

Admission to the Exam

To be admitted to the examination you must bring your **admission letter** to the examination site. You also must bring a **current photo identification with signature** (driver's license, immigration card, passport). Your full name on your admission ticket must match your full name on your signed photo identification. Call CASTLE before the exam date if you have any questions concerning proper identification. You will NOT be admitted without proper identification. You must report to the examination site ON TIME, which means at least 60 minutes before a paper-and-pencil administration and 30 minutes before computer-based administrations.

You should apply directly to CASTLE to take the CRA Examination. Upon fulfillment of the appropriate eligibility requirements and completion of the application process, you will be seated for the examination. CASTLE will send you a letter confirming your enrollment approximately two (2) to three (3) weeks prior to the paper-and-pencil examination date and 10 days prior to the computer-based examination date. This letter will also contain the reporting time, test time, location, and other relevant information for the test administration.

Exam Rules

1. No books, papers, or other reference materials may be taken into the examination room.
2. The examination will be given only on the date and time noted in the admission letter. If an emergency arises, and a candidate is unable to take the examination as scheduled, he or she may call CASTLE Worldwide, Inc. at (919) 572-6880.
3. No questions concerning the content of the examination may be asked during the examination period. Candidates should listen carefully to the directions given by the Proctor and read the directions carefully in the examination booklet.

General Instructions

- Bring at least two (2) sharpened No. 2 pencils for paper-and-pencil exams.
- Smoking is NOT permitted in the examination site.
- Food and beverages are NOT allowed in the examination area.
- The following items are allowed in the examination room: admission ticket, identification, appropriate clothing (for example, an extra sweater or sweatshirt with no pockets in case the room is uncomfortable to you), non-programmable calculators, ear plugs, watches, and No. 2 pencils. All other items will NOT be allowed in the examination room and must be left outside the examination room AT YOUR OWN RISK. These items include books, notebooks, newspapers, other papers, all electronic equipment, cameras, luggage, bookbags, coats, sweaters with pockets, etc. You are encouraged to leave all personal belongings at home.
- Friends and relatives, including children, will NOT be allowed in the examination area.
- The use of scratch paper is PROHIBITED during a paper-and-pencil test administration. Candidates may use the covers and margins in the exam book as scratch paper. During a computer-based administration, candidates will be given scratch paper to use and return to the Proctor.
- NO ONE is allowed to duplicate or retain any portion of the examination.
- You will be required to sign in and out of the examination site.

Testing Environment

Every attempt, within reason, is made to ensure a quiet and comfortable testing environment for all candidates. However, last minute needs and emergencies by building operators cannot be anticipated. It is suggested that you bring appropriate clothing with you (i.e., sweatshirt) to help you adapt to a cooler or warmer climate in the examination room. You are encouraged to bring ear plugs if you are sensitive to noise distractions.

Exam Admission Tickets

CASTLE will send your admission ticket approximately two (2) to three (3) weeks before you are scheduled to take the paper-and-pencil examination or 10 days before you are scheduled to take the computer-based examination. The ticket includes your registration number, the exam date, exam time, exact address of the exam location, and time you must arrive to take the exam. If you lose your admission ticket, or if it has not arrived five (5) days prior to the exam date, contact CASTLE at (919) 572-6880. Note that late arrivals to the examination site may not be allowed to take the examination and, if they are allowed to take the examination, will not be allowed to make up any time lost.

Taking the Exam

The Certified Radiology Administrator Examination follows a four-option multiple-choice format. Questions of this type begin with a stem, the premise statement, and are followed by four options. In answering the questions, candidates should read the stem and all options carefully.

- Paper-and-pencil format: select the one best answer and fill in the “bubble” on the answer sheet that corresponds to the best answer for the question.
- Computer-based format: select the one best answer and “mark” the radio button on the screen that corresponds to the best answer for the question

The test measures the five major performance domains (i.e., human resource management, asset resource management, fiscal management, operations management, and communication and information management) as defined in AHRA’s Role Delineation Study for Certified Radiology Administrators (2001). Test questions are designed to evaluate knowledge as well as the candidate’s ability to assess typical radiology administrator circumstances and apply sound radiology administration principles. Successful candidates will draw on knowledge, analysis, and application to identify the one best option.

In taking the test, you may find it helpful to eliminate obviously incorrect responses after the first reading to increase the probability of selecting the best response. If, in your opinion, there are two or more reasonable options, you should select the most plausible choice. There is no penalty in the scoring formula for guessing.

1. The questions in the examination are multiple choice with four (4) choices marked A, B, C, and D. There is only one correct choice for each question. Carefully read each question and all of the choices before making a selection. Choose the single best answer.
 - a. Paper-and-pencil format: mark your answer on the answer sheet by blackening the circle under the letter of your choice.
 - b. Computer-based format: mark your answer on the screen by selecting the radio button next to the letter of your choice.
2. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer.
 - a. Paper-and-pencil format: be certain to mark your answer on the correct line and in the correct column for the question you are working on.
 - b. Computer-based format: be certain to select one radio button before displaying the next question.
3. Read each question carefully. Choose the best answer for each question.
 - a. Paper-and-pencil format: if you change your answer, make sure that you completely erase your previous answer on the answer sheet.
 - b. Computer-based format, if you change your answer, make sure to select the correct radio button on the computer screen.

4. It is advisable to answer every question since your final score will be determined by the number of questions answered correctly. There is no penalty for guessing.
5. You may bring a watch in order to budget your time. A timer appears on the computer screen to help you keep track of your time during the computer-based administration.

For the paper-and-pencil administration, the instructions for completing the answer sheet will be printed on the back of your examination booklet. Be sure to follow the instructions carefully to ensure accurate scoring of your examination.

For the computer-based administration, the instructions for completing the examination will be reviewed prior to the test administration.

Completing the Paper and-Pencil AnswerSheet

1. Use only a No. 2 pencil. If you use any other marking instrument, your answer sheet cannot be scored.
2. **Name:** In the boxes provided in the upper left-hand corner, print your name. The boxes in this area are divided into three (3) sections: one for your last name, one for your first name, and one for your middle initial. In the first section, print your last name as indicated. Skip to the second section and print your first name. Then continue to the next section and print your middle initial. Write only one letter in each box. When you have printed your name, go back to the first box where you wrote your last name and blacken in the circle containing the same letter of your last name. Continue blackening in the corresponding circle under each succeeding letter in your name. Where a box has been left blank, make no mark.
3. **Examinee I.D. Number:** In the boxes indicated, in the lower left-hand corner, write the numbers of your identification number as it appears on your admission card or as given to you by the Proctor. Starting from the left, write one number in each box. Use only as many boxes as you have numbers in your examinee I.D. number. Do not skip any boxes. When you have done this, go back to the first box and blacken the circle containing the number of the first digit in your identification number. Continue blackening the corresponding circle under each succeeding number. *Note to AHRA members: The examinee I.D. number is not your AHRA member number.*
4. **Examination Number:** In the boxes indicated, write your examination number as it appears on your examination booklet. Write one number in each box. When you have done this, go back to the first box and blacken in the circle containing the number of the first digit in your examination number. Continue blackening in the corresponding circle under each succeeding number.
5. **Section Number:** Do not enter information in these boxes. They are not used in this examination.
6. Completely erase any marks you wish to change.
7. Blacken in the circles completely.
8. Do not make any stray marks or smudges on the answer sheet.
9. Do not bend or fold the answer sheet.

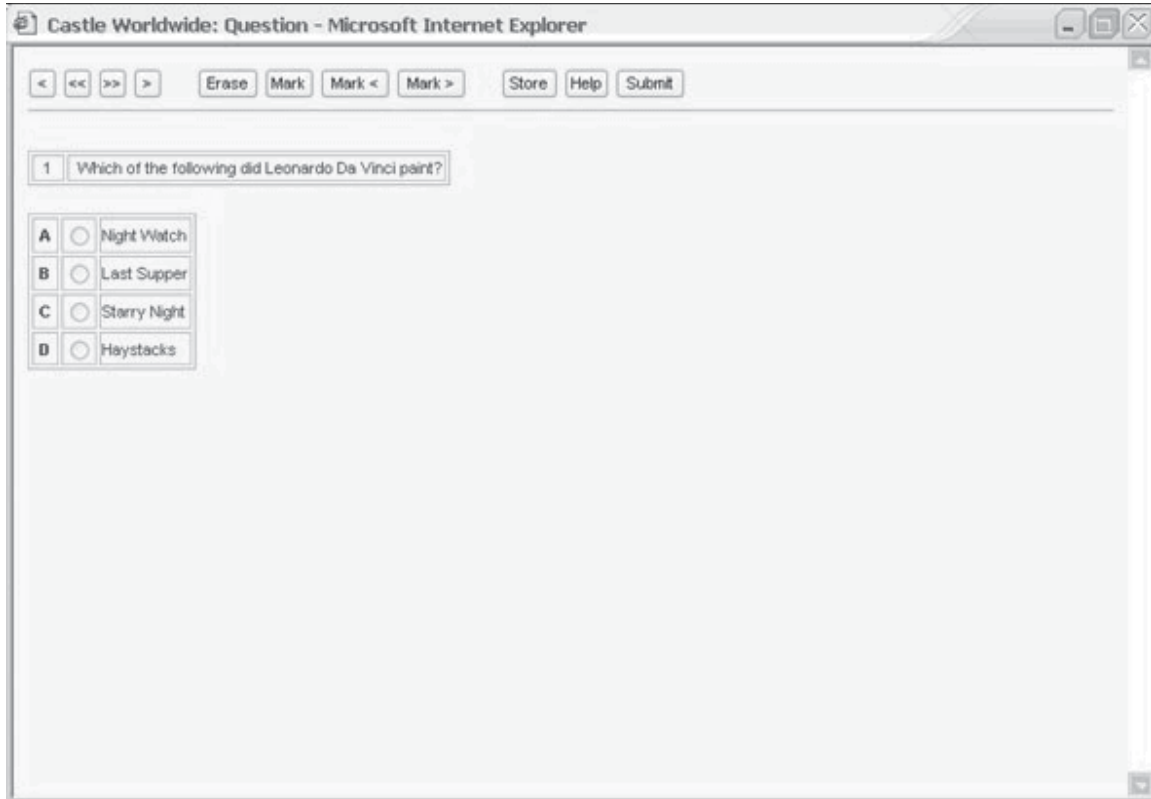
When you have completed the examination, return the examination booklet, answer sheet, and pencil to the Proctor at the door. Make sure that your identification number and examination number are on the answer sheet.

Completing the Computer- Based Exam

The Certified Radiology Administrator Examination will be delivered via computer through CASTLE's Proctored Assessment System (PASS). PASS ensures flexibility and user friendliness while maintaining data security and examination integrity. PASS is very easy to use and requires no prior computer experience. The PASS demonstration module walks you through all system

features and allows you time to become completely familiar with the system. You will be allowed to ask questions of the Proctor to further clarify the system's operation, if required. At the end of the testing period, the PASS will automatically turn off. You should alert the Testing Center Supervisor (Proctor) when you have completed your examination by raising your hand.

The graphic below is a sample of the main PASS examination screen. The screen provides (1) several "action buttons" located across the top of the window, (2) an examination timer that indicates the amount of time remaining in the testing period, and (3) the text of the test item and response choices. You may move freely and easily through the examination, skipping questions, returning and reviewing questions, and changing responses prior to submitting a question for scoring.



The four "action buttons" in the upper left corner are used to navigate through the examination by moving from question to question. Click the button labeled "<" to move to the previous question. Click the button labeled "<<" to move to the first question on the examination. Click the button labeled ">>" to move to the last question. Click the button labeled ">" to move to the next question.

To select an answer, select the radio button next to the letter of your choice with the mouse. Selected answers will have a black dot in the center of their associated circle. To change an answer, simply click in the circle associated with your new choice.

The four "action buttons" in the center are used to erase answers and mark questions for later review. To clear the answer associated with a question, click the button labeled "Erase." To tag a question for future review, click the button labeled "Mark" while you are displaying the question. Marking a question for future review does not in any way affect your answer to that question. To navigate to previous or subsequent marked questions, click the "Mark <" and "Mark >" buttons respectively.

Finally, click the button labeled "Submit" when you have completed your test. As the examination is a time-restricted test, if time expires before you click the button labeled "Submit," then the test will be submitted automatically for scoring. When you click the "Submit" button, the system will ask you to verify your test submission. If you select this button in error, simply click the button labeled "Cancel" in the submission verification window when that window appears.