



American Society for  
Clinical Pathology

**JUNE  
2018**

# ASCP GYN PT Proctor Portal User Guide

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## OVERVIEW

Individuals that have been designated by their Lab Director to act as a GYN Proficiency Testing Proctor must pass a Proctor Exam prior to receipt of testing materials.

- Individuals designated to act as a Proctor will be notified via e-mail to complete the Proctor Exam
- Upon successful completion of Proctor Quiz, a link to the individual's Proctor Certificate will appear on their dashboard

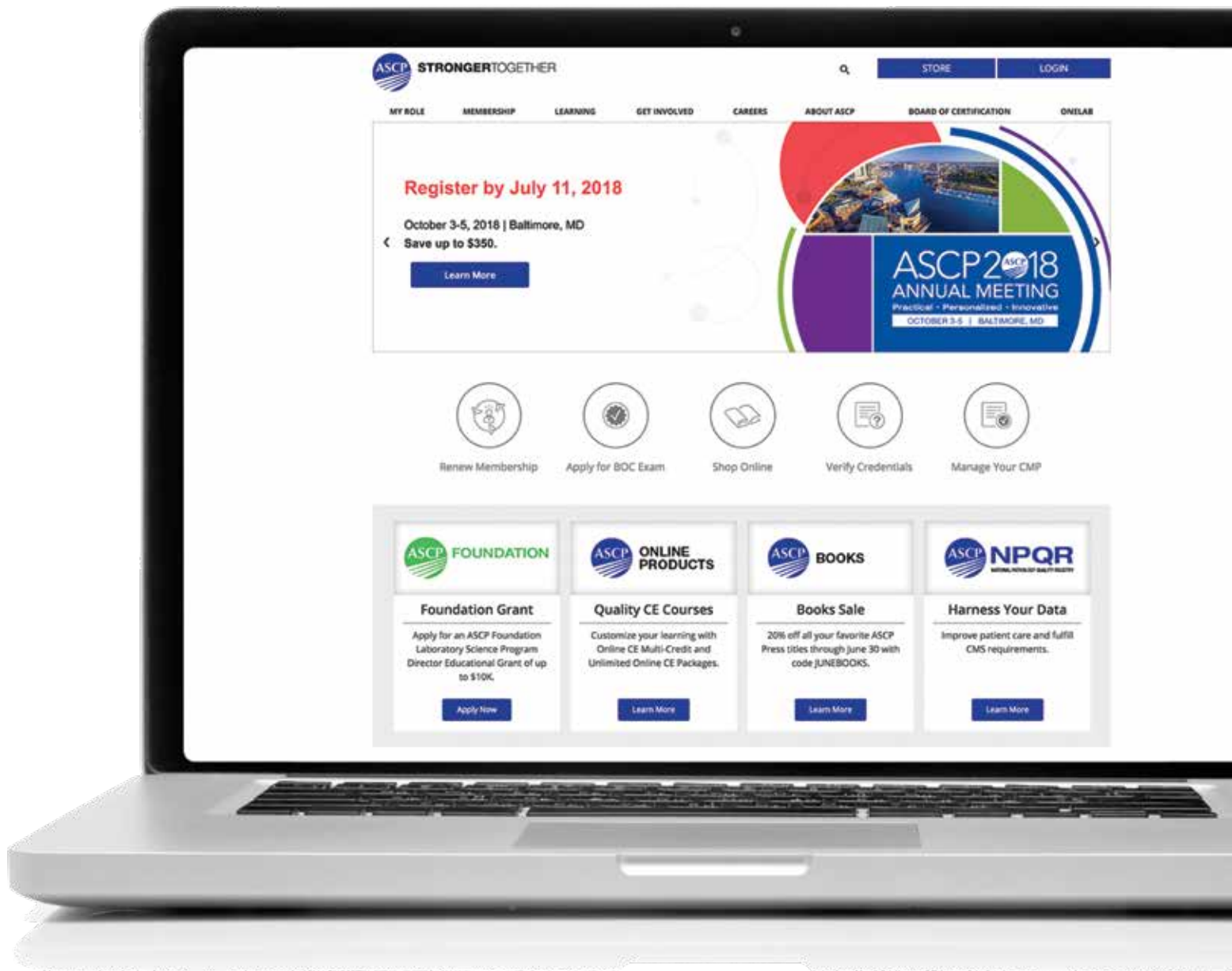
The Proctor Exam is valid for one calendar year (January 1 – December 31) and must be renewed annually.

Proctors will be provided access to the ASCP GYN PT Proctor Portal to administer the GYN Proficiency Testing. The Proctor Portal has the following features:

- Link to the online Proctor Exam
- Acknowledgement of receipt of testing materials
- Verification and inspection of testing materials
- Setting up and managing internal testing events and participants
  - i. Scheduling and maintaining internal testing events
  - ii. Scheduling participants for testing events
    - 1. Sending invitations to Participants
    - 2. Tracking Participant invitation responses
    - 3. Sending e-mail notifications to participants
    - 4. Marking participants as excused or unexcused from testing
- Assignment of testing materials to participants
- Entry of Response Forms
- Finalizing the testing event
- Returning testing materials

1

To access the Proctor Portal, navigate to the ASCP web site at [www.ascp.org](http://www.ascp.org):



2

### Proctors must have an individual login for the ASCP web site.

If you are unsure if you have an account or have forgotten your login, click on Forgot Username/Password (this will send an e-mail to reset your password) or you can click on Create New Account with ASCP. When you go through the account creation process, we attempt to match you to an existing account based on the information provided. ASCP primarily matches on your e-mail address so you should use the e-mail address (personal or business) that you most likely associate with ASCP.

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### Anyone that has been designated as a Proctor will see the PT Proctor Administration card on their individual dashboard.

There is a link to the Proctor Test if you have not done so already. A link to your Proctor Certificate will be present once the Proctor Test has been successfully completed.

4

Upon shipment of the testing materials, a link will appear on the Proctor card called **Receipt & Shipment Management**. When you have the testing materials in-hand, you should click on this link.

5

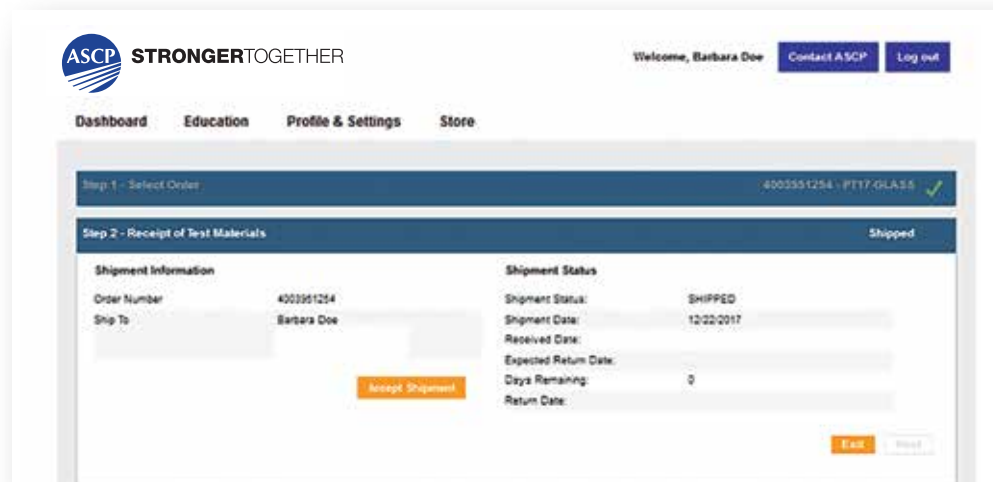
### Proctor Portal

Clicking on the **Receipt & Shipment Management** link will take you to the **Proctor Portal** which is an online, stepwise guide through the GYN Proficiency Testing process.



### Step 1 – Select Order

If you have only one GYN PT order, you will be automatically directed to **Step 2 - Receipt of Test Materials**.





If your Institution has requested multiple prep types for your exam, each prep will be assigned its own order number. Therefore, you'll need to find the Order Number associated with the shipment you received in the dropdown list and click **Next** to proceed to **Step 2 - Receipt of Test Materials**.



## Step 2 – Receipt of Test Materials

Acknowledge receipt of the shipment by clicking on the **Accept Shipment** button. This will calculate the **Expected Return Date\*** for the testing materials to be returned to ASCP using the original packing and pre-paid FedEx airbil and enable the **Next** button. Click **Next** to proceed to **Step 3 - Verification & Inspection of Sets**.



Shipment Information		Shipment Status	
Order Number	4003551254	Shipment Status	RECEIVED
Ship To	Barbara Doe	Shipment Date	12/22/2017
		Received Date	12/22/2017
		Expected Return Date	1/2/2018
		Days Remaining	10
		Return Date	

Expected Return Date\* = 1 day after scheduled test date

## Step 3 – Verification & Inspection of Sets

Proctors must ensure that they have received all the materials necessary to properly administer the GYN PT Testing. If there is anything that may impede the testing process, the Proctor can notify ASCP support staff in this step.

Verification & Inspection consists of four steps:

- 1. Checklist** – verify that all the items in the checklist were received with the shipment. The first three items listed are specific for your Site and testing event. The remaining items listed are generic online links to other documentation included in your shipment but are also available for you to download if needed.
- 2. Security Seals** – If all the security seals on the boxes are intact, click **Yes**. Click **No** if any of the seals were broken prior to receipt.
- 3. Number of Sets and Prep Types** – verify that there are enough sets of each prep type to complete testing. If there are enough sets to conduct the testing, click **Yes**. Otherwise, click **No**.

Step 3 - Verification & Inspection of Sets

Follow these steps to verify and inspect the test materials:

1

✓

Checklist

**Delivered Items**

Verify that you have received the items below in your shipment.

Ascp Security Envelope	Received <input type="checkbox"/>
Chain Of Custody Record	Received <input type="checkbox"/>
Return Shipment Label	Received <input type="checkbox"/>

**Online Resources**

If needed, the following items are available for download online. Click link for the desired item.

- [Broken Test Challenges](#)
- [Cleaning Challenges](#)
- [Evaluation Form](#)
- [Excused Absence Form](#)
- [New Participants Form](#)
- [Proctor Checklist](#)
- [Proctor Instructions](#)
- [PT Scoring Charts](#)
- [Result Forms](#)
- [Test Instructions](#)


2

✓

Are the security seals intact?

Yes ☐ No ☐

Verify that the number of boxes are sufficient for your testing event and that the prep types are correct.



Instruct laboratory personnel not to open the Test Challenge Boxes. The security seal must be intact when the official Proctor(s) opens the boxes to inspect for damage.

This is verification that participants did not examine test Challenges prior to the start of the proficiency test. If the security seal has been broken, the Test Challenge Boxes cannot be used for the test. Notify ASCP immediately so that replacement Test Challenge Boxes can be shipped overnight.

3

✓

Are there enough materials and are the prep types correct?

Yes ☐ No ☐

Based upon enrollment information provided by your facility, ASCP pre-determined the sufficient number of Test Challenge Boxes necessary to test all proficiency test participants in the allotted time. Verify that all Test Challenge Boxes have been received by reviewing the Chain of Custody Record to check that the total number and GYN PREP Type of Test Challenge Boxes received match the total number and the types of boxes listed.

The GYN PREP Type of Test Challenge Box is determined by looking at the bar code label on the outside of the cardboard box. The bar codes refer to the type of Challenges each participant is eligible to receive for their proficiency test, based on enrollment information about the type of Challenges they examine in the laboratory. The Test Challenge Boxes are labeled as follows:

- "C" for conventional Pap smear test Challenges
- "T" for ThinPrep Challenges
- "GP" for SurePath Challenges

If everything is okay, click the **Step Completed** button. Otherwise, selectively click just the items received and click the **Step Completed** button.

Note: If any issues were noted during this three step verification process, an e-mail form to ASCP staff will popup with the item(s) in question highlighted. Additional comments can be entered to further elaborate on the problem(s).

Email Inspection

Based on your review of the Chain of Custody, ASCP staff will be notified that the following item(s) were not included with your shipment.

Please enter any additional information or comments below:

Ascp Security Envelope

Broken Test Challenges

Chain Of Custody Record

Cleaning Challenges

Evaluation Form

Excused Absence Form

New Participants Form

Proctor Checklist

Proctor Instructions

PT Scoring Charts

Result Forms

Return Shipment Label

Test Instructions

Additional comments here

Enter Comments...

Send Exit

4. **Set Verification** – The fourth step in the verification process is to break the seal on the box and inspect each slide to ensure all the slides are in good order. If all the slides in the sets received are acceptable, click the **Mark All Items as “Accepted”** button and click **Next** to go to **Step 4 - Manage Test Events & Participants**.

Verification & Inspection of Sets

Follow these steps to verify and inspect the test materials:

1

2

3

Chain of Custody Checklist ✓

Are the security seals intact? ✓

Are there enough materials and are the prep types correct? ✓

Verify and inspect the test materials to make sure all Test Challenge Boxes are in good condition. You must choose a status for each case by clicking on the appropriate Seq no below.

Seq No	Box Number	Prep Type	Condition	Comments	Re-Ship
<input type="checkbox"/> 1	T0079	ThinPrep	Damages Slides	Select Status (Left) To Enter	<input type="checkbox"/>
<input type="checkbox"/> 2	T0091	ThinPrep	Set Accepted	Select A Status (Left) To Enter	<input type="checkbox"/>

Exit

Mark All Items as "Accepted"

Next

If there are issues with any of the slide(s) in the box, click the **Seq No** checkbox next to the box number and select a choice in the **Condition** column that best describes the problem.

Verification & Inspection of Sets

Follow these steps to verify and inspect the test materials:

1

2

3

Chain of Custody Checklist ✓

Are the security seals intact? ✓

Are there enough materials and are the prep types correct? ✓

Verify and inspect the test materials to make sure all Test Challenge Boxes are in good condition. You must choose a status for each case by clicking on the appropriate Seq no below.

Seq No	Box Number	Prep Type	Condition	Comments	Re-Ship
<input checked="" type="checkbox"/> 1	T0079	ThinPrep	Set Accepted	Enter Comments	<input type="checkbox"/>
<input type="checkbox"/> 2	T0091	ThinPrep	Set Accepted	Select A Status (Left) To Enter	<input type="checkbox"/>

Exit

Mark All Items as "Accepted"

Next



If the Condition selected is anything other than **Accepted**, you will receive a popup message asking if you need a reshipment. If so, click **OK** (this will send an e-mail notification to ASCP staff). Additional comments are optional.

#### Step 4 – Manage Test Events & Participants

In this step you can schedule as many GYN PT internal testing events as necessary to accommodate your participants. The system will automatically send invitation e-mails to all participants assigned to each testing event. Participants will have the option to **Accept or Decline** the invitation. You can track participant responses in the Proctor Portal.

For example, you could schedule one date and time for the primary screeners and schedule an later date and/or time for the secondary screeners.

#### Add Test Event

Click on the **Add Test Event** button to create your testing event(s).

Fill in the event details. Event times can be selected in 5 minute increments, however scheduling must provide all testing participants a **2-hour window to complete their 10-slide GYN PT exam**. The message text will be included in the invitation e-mail. This can be used to provide additional information or instructions to participants. When you're done, click **Add Event** to create your event.

**Add New Test Event**

\* Required

Event Date \* 12/22/2017

Event Time \* 04:30 PM

Event Status \* Scheduled

Event Description \* GYN Proficiency Testing for Primary Screeners

Event Location \* Main Laboratory - 3rd Floor Bldg J

Message (optional) Please arrive at least 15 minutes early to receive testing instructions

**Add Event** **Cancel**

You will be returned to the **Test Events List**.

**Step 4 - Manage Test Events & Participants**

**Test Events List**  
Click "Add Test Event" to create a new event.

Select	Date	Time	Description	Location	Status	Invited	Confirmed	Action
<input type="radio"/>	12/22/2017	04:30 PM	GYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg J	Scheduled	0	0	<a href="#">Edit</a> <a href="#">Cancel</a> <a href="#">Manage Participants</a>

**Add Test Event**

**Exit** **Email Participants** **Save** **Next**

At this point you have the option to:

**Add Test Event** – Create additional events.

**Note:** If your testing occurs over more than one day, you will need to set up **at least one event per day of testing**. (The event date is automatically populated into the response form and must match the date testing actually took place for each individual.)

Or, click the radio button associated with an event and **Edit**, **Cancel** or **Manage Participants**:

Step 4 - Manage Test Events & Participants

Test Events List  
Click "Add Test Event" to create a new event.

Select	Date	Time	Description	Location	Status	Invited	Confirmed	Action
<input checked="" type="radio"/>	12/22/2017	04:30 PM	GYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg J	Scheduled	0	0	<input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Manage Participants"/>

Proctors that are also testers must test **PRIOR** to proctoring others during the testing event; therefore, the first Test Event should consist of the testing Proctor(s) and should be proctored by a non-testing individual. PROCTORS CANNOT PROCTOR THEIR OWN GYN PT EXAM.

**Edit** – Change event details by highlighting the radio button for the event and click the **Edit** button.

Step 4 - Manage Test Events & Participants

Test Events List  
Click "Add Test Event" to create a new event.

Select	Date	Time	Description	Location	Status	Invited	Confirmed	Action
<input checked="" type="radio"/>	12/22/2017	04:30 PM	GYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg J	Scheduled	0	0	<input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Manage Participants"/>

Click the **Modify Event** button to save your changes. The system will automatically generate notification e-mails to any participants.

**Cancel** – To cancel an event, click on the radio button for the event and click the **Cancel** button.

Step 4 - Manage Test Events & Participants

Test Events List  
Click "Add Test Event" to create a new event.

Select	Date	Time	Description	Location	Status	Invited	Confirmed	Action
<input checked="" type="radio"/>	12/22/2017	04:30 PM	GYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg J	Scheduled	0	0	<input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Manage Participants"/>

Modify the **Message** text if you would like and click the **Cancel Event** button. The system will automatically generate notification e-mails to the participants.

**Manage Participants** – To add participants to an event, click on the list of **Available Participants** on the left and click the **Add** button to move them to the **Selected Participants** column. If you make a mistake, click the checkbox next to the **Selected Participant** and click **Remove**. You can enter an optional comment that will be included into the invitation e-mail. To send invitations click **Email Participants**.

**Participant Invitations** – The system automatically generates invitations to participants with an **Accept** or **Decline** option. If an invitation is declined, the participant is required to select a reason from a predefined list of choices, with the option to include additional comments.

**Participant Maintenance** – Clicking on the radio button next to an event will display a **Participant List** invited to the event. You can update the participant invitation status and testing profile information by clicking the checkbox next to their name. Proctors must review and update each participants testing profile (MD/CYTO and Screener Type, as well as Primary versus Secondary Screener) prior to the start of the testing event. Click the **Save** button when you are done.

Step 4 - Manage Test Events & Participants

**Test Events List**  
Click "Add Test Event" to create a new event.

Select	Date	Time	Description	Location	Status	Invited	Confirmed	Action
<input checked="" type="radio"/>	12/22/2017	04:30 PM	QYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg H	Scheduled	1	0	<input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Manage Participants"/>

**Participants List**

Select checkbox(s) and hit Save button to modify participant information  
NOTE: If there are any missing participants from the list, please [contact ASCP](#)

<input type="checkbox"/>	Participant Name	Prep Type	Status	Reason	MD/CYTO	Screener Type
<input checked="" type="checkbox"/>	Michael Rowtheboatashore	ThinPrep	Invited	Select A Status (Left) To En	Select One...	Select One...

If a participant has not responded to the invitation, the Proctor must also update the participant's **Status** prior to the start of the testing event. Below are the available choices:

<input type="checkbox"/>	Participant Name	Prep Type	Status	Reason	MD/CYTO	Screener Type
<input checked="" type="checkbox"/>	Michael Rowtheboatashore	ThinPrep	<div>           Invited            Select One...            Confirmed            Declined            Excused            Invited            Unexcused         </div>	Select A Status (Left) To En	Select One...	Select One...

Step 5 - Set Assignments & Response Forms

**Invited** – Invitation sent but no reply

**Confirmed** – Participant confirmed their attendance

**Declined** – Participant declined the invitation – The proctor should forward the list of all individuals who declined the invitation to the Lab Director for determination as to whether or not their absence should be recorded as an **Excused** or an **Unexcused** absence.

If a participant **fails to reply**, the proctor can manually mark them as **Confirmed** or forward to the Lab Director for determination as to whether or not their absence should be recorded as an **Excused** or an **Unexcused** absence.



## Step 5 – Set Assignments & Response Forms

In this step you can assign glass slide sets to the Screeners. Each set must be reviewed by a Primary Screener before it can be assigned to one or more Secondary Screeners. Once a Primary Screener has submitted their responses, the set they reviewed can be assigned to one or more Secondary Screeners.

**REMEMBER: Proctors cannot proctor their own exam;** therefore, they are unable to assign a set to themselves or enter their own response form while serving under the function of a Proctor. In this circumstance, the secondary Proctor must sign on using their individual login for the ASCP web site. Once signed on, they can begin at Step 5; opening the testing event the testing Proctor(s) is assigned to and proceed with the steps outlined below. The testing Proctor can enter their own results while **AT A WORKSTATION IN CLOSE PROXIMITY TO THE PROCTOR.**

Select the radio button for an event to see the confirmed **Participant List**. Choose a Participant and select a set from the dropdown under the **Assign to Set** column. Click the **Save** button.

If the Participant is a Primary Screener and the set assignment dropdown is empty, verify that you accepted set(s) in **Step 3 - Verification & Inspection of Sets**.

If the Participant is a Secondary Screener and the set assignment dropdown is empty, verify that the set has been pre-screened by a Primary Screener. Select the individual who pre-screened the set from the dropdown under **Pre-screened PTR**. Click the **SAVE** button.

Step 5 - Set Assignments & Response Forms

Assign sets to the participants for test events below:

Test Events List

Select	Date	Time	Description	Location	Status	Invited	Confirmed
<input checked="" type="radio"/>	12/22/2017	04:30 PM	GYN Proficiency Testing for Primary Screeners	Main Laboratory - 3rd Floor Bldg H	SCHEDULED	1	1
<input type="radio"/>	12/28/2017	03:00 PM	GYN Proficiency Testing for Secondary Screeners	Main Lab	SCHEDULED	3	0

Participants List  
List of participants that have been assigned to the selected Test Event  
NOTE: If there are any missing participants from the list, please [contact ASCP](#).

	Participant	Assign to Set	Screener Type	Pre-Screened PTR	Action
<input checked="" type="checkbox"/>	Michael Routhenstam	<div><div>Select</div><div>Select</div><div>T0042</div></div>	Primary Screener	N/A	<a href="#">Edit Response Form</a>

[Exit](#) [Save](#) [Next](#)

**TO PRINT RESPONSE FORMS FOR TESTERS:** After assigning the set, click on **Edit Response Form** button for the selected participant. When the Response Form displays, click on **Print Response Form** button. You should record the testing **Start Time** on the Response Form before giving it to the participant with their test slide set.

**NOTE:** If the participant, or Proctor, enters the responses issued by the primary screener prior to assigning the test box to the secondary-screening physician, the responses rendered by the primary screener will be present in the far right column of Response Form.

## Primary Screener Response Form

Response Form for:

Customer Name:

PTR Number:

Set Code: T0021

Prep Type: ThinPrep

Screener Type: Primary

Start Time:

End Time:

Print Response Form

Case	Age	LMP	UNSAT	REG	LSIL	HG & Above
1	56	HRT				
2	27	UNK				
3	38	DAY 27				
4	31	DAY 27				
5	40	DAY 24				
6	31	DAY 21				
7	27	DAY 15				
8	19	DAY 9				
9	74	HYST				
10	25	DAY 10				

I have read, understand and followed the ASCP Gyn PT Instructions as presented to me by the Laboratory PT Proctor.

I hereby attest that the cytology proficiency test slides were independently diagnosed by me in the same manner as patient specimens, to the extent allowed by testing policies.

Tester Signature:

Date:

Proctor Signature:

Date:

Exit

Save

Submit

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## Secondary Screener Response Form (with primary screener responses entered):

Response Form for:

Customer Name: MD FASCP

PTR Number:

Set Code: T0021

Prep Type: ThinPrep

Screener Type: Secondary

Start Time:

End Time:

[Print Response Form](#)

Case	Age	LMP	UNSAT	NEG	LSL	HG & Above	Primary
1	56	HRT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NEG
2	27	UNK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HG & Above
3	36	DAY 27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NEG
4	31	DAY 27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	UNSAT
5	40	DAY 24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	LSL
6	31	DAY 21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NEG
7	27	DAY 15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	UNSAT
8	19	DAY 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	LSL
9	74	HYST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NEG
10	25	DAY 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	LSL

I have read, understand and followed the ASCP Gyn PT instructions as presented to me by the Laboratory PT Proctor.  
I hereby attest that the cytology proficiency test slides were independently diagnosed by me in the same manner as patient specimens, to the extent allowed by testing policies.

Tester Signature:  Date:

Proctor Signature:  Date:

[Exit](#) [Save](#) [Submit](#)

After a participant completes their Response Form, the Proctor should record the **End Time** on the Response Form. Click on the **Edit Response Form** button to enter the Participant's responses.

Ideally you should have the Participants enter their own responses **AT A WORKSTATION IN CLOSE PROXIMITY TO THE PROCTOR** and double check everything before final submission. This reduces the chance of data entry errors.

If this is not possible, the Proctor must enter the responses for the participants. The tester should have the opportunity to review the responses entered by the Proctor prior to "submitting" their answers.

If the participant does not indicate a response for a case(s), the Proctor is to leave the response category BLANK for that case.

Responses can be saved incrementally by clicking the **Save** button. Click the **Submit** button for the final submission. *After submission, the Response Form is final and cannot be changed.*

Response Form for:

Customer Name: Michael Rowtheboothshore

PTR Number: CM522151

Set Code: T0042

Prep Type: ThirdPrep

Screener Type: Primary

Start Time: 02:30 PM

End Time: 03:50 PM

Print Response Form

Case	Age	LMP	UN SAT	NEO	L EL	HO & Above
1	31	UNK	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	34	HYST	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	33	PREG	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	31	DAY 27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5	32	PP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6	33	DAY 10	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	38	DAY 34	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	17	DAY 57	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	27	DEPO	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10	22	PP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

☒

I have read, understand and followed the ASCP Qm PT instructions as presented to me by the Laboratory PT Provider.  
 I hereby attest that the cytology proficiency test slides were independently diagnosed by me in the same manner as patient specimens, to the extent allowed by testing policies.

Wider Signature: Michael Rowtheboothshore

Date: 12/29/2017

Provider Signature: Barb Doe

Date: 12/29/2017

Exit

Save

Submit

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After all Response Forms have been entered, click the **Next** button to go to **Step - 6 Finalize Testing Process**.

Step 5 - Set Assignments & Response Forms

Assign sets to the participants for test events below:

**Test Events List**

Select	Date	Time	Description	Location	Status	Invited	Confirmed
<input checked="" type="radio"/>	12/22/2017	04:00 PM	QYN Proficiency Testing for Primary Screeners	114th Laboratory - 3rd Floor Bldg M	SCHEDULED	1	1
<input type="radio"/>	12/26/2017	03:00 PM	QYN Proficiency Testing for Secondary Screeners	114th Lab	SCHEDULED	3	0

**Participants List**  
List of participants that have been assigned to the selected Test Event  
NOTE: If there are any missing participants from the list, please [contact ASCP](#)

Select	Participant	Assign to Set	Screening Type	Pre-Screened PTM	Action
<input type="checkbox"/>	Michael Rowne@ascpscort	T0042	Primary Screener	N/A	<a href="#">Edit Response Form</a>

[Exit](#) [Save](#) [Next](#)

## Step 6 - Finalize Testing Process

To close out the testing, you must sign-off that testing is complete. Click the checkbox and enter your name in the **Proctor Signature** box and select your Lab Director from the choices available in the **Select Lab Director** dropdown. Click the **Notify Lab Director** button to complete this step.

Step 6 - Finalize Testing Process

Please review the checklist and mark the checkbox to complete the testing process:

- I have checked with each test participant to gather all supplies, documents and Test Challenges Boxes related to this Proficiency Test
- I have had all the participants sign the attestation statement at the bottom of the PT Result Forms at the conclusion of the test, attesting they diagnosed the cases independently

☒ I have read the checklist and confirm that all the testing processes are complete and ready for return shipment.

Proctor Signature:  Date: 12/25/2017

After signing off for all events, select the appropriate Lab Director and click the "Notify Lab Director" button. Once the Lab Director has signed off, return to this step and click the "Return Shipment" button to finalize all events for this order.

Select Lab Director:

[Exit](#) [Notify Lab Director](#) [Return Shipment](#)



The Lab Director will receive an email entitled **PROFICIENCY TESTING EVENT APPROVAL & SIGNOFF**. The Lab Director must electronically approve and sign off on the attestation statement included in the email in order to finalize the testing event.

Upon Lab Director sign-off, the **Return Shipment** button will no longer be greyed out.

You are required to return the testing materials to ASCP by the expected return date. Click on the **Return Shipment** button when this is done. A notification e-mail will be sent to ASCP staff.

The screenshot shows a web form titled "Step 4 - Finalize Testing Process". It contains a checklist with two items: "1. I have checked with each test participant to gather all supplies, documents and Test Challenges Boxes related to this Proficiency Test" and "2. I have had all the participants sign the attestation statement at the bottom of the PT Result Forms at the conclusion of the test, attesting they diagnosed the cases independently". Below the checklist is a section with a checked checkbox and the text "I have read the checklist and confirm that all the testing processes are complete and ready for return shipment." This is followed by fields for "Proctor Signature: Baro Doe" and "Date: 12/25/2017", and "Lab Director Signature: Ann Smith" and "Date: 12/25/2017". A paragraph of instructions follows: "After signing off for all events, select the appropriate Lab Director and click the 'Notify Lab Director' button. Once the Lab Director has signed off, return to this step and click the 'Return Shipment' button to finalize all events for this order." Below this is a "Select Lab Director:" dropdown menu with "Ann Smith, MD" selected. At the bottom right are two buttons: "Exit" and "Return Shipment", with the latter being highlighted with a red border.

Your Lab Director will be notified via e-mail when the scoring results are available on his/her dashboard.

*Lab Director Summary Reports will be available the same day the GYN PT shipment has been returned unless it has been selected to be audited. Once the audit is complete, the Lab Director Summary Report will be released, an email will be send to the Lab Director, and a link will appear on his/her dashboard.*



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