

Important information that we suggest you read very carefully before sitting your online proctored examinations with the Royal College of Ophthalmologists.

IMPORTANT – Please read fully and carefully all of the following, including the web-links to ensure that you complete the system set-up for your online proctored examination as efficiently as possible BEFORE the exam. Failure to do so may cause delays during the set-up on the day of the examination itself.

One week prior to the examination, you will receive an e-mail from exams@rcophth.ac.uk with a link to complete a computer system check. The system check link will ensure your computer audio and video work properly, as well as making sure that your computer is suitable to run the software. **If you do not appear to have received the e-mail please check your “junk folder” or contact exams@rcophth.ac.uk if you still do not have it.**

72 hours before the examination, candidates will be sent another email with the links for launching the exam. These links will not activate until the start of the actual examination. The keycodes to start the exam when then be displayed to the candidate when they are just about to start the exam.

This key code is valid for the duration of the examinations so you will be able to log back into the examination with it if you lose internet connection and have to reconnect.

The online proctored examination delivery requires the use of a smart phone or tablet to act as a second camera. This is MANDATORY so please make sure that you have a suitable device for this purpose. During the examinations the device will need to be positioned around 3 metres and MUST HAVE a CLEAR VIEW of both YOU and YOUR COMPUTER SCREEN. It is highly recommended that you organise and test the position BEFORE the day of the examination. You may find that a small tripod designed for smart phones etc. which can be obtained cheaply on the Internet, may be very helpful.

Please note that as all system testing requirements, including the advice above, is communicated to candidates well ahead of the examination day, the College will not be held responsible for any errors that you make in testing and setting up their system or not having the correct equipment for the examination.

PLEASE NOTE: YOU DO NOT NEED TO E-MAIL THE COLLEGE TO INFORM US THAT YOU HAVE COMPLETED YOUR SYSTEM CHECK. AS LONG AS YOUR SYSTEM CHECK IS SUCCESSFUL, YOU WILL BE READY FOR THE EXAM.

One week BEFORE the examination:

1. Make sure that as soon as you receive the system test e-mail link to the proctoring service that you use it to test your system / equipment.
2. You need to open this link in the most up-to-date Google Chrome browser and you may need to install this. Once installed you may have to copy the test link address into the browser’s address bar if it doesn’t populate to Chrome automatically (e.g. if Chrome is not your default browser).
3. You will then be taken through a process that checks your microphone, speakers and webcam. You will be told that the internet connection is your responsibility, which of course it is, and that you need an upload speed of 1.5Mbps and a ping of < 25 msec. We would suggest that you aim for an upload speed of nearer 5Mbps. Whilst there is no online test

included in the testing guide, you can either download a test or use this link:

<https://www.speedtest.net/> to check your internet speed.

4. After you have received your internet specification instructions you will be asked to connect a phone or tablet – this is MANDATORY and provides a further video stream in addition to the webcam and screen-share. But before you do anything you need to download the appropriate ProctorExam application onto your phone or tablet. All you then need to do is open the ProctorExam application, point the phone / tablet camera at the QR code and it should connect – and you should now see the video stream from your other device on the screen. During the examination proper you will need to turn on the airplane mode and re-activate the WiFi so that there can be no external interference but still allowing video streaming. On the day of the examination, this device will need to be plugged into the mains to prevent battery related failures. Please note that you do not need to alter any power saving or screen lock-out settings.
5. You then need to proceed to screen sharing to share your screen with the proctor.
6. Once these processes are complete and you are happy that your system works you can close the browser. If you want to re-test the system nearer to your examination, and we would suggest that you do so, you merely need to repeat the processes above.
7. DO NOT expect to pick up “ANY old computer” on the day and use it without having to set it up – you MUST have been through the testing processes on the machine you are going to use so that the browser is up-to-date and that screen-sharing is enabled.

Also make sure that you have read thoroughly through:

Proctor Exam Test Taker Support

<https://proctorexam.com/test-taker-support/>

Online Invigilation Candidate Quick Guide

<https://www.rcophth.ac.uk/wp-content/uploads/2020/07/Online-Invigilation-Candidate-Quick-Guide.pdf>

How to prepare for your Exam - Video link

<https://youtu.be/xsi0an49ISM>

How to take your online exam – Video link

<https://www.rcophth.ac.uk/wp-content/uploads/2020/08/How-to-Take-Your-Online-Proctored-Exam.mov>

Online Proctored Exam – Rules and Regulations

<https://www.rcophth.ac.uk/wp-content/uploads/2020/07/RCOphth-Online-Proctored-Written-Exams-Rules-and-Regulations-4.pdf>

Online Proctored Exam RCOphth Privacy Policy

<https://www.rcophth.ac.uk/wp-content/uploads/2020/07/RCOphth-OPE-Privacy-Policy-FINAL.pdf>

On the day of your examination:

Setting-up

1. Make sure that you have all the equipment that you are going to need, including all power leads, in the area / space that you have chosen to sit the examination.

2. Make sure that you know where you are going to sit and where you are going to position your phone / tablet which will provide one of the video streams. This should be about 3 metres away, near a plug and in a position that its camera will be able to see you completely as you sit at your computer. We recommend purchasing a small tripod for your phone so that it can be positioned correctly.
3. Log in to your first exam with the email link provided and the proctoring system will guide you through the pre-exam set-up process.
4. Plug everything in, activate airplane mode on your phone / tablet and re-activate its WiFi.
5. When the time comes close all tabs on your Chrome browser and then click the e-mail link that you will have been provided to go to your examination. You may later be reminded to close the e-mail browser tab if you have used one.
6. If you are early – and we would recommend being so – then you will have to wait until the timer goes to zero before clicking the button to proceed to the set-up process and the examination itself.
7. You will then need to go through a connection process, very much like the one you will have tested previously to make sure everything is connected.
8. You will then need to capture an image of your photo-ID and submit it along with a webcam photograph of yourself and submit this too. This is all very well explained.
9. To satisfy the online invigilator, before positioning your phone / tablet camera, you will be asked to demonstrate to them your computer and desk environment, the whole of the room you are sitting in, the underside of your desk and also your ears so that it is clear that you don't have any earpieces in.
10. After this is complete you will be asked to position your camera about 3 metres away, plug it in and position its camera so that you can be seen completely.
11. You will then be permitted to proceed, at which point you will be provided with a link to the examination and an examination code (lower down your screen).
12. Click the examination link – paste or type in your code and hit enter.
13. You are then provided with a few more instructions and are asked to confirm that you agree to the Royal College of Ophthalmologists examination regulations. Your examination will start in 5 minutes or before if you are happy and click the start button.

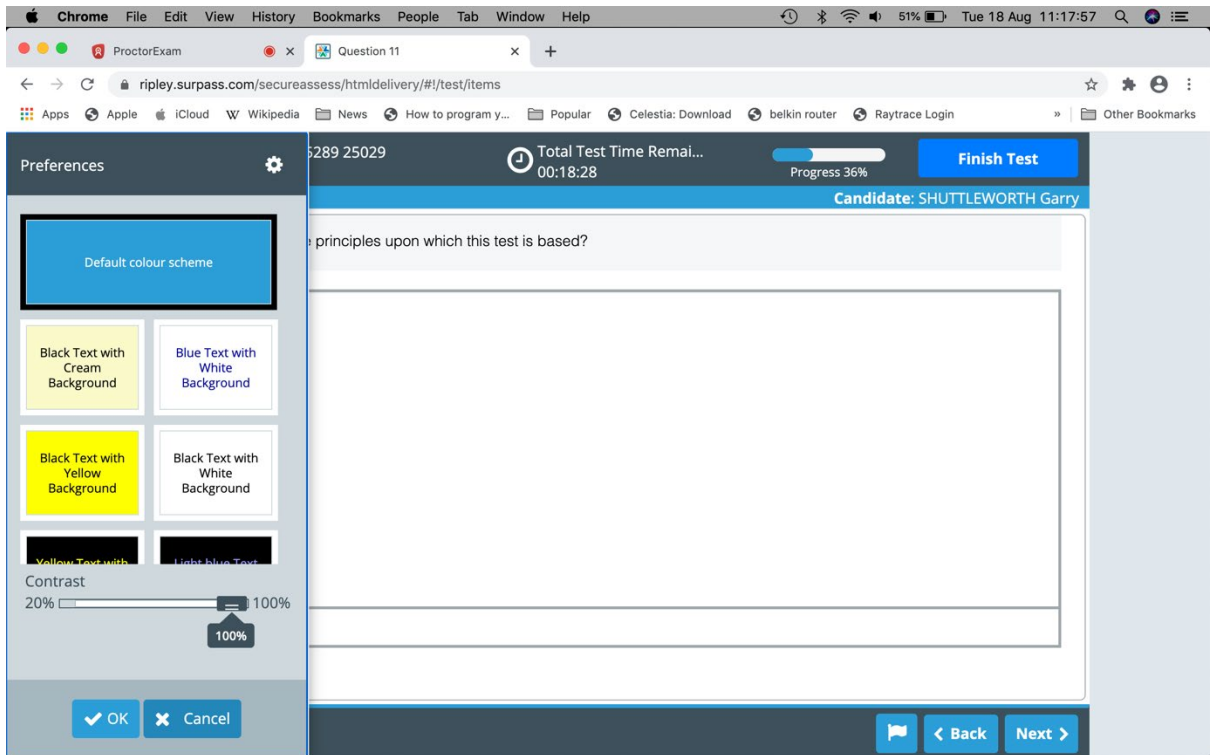
Navigating the examination

1. The examination starts immediately after you click start. There are 2 timers at the top of your screen, one is a time remaining count-down to the end of the examination the other is a progress indicator bar – both are TIME indicators. The follows an annotated example of what you will see.

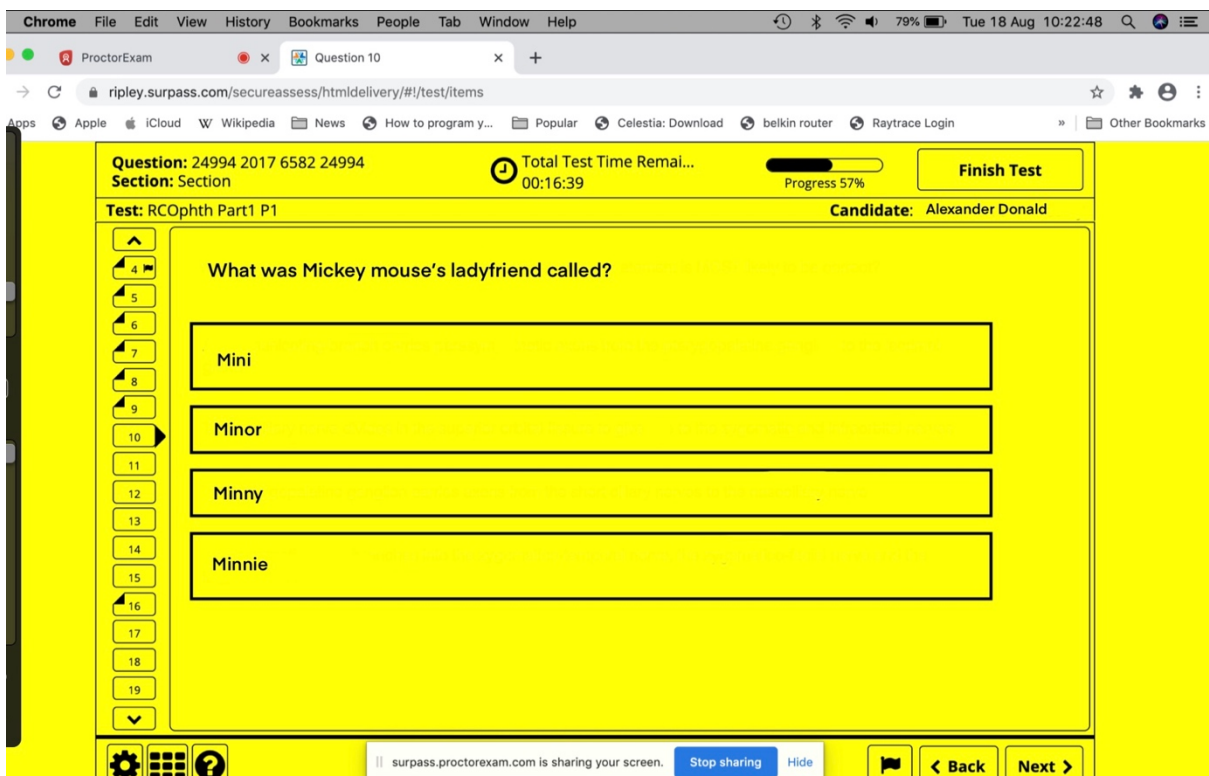
The screenshot displays a ProctorExam interface with the following elements and annotations:

- Top Bar:** Shows 'Question: 25029 1502 5289 25029', 'Section: Section', 'Total Test Time Remal... 00:18:56', 'Progress 36%', and 'Candidate: SHUTTLEWORTH Garry'. A 'Finish Test' button is on the right.
- Test Header:** 'Test: RCOphth Part1 P2'.
- Question:** 'What are the principles upon which this test is based?'.
- Answer Space:** Contains two items: '1. SBQ answers' and '2. Free text space'.
- Question List:** A vertical list of questions numbered 1 to 16. Question 11 is highlighted as the active question.
- Annotations:**
 - 'Timers' points to the top right area.
 - 'Questions answered' points to the top of the question list.
 - 'The active question' points to question 11.
 - 'Questions unanswered' points to questions 12-16.
 - 'Screen settings' points to a gear icon at the bottom left.
 - 'Question selection filter' points to a filter icon at the bottom left.
 - 'Flag question' points to a flag icon at the bottom right.
 - 'Help' points to a question mark icon at the bottom left.
- Bottom Bar:** Contains 'Back' and 'Next' navigation buttons.

2. If you wish to alter the screen colour settings to suit yourself and which only takes a moment, then click on the small cog = screen settings icon bottom left. The rest is essentially self-explanatory.



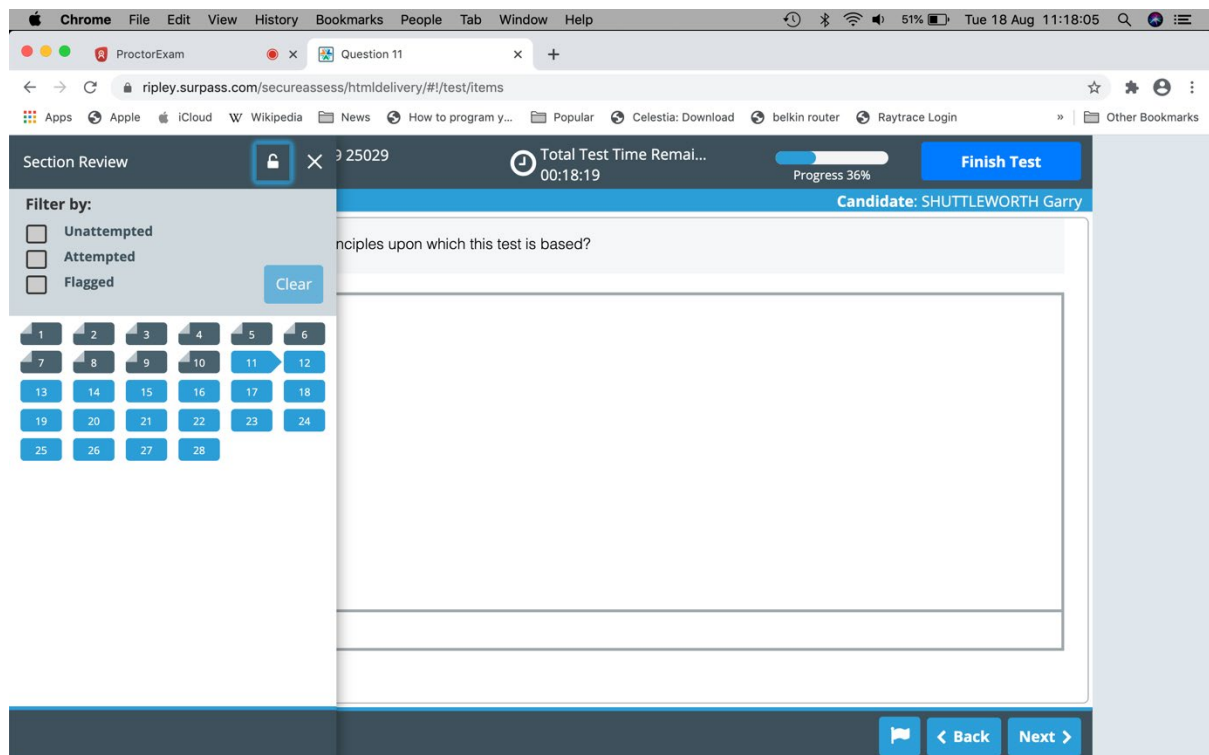
The following is an example of a preferred yellow screen set-up with an example SBA question. There are several answered questions, one not in sequence, and a “flagged” question indicated on the left hand side.



- To progress questions you can either click “back” or “next” in the bottom right or directly access the question number tags on the left hand side which run vertically. The system saves

your answers automatically you do not need to use “next” – no confirmation of your answer is required.

4. You do not need to answer all the questions in order but it may be best to approach the examination in that manner.
5. If you are unsure of an answer, want to think about it etc... you can move on or “flag” the question using the flag icon next to the Back button to return to later.
6. The question selection filter tool - very useful: if you wish to navigate rapidly around the examination questions can be accessed by clicking on the square (9 block grid) icon bottom left. This will open a box that will allow question selection by: answered questions, unanswered questions, flagged questions.



7. If during the examination you experience a connection issue just sit tight and wait. A reconnection will automatically occur and the examination will pick up where you left off. If your smart phone or tablet needs to be reconnected, you will receive instructions from the invigilator as to what to do and how to access the QR code. You will not lose any time.
8. If you have any questions or problems before or during the examination you can / should contact the online invigilator via the ? icon (available at the bottom left on the screen) and ask for help.
9. Please note that any concerns related specifically to question construction, wording, meaning etc... should NOT be addressed to the online invigilator as they will not be able to help you. Such concerns can be raised in your subsequent examination feedback if necessary.
10. At the end of your examination. Once the timer counts down to 0:00 the examination will automatically stop. Please note that it is up to you to keep an eye on the timers, you will not receive any warning that the examination will terminate until it does so. If however, you have answered all the questions and are satisfied that you have finished the examination

you may terminate the examination by clicking the Finish Test button top right and then proceed through the exiting sequence as directed.

11. When the examination finishes, wait and make sure that you have agreed / clicked all the relevant FINISH EXAM boxes / buttons and DO NOT close the browser nor the browser tab until you are instructed that it is safe to do so. Should a connection message appear during these final processes, WAIT, it will sort itself out.