

This document includes a series of templates programs can use to prepare students for the transition to the Surgery End of Rotation exam. The templates below are designed to be sent when:

1. The Surgery End of Rotation exam is coming soon, but the program is not yet ready to transition
2. The program is ready to transition and students should start studying the Surgery End of Rotation exam blueprint
3. The students are preparing to sit their first Surgery End of Rotation exam

**WHEN: Now – when the Surgery End of Rotation exam is soon to be published, but the program is not ready to transition**

SUBJECT: Update: PAEA End of Rotation exam for your surgery rotation

On Wednesday, September 4, PAEA will launch the new Surgery End of Rotation exam. At this time, please continue to focus your preparation on the General Surgery End of Rotation exam blueprint and topic list, not the new one. While your cohort is in the middle of clinical rotations, we will ensure that all students are evaluated on the same learning objectives and, thus, taking the General Surgery End of Rotation exam that colleagues in earlier rotations have taken. This exam will contain unscored pretest items from the Surgery End of Rotation exam, so you may want to look at the blueprint and topic list, but all scored questions will be from the General Surgery End of Rotation exam blueprint. Both sets of blueprints and topic lists are available here, but make sure you are reviewing the one called General Surgery: <https://paeaonline.org/assessment/end-of-rotation/content>.

Please let me know if you have any questions.

Thank you,

<faculty or staff>

**WHEN: The program is ready to transition and students should start studying the new exam blueprint**

SUBJECT: Update: Forthcoming Surgery End of Rotation exam

Beginning with the **<date>** callback, your cohort will be taking PAEA’s new Surgery End of Rotation exam. This exam will focus on surgery topics broadly, as opposed to the General Surgery End of Rotation exam which focuses on the gastrointestinal topics unique to the general surgery specialty. As you begin studying for your End of Rotation exams, please make sure you are focusing on Surgery End of Rotation exam to evaluate your surgery rotation. Both sets of blueprints and topic lists are available here, but make sure you are reviewing the one called Surgery: <https://paeaonline.org/assessment/end-of-rotation/content>.

Please let me know if you have any questions.

Thank you,

<faculty or staff>

**WHEN: The students are preparing to sit their first Surgery End of Rotation exam**

SUBJECT: Update: Forthcoming Surgery End of Rotation exam

Beginning with the **<date>** callback, students completing their surgery rotation will be scheduled for the Surgery End of Rotation exam. We plan to schedule End of Rotation exams in the Assessment Hub on **<date of scheduling>**. On this day, you will receive an email from exams@PAEAonline.org confirming your exam details. You should always verify exam details in advance, but when the time comes for your surgery rotation, please pay particular attention to reviewing the email and let me know if anything looks different from how you expected your exam to be scheduled.

Some other reminders for your exams:

* **<for in person and unproctored exams, if students use their personal devices>** Download and install the [SecureClient lockdown browser](https://paea.surpass.com/LaunchTest/SecureDelivery) on your device, as it will be required for all PAEA exams that you will take. Links to the app stores and system requirements are available on the lockdown browser page.
* View the video on this page to familiarize yourself with the PAEA assessment platform and take the Assessment Center Practice Exam. <https://paeaonline.org/paea-assessment-center-student-communication-resources>

Please let me know if you have any questions.

Thank you,

<faculty or staff>