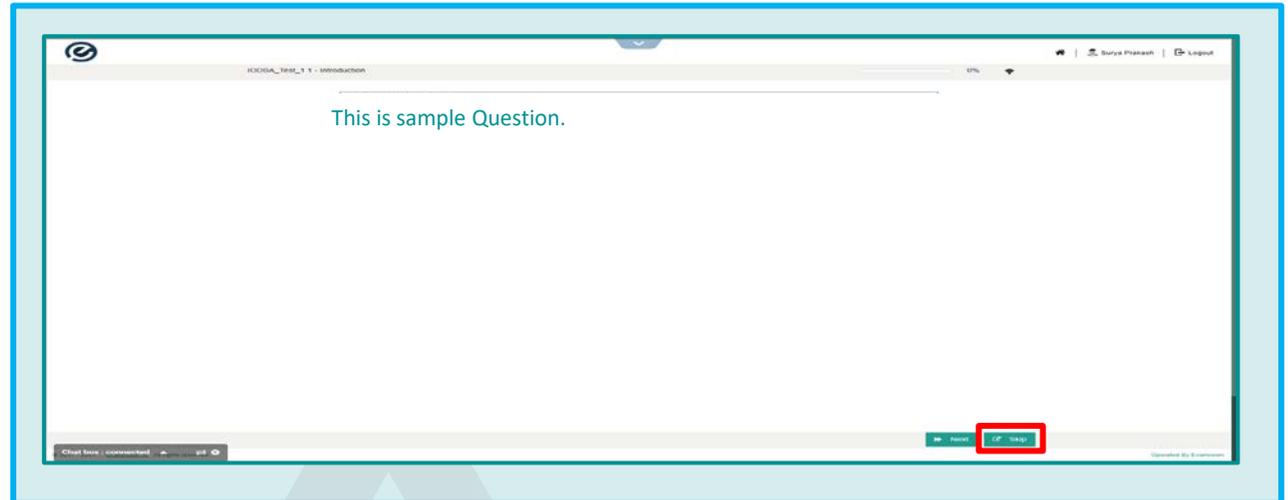
- ❑ Enter the **Username** and **Password** provided by the proctor (in the chat box). Click **Log in** to begin exam.



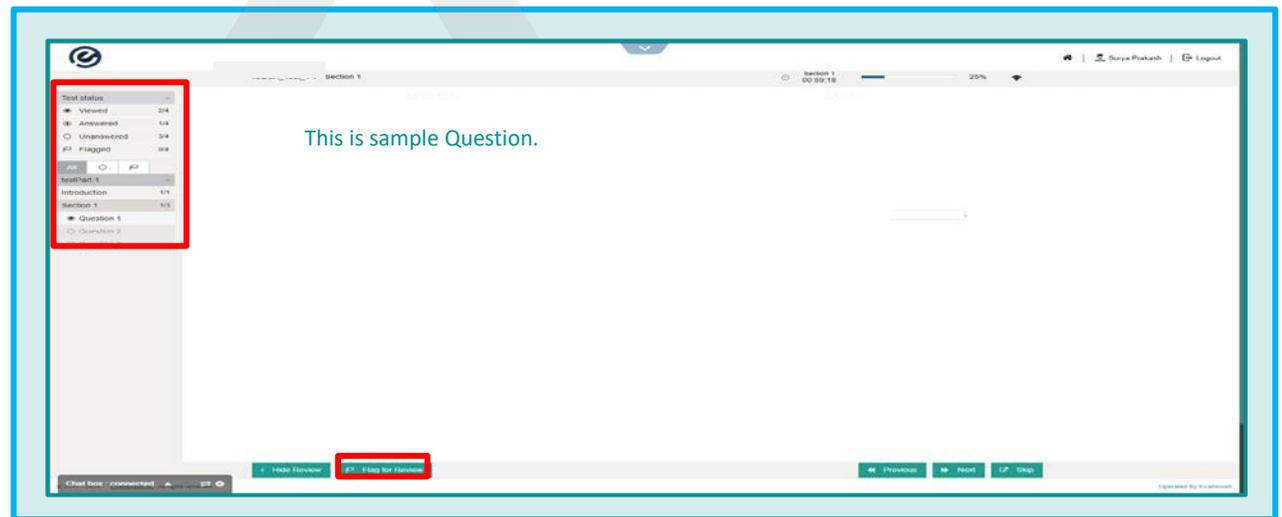
- ❑ You will be taken to the available exams page. Click on **Start** to begin your exam.



- ❑ After you click on **Start**, you will be taken to the Introduction page. Please click on **Next** to go to your first question.

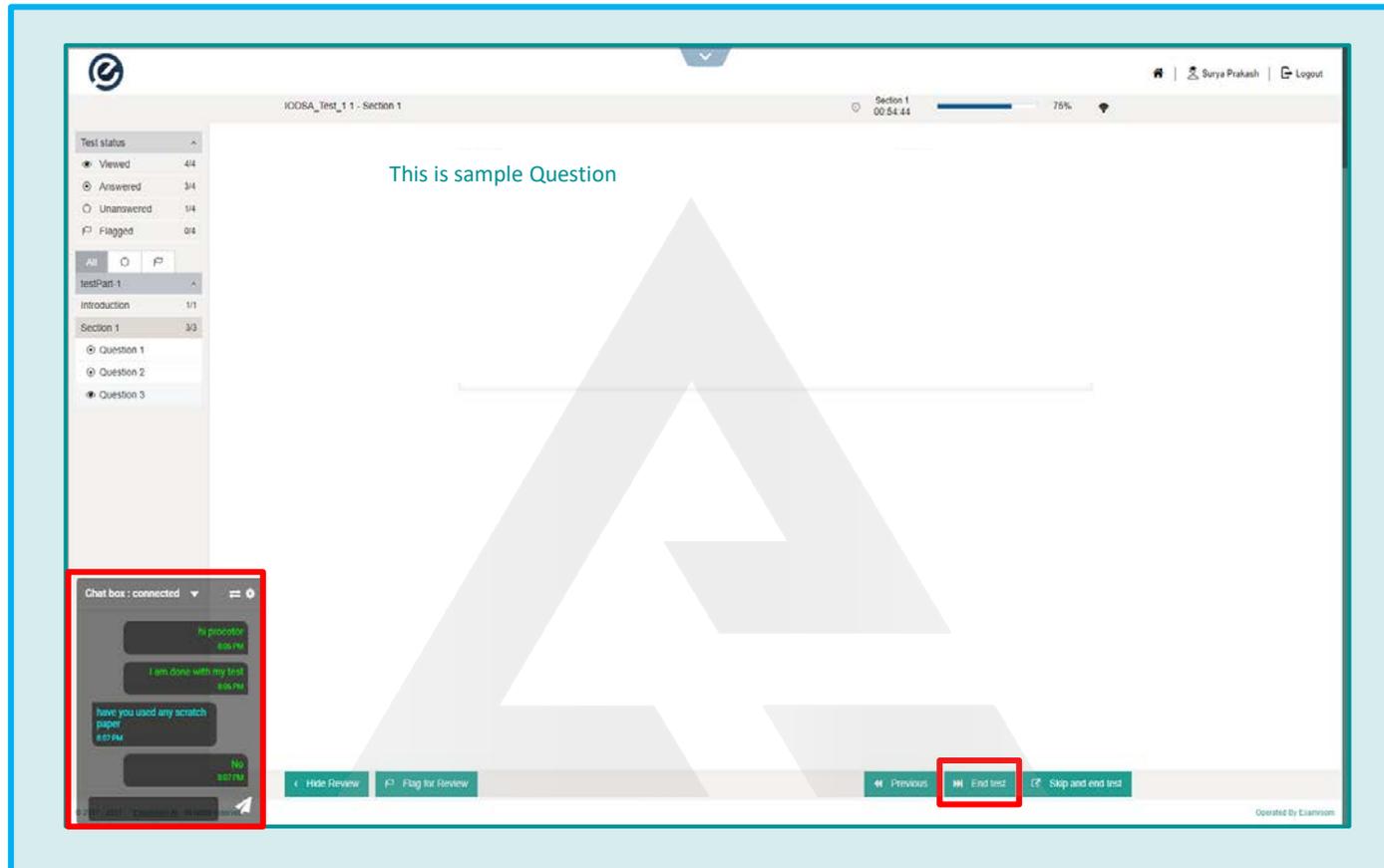


- ❑ You can flag any question by selecting the **Flag for Review** button. On the left side menu, you can view the answered, unanswered, and flagged questions.



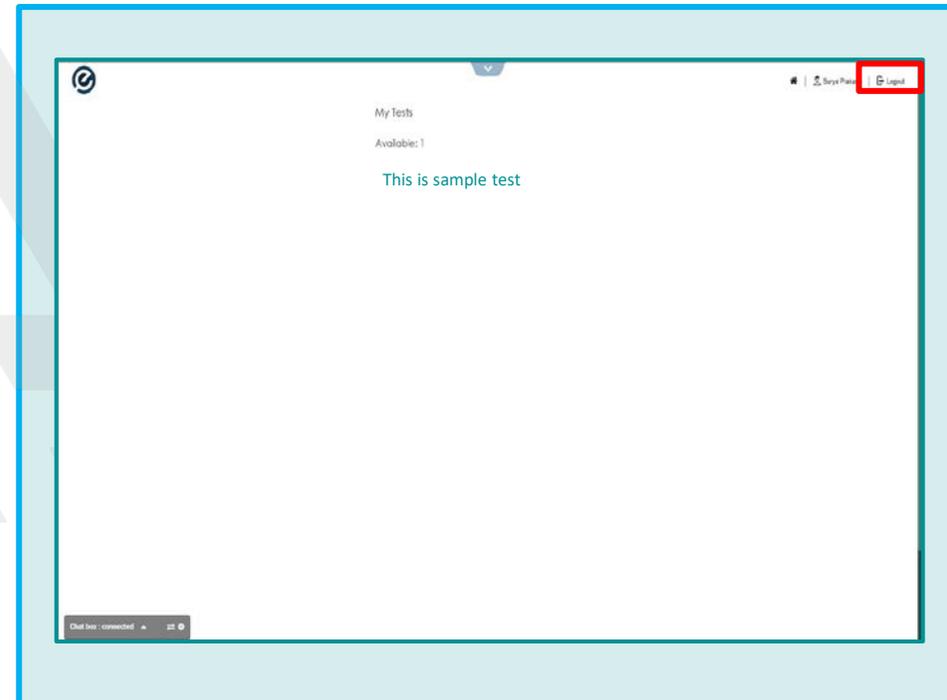
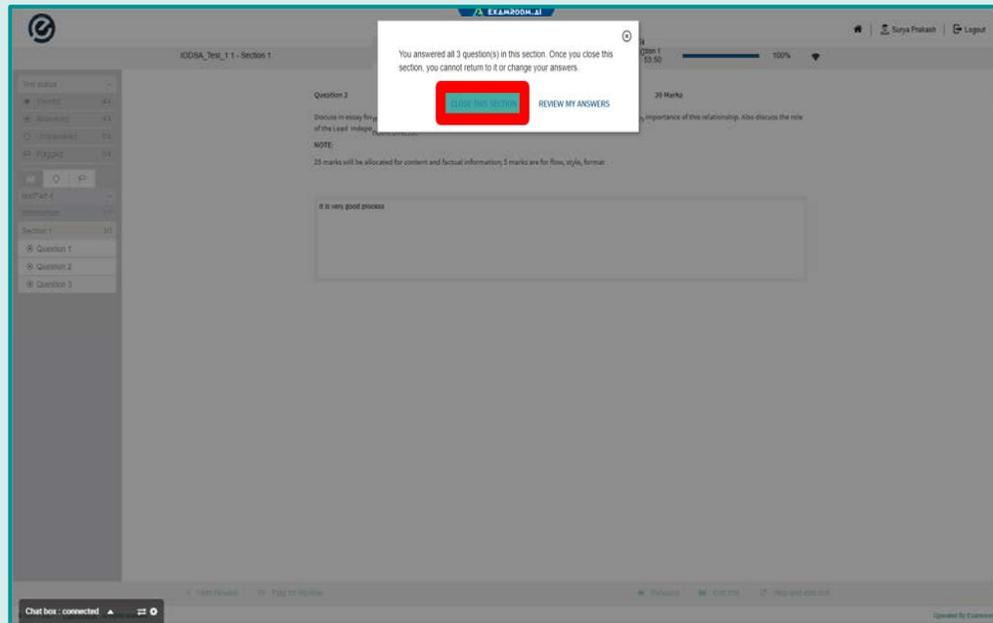
End Exam

- ❑ Once you have answered all the questions, checked all flagged items, and are ready to submit your exam, click on **End Test**.
- ❑ Inform the proctor so he/she can assist you in exiting your exam session and uninstalling the extension from your computer.

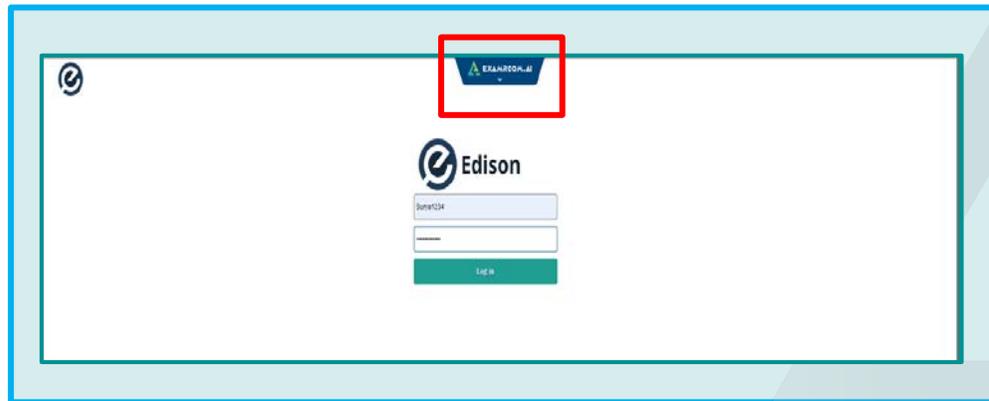


❑ Once you click on **End Test**, you will get a popup to click on **Close This Section**. You will be taken back to the exam landing page.

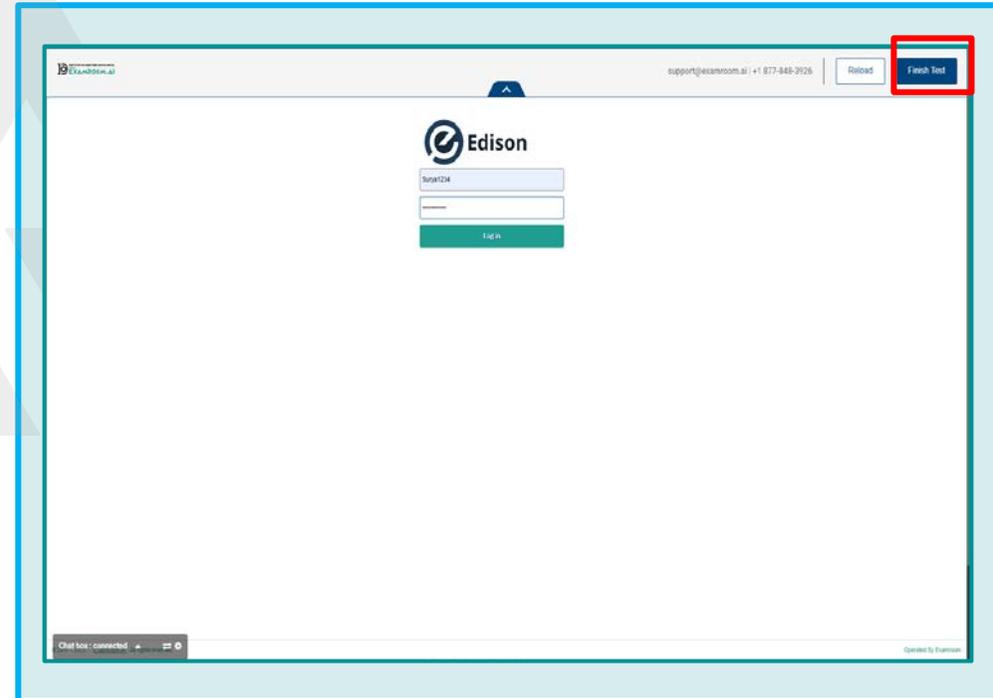
➤ Click on **Logout**.



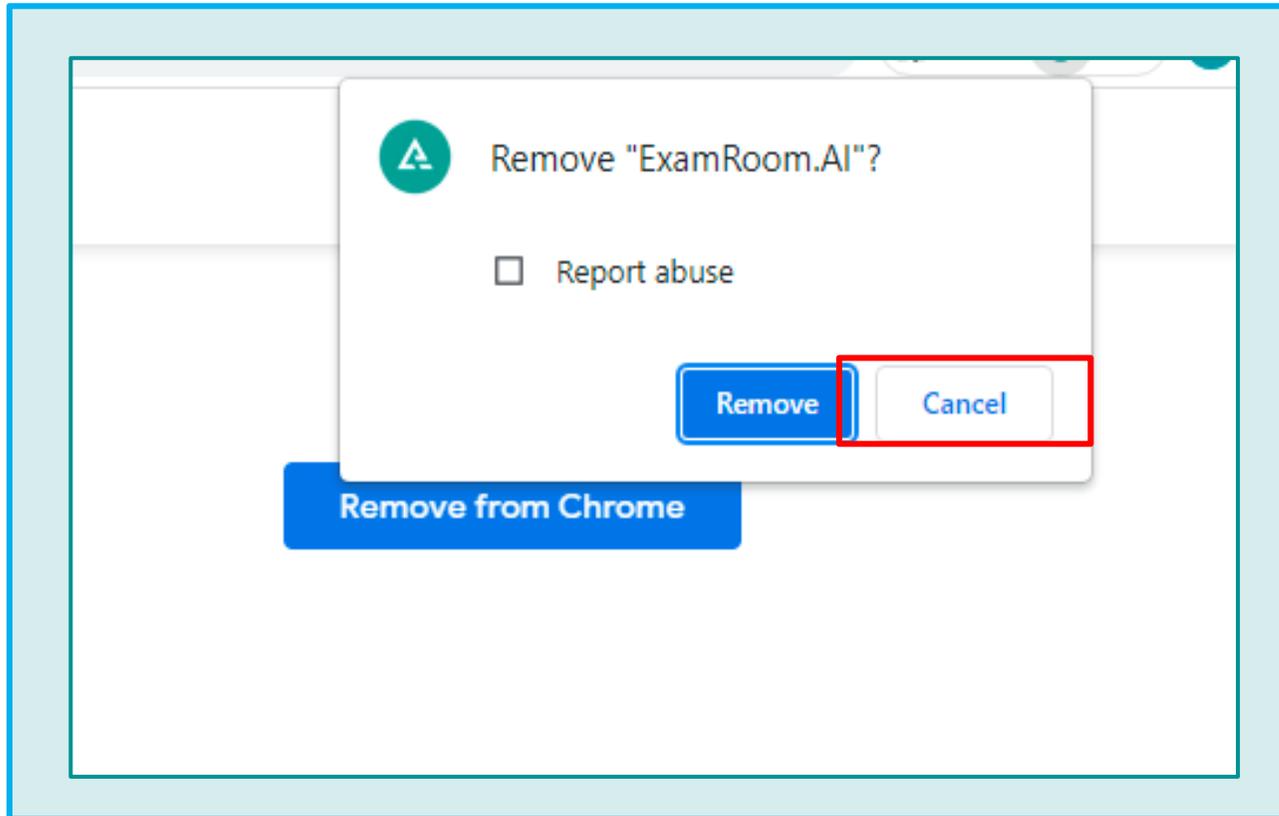
- ❑ After clicking on Logout, you will be brought to the Login Page. Click on Drop Down icon in the center of the screen.



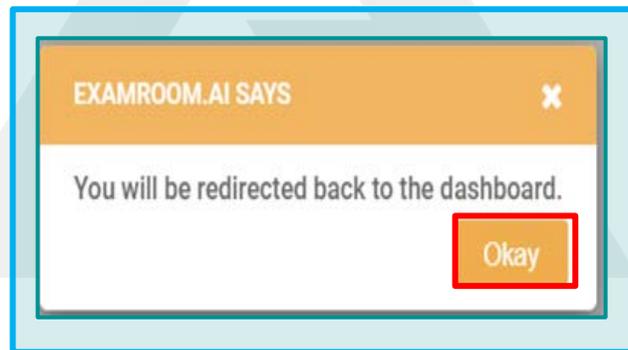
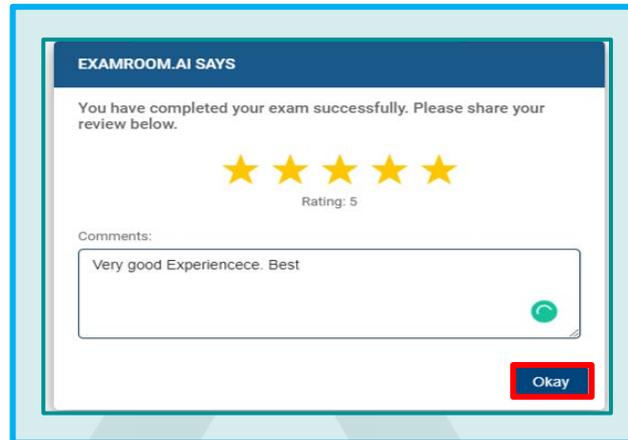
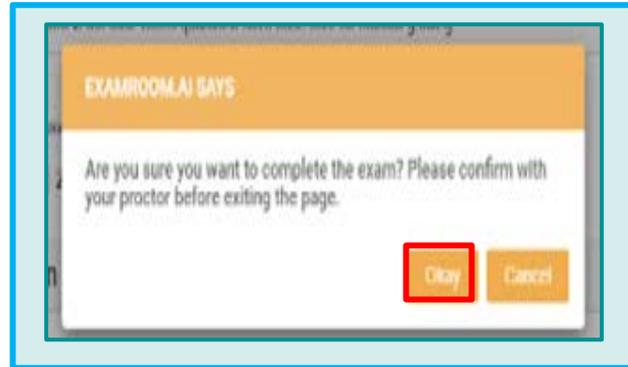
- ❑ Click on **Finish Test**.



- ❑ The proctor will guide you through the process to uninstall the extension from your computer.

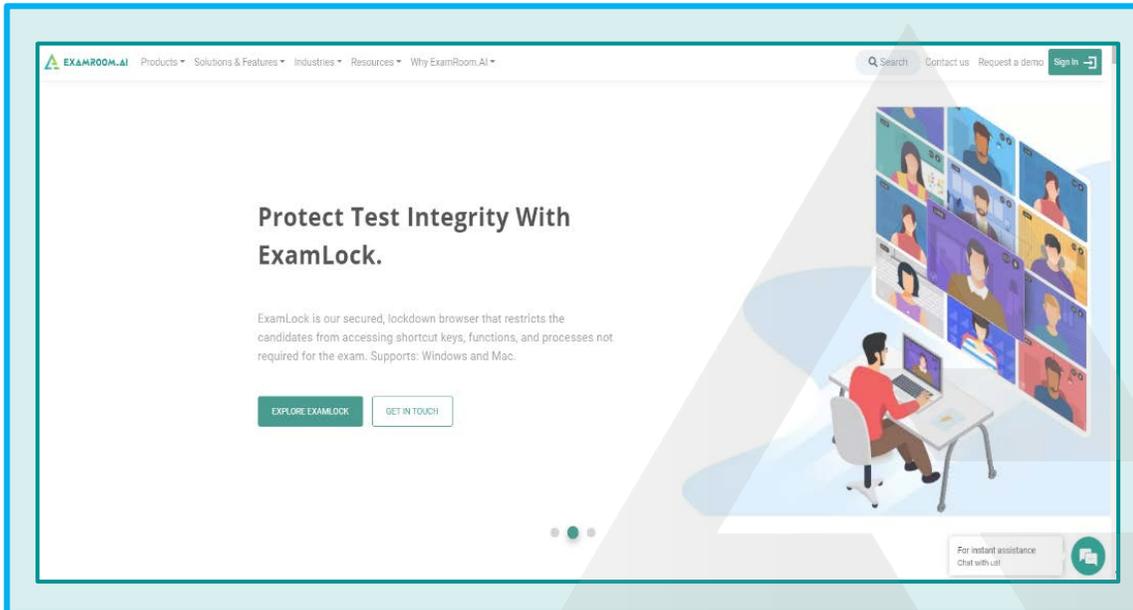


- ❑ Follow the prompts on the ExamRoom.AI portal.
- ❑ After completing the steps, you will be taken to your dashboard where you can log out.



▲ Support

- ❑ If you get disconnected during your exam (due to Internet interruption, power outage, laptop battery drained, etc.), contact Examroom.ai Support **immediately**. Provide the agent with your name, email, callback number, and the exam you were taking, and inform them that you were disconnected from your exam.



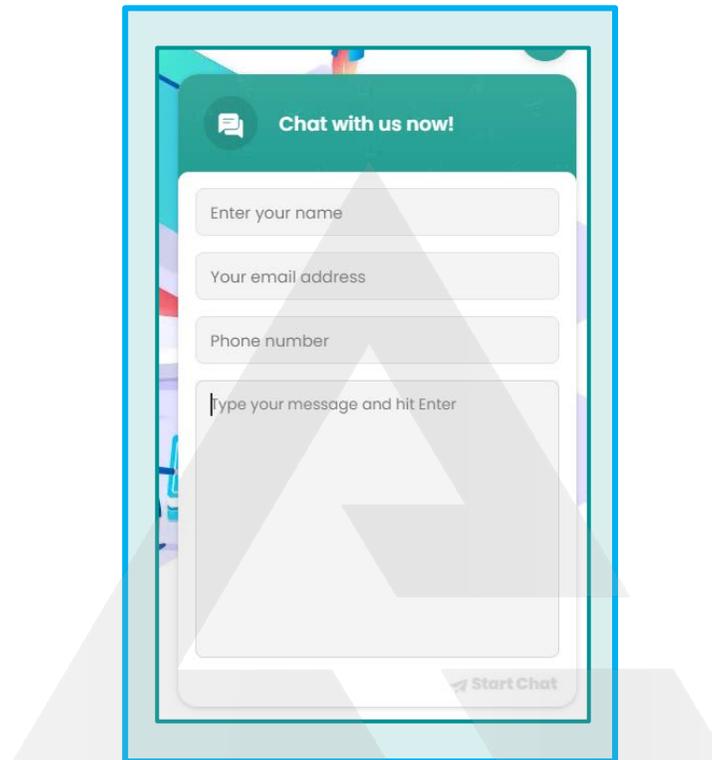
CONTACT INFORMATION

Phone: 877-848-EXAM (3926)

Website: support@examroom.ai

Chat box: <https://examroom.ai/>

- ❑ When using **Chat Support**, the agent will reschedule your exam to start right away, you will log back into ExamRoom.AI, and your exam will be listed again for you to click **Start Exam**. You potentially may have to go through the onboarding process again, but in most cases, you will only be asked to perform a room scan (for security purposes).



The image shows a screenshot of a chat support interface. At the top, there is a green header with a speech bubble icon and the text "Chat with us now!". Below the header are four input fields: "Enter your name", "Your email address", "Phone number", and "Type your message and hit Enter". At the bottom right of the form, there is a "Start Chat" button with a right-pointing arrow.