MRCS ENT OSCE online section – 21 February 2022

On exam day

Make sure you have your unique ID and password – this is required to login to Practique

Approximately 15 minutes before your official start time you should prepare to start the exam.

You should:

1. Ensure your desk is clear and you won't be disturbed
2. Open the email sent to you by Proctorexam with the link to access the final set-up for the exam.

Click on the link to Proctorexam.

Follow the written instructions on screen.
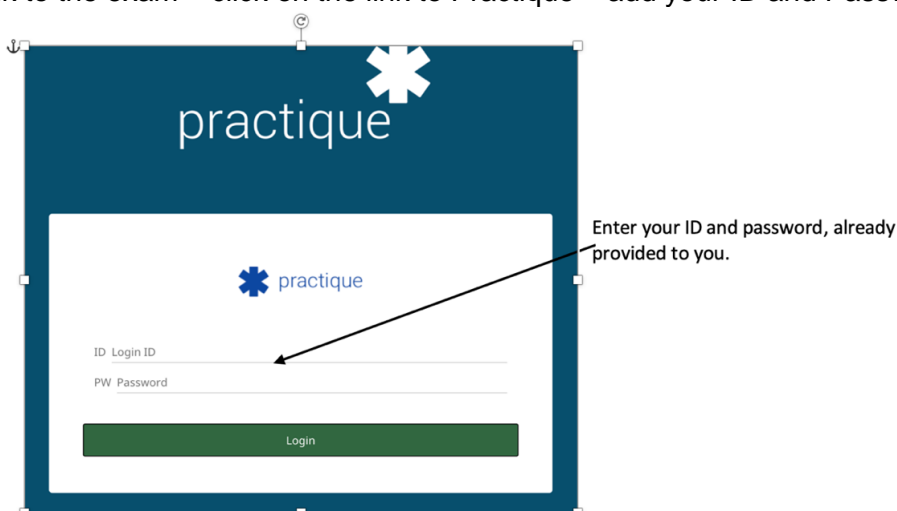You will be taken through the automated set up and system checks again.
Follow the instructions on screen to:

- Test your microphone
- Share your screen and webcam
- Take your photo
- Take a photo of your ID
- Show any scrap paper / materials
- You will be asked via the **Proctor chat** to scan your room – this is done using the laptop or your external webcam.

If at any point in the set up or during your exam you need ***technical*** help there is a chat box icon in the bottom right hand corner "help". The proctor may use the ***support*** chat to contact you if required – you can also send them a message via the Proctor chat if you are unsure of anything/need support

Follow the onscreen instructions to complete the set-up process

You will arrive at the **start exam screen** – click through and you will see the candidate instructions and a link to the exam – click on the link to Practique – add your ID and Password.
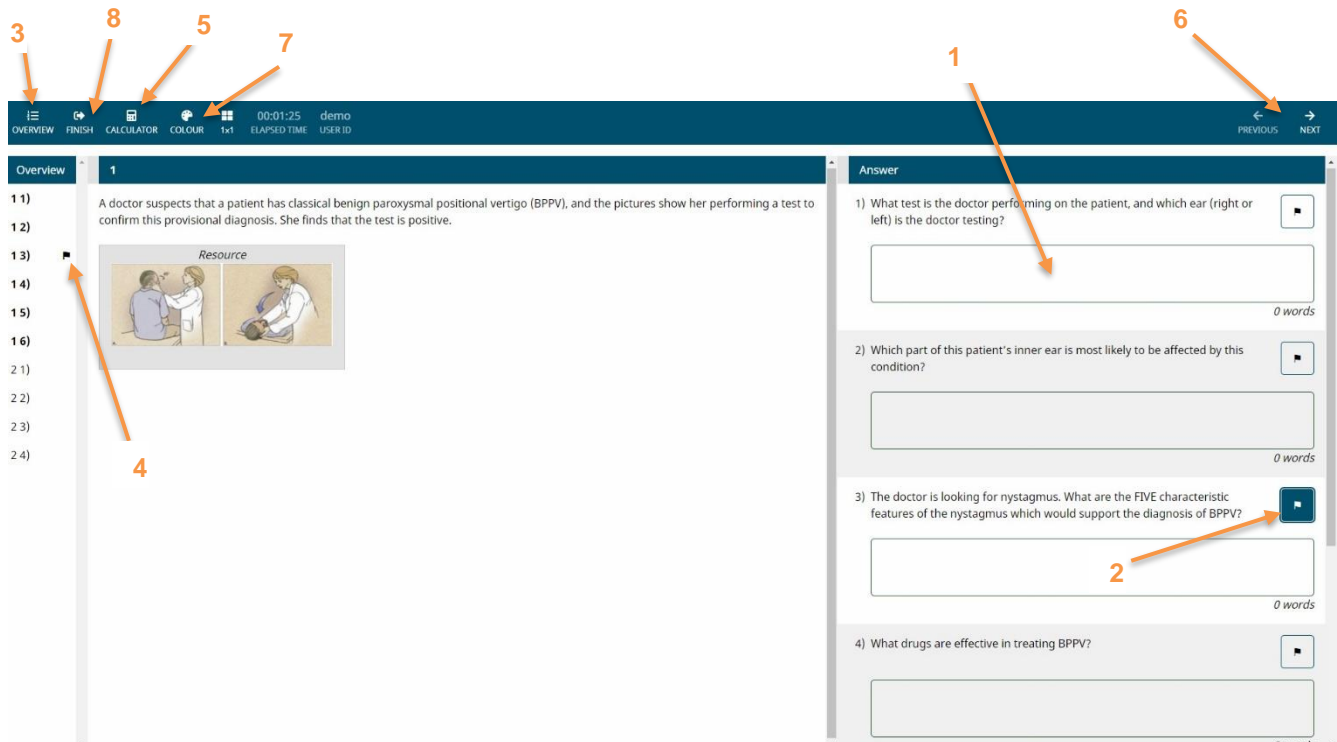

When you login to Practique the exam will begin and the timer in Practique will start.

Do not worry if you are delayed in the set-up process; this will not reduce the time you have in your exam.

Proctorexam and Practique

Functionality within Practique

Once you are in your exam you will be taken to the first question, as in the example below:

There are various exam controls of which you should be aware:

1. <u>Answer box</u> – click into this field to input your answer to the question.
2. <u>Question Flag</u> – click this icon next to the question text to have the question marked in the 'Overview' (point 3) if you wish to make it easy to come back and review a specific question.
3. <u>'Overview'</u> – this toggle will hide/show the 'Questions' overview on the left side of the screen.
4. <u>Question Flag icon</u> – this icon shows in the overview next to questions that you have flagged.
5. <u>'Calculator'</u> – this function gives access to a simple non-scientific calculator.
6. <u>'Previous'/'Next'</u> – for exams with more than one question, the 'Previous' and 'Next buttons' can be used to navigate between the questions.
7. <u>'Colour'</u> – click this to change the background colour of the screen
8. <u>'Finish'</u> – click this if you complete the exam before your time is up (see overleaf)

<u>Note:</u>
To enlarge a resource, click on the resource icon.

To make the resource view full screen, double click the resource once it is enlarged.
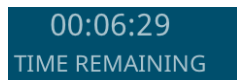
You can use the 'X' in the top right of the image to close the resource again
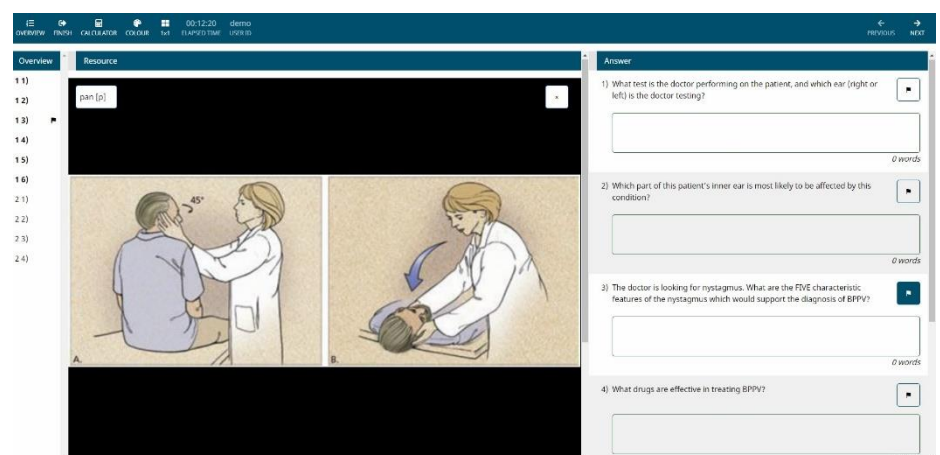
Finishing the exam

1. Finishing your exam in Practique

● You can see how much time is left in your exam in the timer in the menu bar.
● If you have been granted additional time this will be automatically included and shown in the total time available.
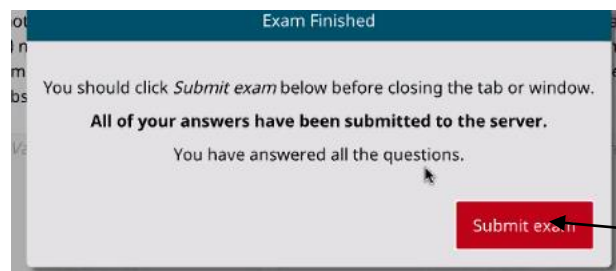● This timer counts down

00:06:29
TIME REMAINING

You will get a warning when there are 15 minutes left and when there is 1 minute left.

For example:

1 minute remaining
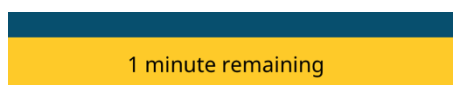
When the exam time is over the exam will automatically stop and you will not be able to answer or amend any more questions. A pop up will appear

click on Submit exam

It is very unlikely, but, if your answers have not been submitted – for example you are offline there will be a message here – please **do not** submit the exam, seek help to get back online.

If you click finish before the time is up you will see this pop up – click on continue to remain in the exam.
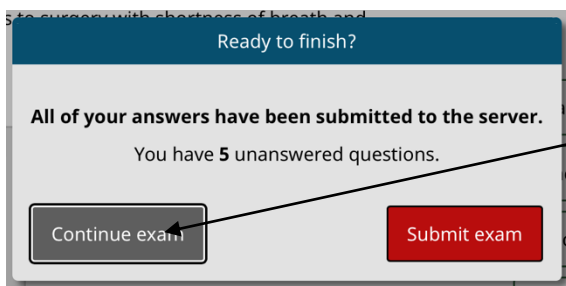
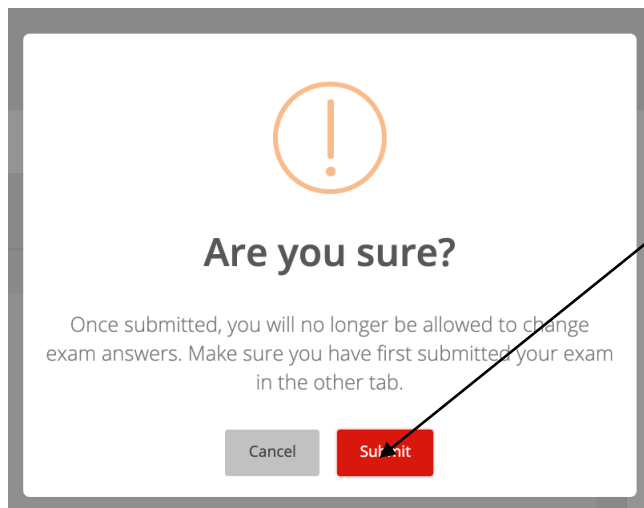If you have any unanswered questions the pop-up message will let you know.

Continue exam

2. Finishing your session in Proctorexam

When you have submitted your exam in Practique close the window to return to the ProctorExam site. Click on the FINISH EXAM button at the top right hand of the page to end your proctor session.

You will then get the message

Click in submit

NB: This action just stops the proctoring – your exam has already been submitted in Practique.

Seeking help

The support team are there to make sure you progress through the set up and to ensure that you abide by the regulations. If you have a technical problem use the help chat button if you are unsure.

Questions answered in Practique are saved in real time. In the event of a temporary loss of connection, your answers are secure but any new answers are highlighted yellow/orange – this means you are offline and you must reconnect to the exam as soon as possible.

You will be automatically reconnected when the wifi is restored but you MUST check that the Proctorexam window is still visible. If it is not, seek help.

If you lose your internet connection for a prolonged period of time (over 15 minutes) you should contact the College to whom you applied for advice as soon as possible

RCS Edinburgh:
dohns.exams@rcsed.ac.uk or 0131 527 1600

RCS England:
dohnssuport@rcseng.ac.uk

RCPS Glasgow:
dohns@rcpsg.ac.uk or 0141 221 6072

RCS Ireland:
mrcsexams@rcsi.ie