



# American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy

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## WRITTEN EXAM OPTIONS

### The Usual Arrangements For the Written Examination

The written examination is always scheduled for the 3rd Saturday in October. The written examination is administered via email from our central office. The written examination is separated into two sections.

The first section, completed in two hours, is **History, Philosophy** and **Methodology**. The second section, completed in three hours, is **Sociometry, Ethics, Research** and **Related Fields**. For more details about the written examination see Written Exam Preparation and Exam Taking sections of the website.

Candidates may choose one of two options for the delivery of the written exam via email.

**Option 1:** Part I is sent at 10AM EDT (Eastern Daylight Time) and must be returned by Noon. There is a one-hour break. Part II is sent at 1 PM EDT and must be returned by 4 PM EDT.

**Option 2:** Part I is sent at Noon EDT (Eastern Daylight Time) and must be returned by 2 PM EDT. There is a one-hour break. Part II is sent at 3 PM EDT and must be returned by 6 PM EDT.

Candidates who live in Taiwan or China are sent Part I on Friday at 8:00 PM EDT (Eastern Daylight Time) and must be returned by 10:00 PM. There is a one-hour break. Part II is sent at 11 PM EDT (Eastern Daylight Time) and must be returned by 2 AM EDT Saturday.

Candidates who live in other countries must request alternative time zones before the July 15 exam options request deadline.

### Alternative Options for the Written Examination

If a candidate is unable to take the written examination under the usual and customary arrangements, that candidate may submit a request by July 15 for alternative options for the date(s) or time limits for sections of the examination. See the last section of this document, "Requesting an Exam Option" for submitting a request for an alternative option for taking the written examination.

If any candidate receives permission to take the written examination either prior to or after the usual examination date (3rd Saturday in October), that candidate may not have contact with any person in the psychodrama community (e.g., trainer, fellow student, other exam taker, etc.) until the Tuesday following the 3rd Saturday in October. The reason for this stipulation is that the written examination is often a topic of conversation. Candidates who have already taken the exam might inadvertently share examination information, thereby compromising the integrity of the written examination.

## Accommodation Categories

### Disability

If you are a U.S. Citizen or residing in the United States you are covered by the Americans with Disabilities Act (1990). Requests for a disability accommodation must include medical or educational documentation that verifies the type of disability you have and the accommodations you need to successfully pass the written examination. See “Requesting an Exam Option” for instructions on submitting your request for exam options. Submit a plan for how you will take the written exam (as described below under “Days, Sections, and Breaks for the Written Exam”). After your request has been reviewed, you will receive an email from our written exam administrator who will finalize the details for your written examination.

There is no additional cost for written exam options for persons covered by the Americans with Disabilities Act.

Individuals residing in other countries also may request disability options that will be reviewed on a case-by-case basis.

### Religious Exemption

If the regularly scheduled day of the exam (3rd Saturday in October) is a religious holiday, you may request a change in date. There is no additional cost if the reason for the exam option is based upon religious reasons.

### Unavoidable Schedule Conflict

You may also request a change in date if there is an important event previously scheduled on the 3rd Saturday in October. Those events include but are not limited to a family wedding, family reunion, regular work schedule or travel on the day of the exam. In such cases, you may request the exam be given on another day during a five-day window. The five-day window is up to two days before the regularly scheduled date and two days after the regularly scheduled date. Exact times for the written exam will be arranged by mutual agreement between the exam administrator and the candidate. There will be a \$150 fee charged to offset the costs of an additional day of work for the exam administrator.

### Last-Minute Emergency Crisis

In case of an emergency such as death or sudden illness of family member contact the office immediately. It may be possible to arrange to take the exam at some other day during the five-day window. There will be a \$150 fee charged to offset the costs of an additional day of work for the exam administrator. Note: This applies to last minute emergencies only. Discovering that you may have a learning disability two months prior to the test date does not constitute a last -minute emergency crisis. Having a medical emergency does.

## Days, Sections, and Breaks for the Written Exam

The written exam is time-sensitive, and the reviewers for the written exam are given a time-sensitive schedule to review and return their reviews. Exam options allow for taking the written exam up to two days before the regularly scheduled date or two days after the regularly scheduled date. (This is the five- day window.) We are not able to extend the days of the exam earlier than or after the five-day window.

Customarily, the regular exam is divided into two sections, (History, Philosophy and Methodology in section one, and Sociometry, Ethics, Research and Related Fields in section two). The exam is comprised of a total of nine questions. (The Methodology and Sociometry sections include two questions each and are double-weighted.) Individuals with documented disabilities may request as few as one essay per section for a maximum of nine separate timed sections, one per question.

Customarily each question is allocated 30 minutes except for 45 minutes for Ethics. Individuals with documented disabilities may request more time for each section. There is no maximum time limit per section.

The minimum amount of time between sections will be 30 minutes. Individuals may request longer breaks between sections to rest or recuperate. There is no maximum.

When creating a schedule for your customized exam, you must specify the number of days, the number of sections, the question(s) in each section, the time for each section, and the break times between sections.

## **Page Limits**

Individuals who receive extended-length time for exam sections are restricted to a maximum number of pages per section. The candidate's pages for each section will be restricted to double spaced standard sized print, and are as follows: History = 3 pages; Philosophy = 3 pages; Methodology = 7 pages; Sociometry = 7 pages; Ethics = 4 pages; Research = 3 pages; and Related Fields = 3 pages. These page limitations are at the higher range for the average number of pages per section.

Past experience has taught us that some individuals who have received extra time use that time to create longer essays than could be written in the usual time frame. The purpose of an accommodation for a learning or other disability is to enable the candidate to create an outline or other writing aid that helps the candidate prepare an organized and coherent essay that directly addresses the question asked. Extra time should be used to develop more organized and coherent essays rather than to simply generate longer essays.

## **Translators & Other Persons Assisting with the Exam**

You do not need permission to have a translator present in the exam room with you or to have a technology person in the exam room, so long as that person does not have any training or expertise in psychodrama, sociometry and group psychotherapy.

## **Administration of the Written Exam**

Sending the written exam via email requires that one person be in constant contact with a mobile device during the assigned test times, and within a few minutes of a desk top computer that can send questions and receive the examination essays.

Although we accommodate all requests for options required by a disability (number of days, number of questions in each section, and length of sections and breaks between sections), it may not be humanly possible to provide you with the exact times and dates you request. It will be possible to accommodate your request for the number of exam sections, the time for each exam section and the break between each section.

Once all requests for accommodations are received, the central office will create an exam schedule to best meet the needs of all the candidates and the person in our office who will be sending and receiving the exams by email.

## Requesting an Exam Option

All requests for exam options must be **received at our office by July 15** of the year in which you intend to take the written exam. Email can be sent from the “Contact Us” page of our website, following this format:

- Title your email “Exam Options”
- Explain the nature of your request and the reason for it.
- If you are requesting a disability accommodation, provide required documentation.
- Include the specific day(s) you wish to take the exam.
- For disability requests propose a schedule that will meet your needs and specifies
  - the question(s) for each section,
  - length of time for each section, and
  - length of break between each section.

All requests for exam options must be reviewed and approved the ABE Admissions Committee. The Admissions Committee meets in late July and in early September. The July 15 deadline for receipt of requests is required to allow for review by the first meeting of the Admissions Committee in case the Admissions Committee has further questions or needs further information.