

# FFICM Virtual Oral Exam Candidate Guidance



# Candidate Instructions for Remote FFICM Oral Examinations

**Please ensure that you read this document thoroughly. It is your responsibility to ensure you understand and are familiar with the below instructions. If you have any question, then please contact the exams department before the exam day. It will be difficult to answer lots of queries on the exam day.**

1. Computer requirements:
  - Laptop / computer with 4GB of ram (minimum 13" screen)
  - A Windows v7.0+ or Mac10.8+ operating systems
  - Intel Core i3 (or equivalent) and 4GB RAM
  - A working webcam, microphone and speakers / headset
  - Internet connectivity with continuous internet speed of a minimum of 516kbps
  - Zoom downloaded
2. Before your exam please ensure that you have downloaded the Zoom application. <https://zoom.us/download>
3. Please make sure you have carefully checked the timings sent to you in your admission notice email. All exams will go ahead at the scheduled times and it will not be possible to wait for latecomers or reschedule non-attendees. If you have any problems on the day, please contact the exams department on the number specified in your admission notice.
4. Please ensure that you have prepared your environment for checking by the invigilator/examiners. You must be alone in the room. A tidy and un-cluttered environment, with a neutral background is preferable. You will need to remove all revision aids/ textbooks etc from within reach of where you are sitting, as well as any other electronic devices (including your mobile phone) except the computer you are using for the exam. Any other electronic items in the room (TV, Alexa etc) need to be switched off (power off). If you are using your mobile phone as a 'hot spot' internet connection, it may be left turned on , but must be put of reach.
5. Make sure that you have your identification ready for checking. This should be a passport or photo driving license, not your hospital ID. You will be asked to hold this up to the camera.
6. You are permitted to make notes on one blank sheet of paper. So please make sure you have this and a pen or pencil ready before you join the call. You may also wish to have a glass of water.
7. When you login to the meeting please change your screen name to your candidate number. You can do this by clicking on the 'dice' next to your participant name and selecting 'rename'. If you are unable to do this the invigilator can do it for you.
8. It is advisable to set your Zoom call to 'speaker view' so as to better see the examiner or invigilator that is talking at the time.

9. When you join the call the invigilator will greet you and send you to another 'room' for an identification and security check. Please follow the invigilators instructions and the onscreen prompts: you will need to click on 'join breakout room'. Note that all other 'moves' will be done by the administrator; **do not click on 'leave meeting'** at any point during the examination as that would take you out of the examination completely. Should this happen you will need to re-join the initial meeting (using the instructions in your letter) and be moved manually by the administrator to the correct station; you will lose time from the examination during this.

During the security check, the invigilator will ask you to

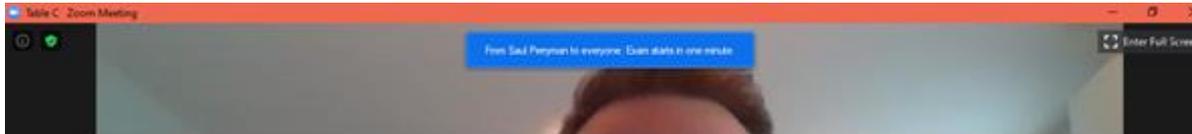
- Show your ID to the camera.
- 'share your screen' so that they can ensure that you have only the Zoom app open and that you do not have an internet browser or other documents or programmes open.
- Show your environment by turning your camera or moving your computer to show the room you are in. This will include showing the wall behind the computer. If your computer camera cannot be moved to show this, you can use a mirror for this, or your mobile phone on 'selfie' mode. You will then need to switch off the phone and put it out of the exam room.
- Empty your pockets
- You will then be instructed position yourself so that your head and upper body are visible to the invigilators and examiners and you will re-join the briefing room.

Once the security checks are complete, you may not leave your computer until the end of the exam.

An examiner, auditor or administrator can ask again to check your environment, show your hands or share your screen at any point during the examination, without giving a reason.

10. When all candidates have undergone their security check, candidates will be briefed together in one 'room' on the Zoom call. Please mute your microphone when this briefing is happening and switch to 'speaker view'. If you wish to ask a question please raise your hand then unmute yourself when addressed.
11. When the examiners have confirmed that they are ready, candidates will be transferred to their stations. The invigilator will do this, candidates need to just click the prompt to 'join breakout room' when it appears on their screen. You may find that as you 'move' from room to room you need to keep switching back to 'fullscreen' on your computer, in order to see the examiners etc clearly.
12. At this point you will move into the first station where the examiner(s) will be. *Unmute your microphone*. They will confirm your candidate number and introduce themselves. They may check some or all of the following.
- candidate and examiner can hear each other
  - candidate and examiner can see each other
  - candidate can see examiner's 'shared' screen of information
  - examiner has started recording
  - candidate environment check

13. After these checks have been completed, the administrator will give a visual 1 minute warning (in blue at the top of the screen) and a slide (shared by the examiner) which gives information on the topic (SOE) or question type (OSCE) will appear. You are allowed to move towards the computer if needed to see the slides clearly. You can make brief notes if you wish. You must destroy these notes at the end of the exam, without sharing them with anyone. After 1 minute there will be a broadcast message and the station questions will begin.



14. The station will begin. During the exam there will be messages broadcasted to help examiners manage the timings for questions but you do not need to concentrate on this, as the examiner(s) will manage the time accordingly.
15. In the OSCE, the examiner will show artefacts (eg blood results, ecg, radiology images) as required for the question. If you wish, you can ask the examiner to go a back to a previous slide (eg clinical details on the first slide). If the video of the examiner appears overlying the artefact, you can 'drag' it up or down using your computer mouse in order to see the artefact. If the artefact is too small, you can 'drag' the right edge towards the right side of the screen, making the artefact image bigger (and the examiner's video smaller)
15. One the station is complete you will be moved to a waiting room while the examiner completes their marking. After a short time you will be placed in your next station. In the waiting room it may appear that nothing is happening. In fact examiners are completing marking and preparing for the next candidate. You will be in the waiting room usually for 1-2 minutes, but if the administrator needs to sort out a problem, candidates maybe in a waiting room for several minutes. The administrator can always see exactly who is in every room, and you will not be forgotten about!
16. All moves are done by the administrator. **Do not click on 'leave meeting' at any time during your exam**, as that would disconnect you from the exam completely. You would then have to join the meeting again (using the instructions in the invitation letter) and be moved into the correct station by the administrator, and might lose time from the station.
17. Once all the stations are over, you will be prompted to return to the main room. There you will be given a short debrief. If you wish to raise an issue at this point, then you can do so in a private 'room' allocated for the purpose. Please raise your hand and ask to give confidential feedback. You will then be sent to the room and an invigilator will join to talk to you.
18. There may be an observer/auditor present in the briefing room, examination stations and waiting rooms. Observers will have their videos and microphones switched off, so that they do not disturb the examination. Observers do not take part in the examination, and are there for audit and security purposes.

19. Because of the time required for security checks, waiting rooms between stations etc, the OSCE will be run as two shorter exams with a break between. During the break candidates can leave their computer for refreshment etc.
19. Examiners and administration staff will record the examinations. These recordings are for audit purposes, and for investigation of allegations of breach of the regulations or appeals. The recordings will be destroyed within 5 days of the examination date. Candidates are not permitted to make recordings.
20. Due to the remote nature of the exam, and College building not being fully open, it is likely to take longer than usual before results are checked and released.

### **Internet problems**

Please test out your internet connection in advance. You can maximise your internet connection eg sit close to the router, use a cable to connect your computer to the router rather than wifi, ask other house occupants not to use the internet while the examination is in progress. It is the candidate's responsibility to provide a reliable internet connection; the exam has limited capacity to provide extra time to replace that lost by candidate internet problems. This extra time may be provided at the end of that station, at the end of the exam or on another day, depending on capacity and the nature of the problem.

If a brief internet problem arises, eg poor connection prevents you from hearing the examiner, tell the examiner immediately, who can repeat the question.

If your internet connection is lost completely, try to re-join the 'meeting' using the instructions on the examination invitation letter, and the administrator will move you back into the correct room to resume the examination. If you are unable to re-join, please phone the helpdesk (using number in the admission email) for advice. In this circumstance you are allowed to leave your computer and turn on your phone. Note that if you cannot resolve the internet problem, you will be unable to continue with the exam.

If an examiner has an internet problem which cannot be resolved, a substitute examiner will be provided and extra time will be allowed, or the whole station will be run again at the end of the exam, as appropriate. A candidate should not leave the meeting after the last station, in order for this to be done.

### **Downloading the Zoom Client**

Please download the Zoom app to ensure you have the correct functionality when attending the meeting. Although you can use Zoom through a browser it is recommended you install Zoom for a more stable connection. Only download the client from the zoom website or the Apple Store

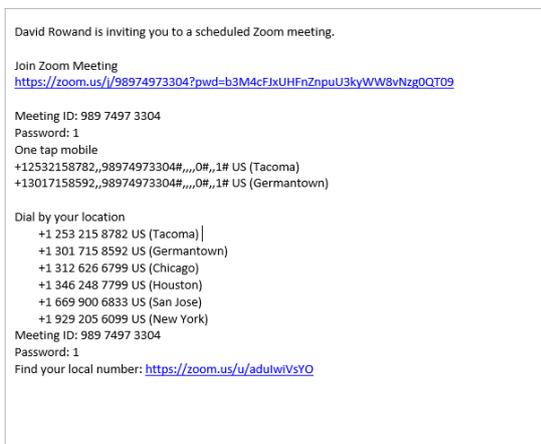
Window and Mac users – Zoom Client for Meetings <https://zoom.us/download>

If you do not install the client when you go to join the meeting it will attempt to join through a browser but will at this point ask if you want to download the application. The install should take no more than 60 seconds.

If you are joining through a browser it is advised to use the latest version of Chrome.

## Joining the meeting

Prior to the meeting you will have been sent a meeting invitation email with all the necessary information attached.



If the meeting requires a password to enter it can be found in the meeting request.

Once you have joined the meeting you will be placed in a waiting room until the host admits you to the meeting.

## Sharing your screen

(You will only need to do this for the security check)

To ensure that candidates are not recording the exam or accessing material during the exam, you will be asked to share your screen so an invigilator can see that you have no other application/programmes open.

Click Share Screen 

Select the option which shares your computer desktop. This will allow the invigilator to see the screen, but not access it or save anything on the desktop. Once the invigilator is satisfied they will ask you to click the option to stop sharing your screen.