HOW TO – take your OSCE/SOE in Practique

![Royal College of Anaesthetists logo]

HOW TO take an OSCE/SOE in Practique

This document has been written to provide guidance to candidates sitting a FRCA Primary OSCE/SOE or Final SOE in Practique, the platform we are using to deliver the exams.

BEFORE YOUR EXAM

IT and hardware

To take your exam you will need a computer/laptop with stable internet connection, webcam, microphone and sound. Please visit https://www.rcoa.ac.uk/examinations to check that you have the necessary set up.

System check

You must run a system check via Amazon Chime to ensure that your set up will support Practique. To complete readiness check, follow the link - https://app.chime.aws/check

Exam environment

You can sit the exam from anywhere but just make sure it is private, quiet and has a stable internet connection. Your home may be the ideal place.

You can also sit in your Trust but firewalls may prevent the application from working. If you chose this option, you must share this URL with the Trust IT team to whitelist Practique. https://rcoa.practique.net/html5/. This may take several days before it is unblocked

Examination format (FRCA Primary OSCE)

Circuit and station timing
Each circuit will last 2 hours 20 minutes and will comprise 14 x 10-minute stations.
There are no rest stations. There will be a 5-minute comfort break in the middle.

The timing of a 10-minute station will be as follows;
- 1-2 minutes for the examiner to connect and check your candidate number and for the candidate to read station instructions (you will do this once in your station).
- 5 minutes for the assessment
- 2-3 minutes additional time in case of connection issues and for preparation to move to next station.

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All participants will be remote. In each station, there will be one examiner and where required, the simulated patient. An additional auditor may be present in some stations

Changes to OSCE exam content:

- The previous Computer Based Stations have now been changed to 'Clinical Data Stations' and will be run by an examiner.

- The Simulation and Interactive Resus stations use existing questions which have been adapted to the virtual format. These questions will now have photographs, artefacts and videos relevant to the scenario.

- Questions where candidates were asked to 'show' or 'demonstrate' a skill have been adapted to 'tell' or 'describe'.

- The circuit still includes technical skills, equipment and anatomy stations but physical examination has been excluded from the examination.

Examination format (FRCA Primary SOE and FRCA Final SOE)

There is no change to the SOE structure, only the delivery method has changed. In the Primary examination, questions have been revised so candidates do not need to draw or annotate. Instead, candidates will be shown artefacts such as graphs and asked to comment on the images to demonstrate their understanding.

If you recognise the examiner in the SOE you will not need to swap cubicles.

ON EXAM DAY

Pre-examination briefing

In advance of your exam, you will be provided with a Zoom meeting link to attend a pre-exam candidate briefing. There will be a candidate briefing before each exam component so we can check that all candidates are able to login and ready to go.
Before you join the briefing, you must login to Practique using the ID and password emailed to you.

During the pre-exam briefing, we will:
- take you through the exam process on Practique as described in this guide.
- issue you with the PIN number for the exam you are sitting. The pin is unique to each exam.
- ask you to add the pin number to Practique to complete your login.
- ask you to 'connect'. Once everyone is connected the exam will start.

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ID and environment checks

The examiner will ask to see your ID (passport or drivers licence) at the start of each examination, so the first OSCE station of the circuit and at the start of SOE1 and SOE2. You should hold your ID up to your webcam when asked to do so.

Environment checks will be conducted before each SOE component (SOE1 and SOE2). The examiner will ask you to use your webcam or mobile phone to pan the room. They will be checking that there is nothing in the room that is not permitted in the test such as text books, study aids pinned to walls or your monitor. Spot checks will be conducted during the OSCE at the start of a station.

Loss of internet connection

If you have a short disconnection (<5mins) and are able to reconnect the examiner will continue with the question.

For longer or multiple disconnection problems you will be required to repeat the section of the exam missed. A member of the exams team will contact you by phone to reschedule you. Depending on the extent of the problem, this may be the same day or the next day.

The exams team will be monitoring your progress through the system. If you have not moved station or have lost connection, you will be contacted by a member of the team. The team will text you with advice if you are still connected. If you have lost connection, the team will call you to help you get back online. If you have a more complex issue, there will be dedicated IT support available on the day.   However, please make sure you have followed the IT set up guidance and completed the system check well in advance of your exam day.

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Taking an exam on Practique

There are 4 things you need to know to sit your exam in Practique. These are how to:

1. login
2. connect to an examiner
3. move to the next examiner (FRCA Primary OSCE and FRCA Final SOE1)
4. end your online exam

1. Logging in to Practique

You will need your:
1. ID number
2. Password
3. Pin number

Your ID number and password will be provided by email. We will give you the pin number for the exam during the pre-exam candidate briefing.

Google Chrome is the recommended browser, an alternative is Firefox. Mac users should download Chrome or Firefox as Safari is not recommended for anything other than an ipad when taking exams on Practique.

Do <u>not</u> use Internet Explorer as this will not work.

This is the login page. Enter your (1) ID and (2) Password and click 'login'
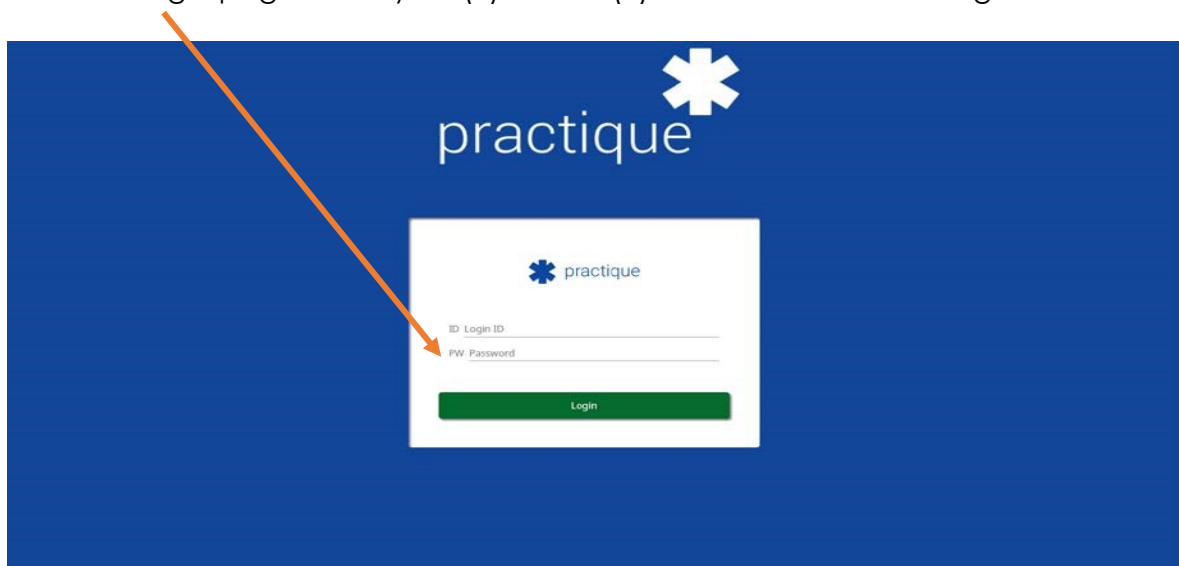
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Once you click login, the exam will download. This is the download page. **The exam may take time to download so make sure you start this process at least 30 minutes before your pre-examination briefing (this is the exam start time you received in the admission notice).**
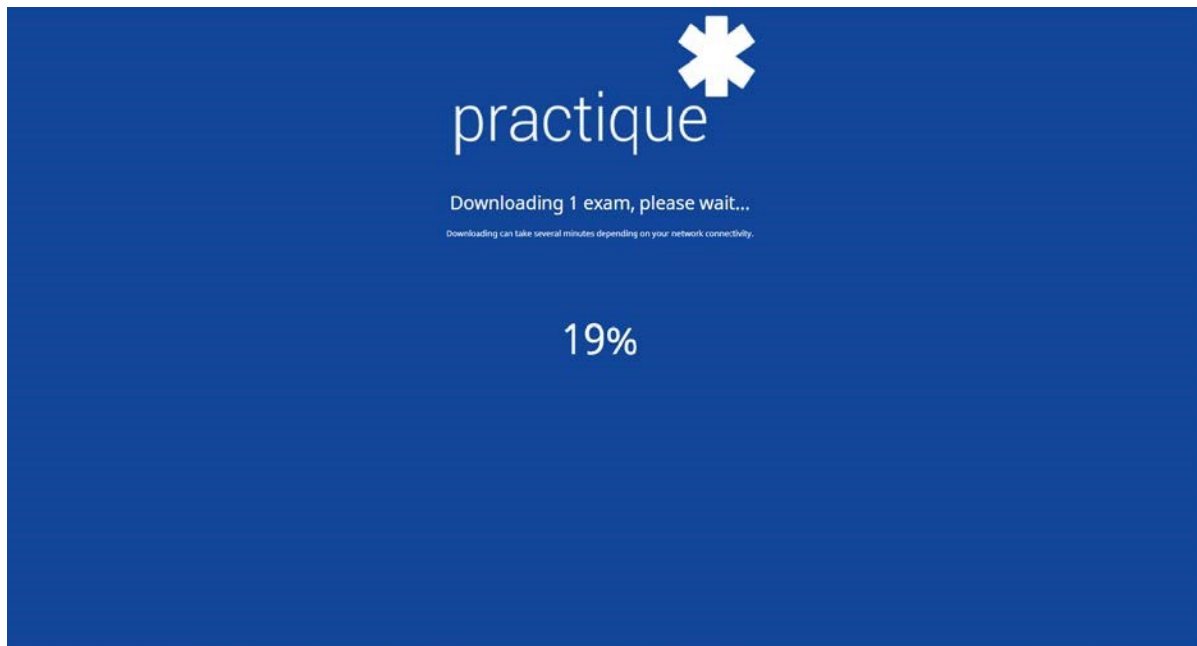
Please be at this stage before your pre-examination briefing.

Pre-examination briefing

This briefing will remind you of the features in Practique described in this guide such as how to access resources and move OSCE station. We will also talk through the exam process and how to contact us if you have an issue during your exam. Finally, we will provide you with the (3) pin number to enter the exam.

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Enter your exam pin number

Next click 'Take chosen exam'.

If your exam does not appear in the blue dialogue box, click on the box and select the correct exam from the drop down. Next click, 'Take chosen exam'.
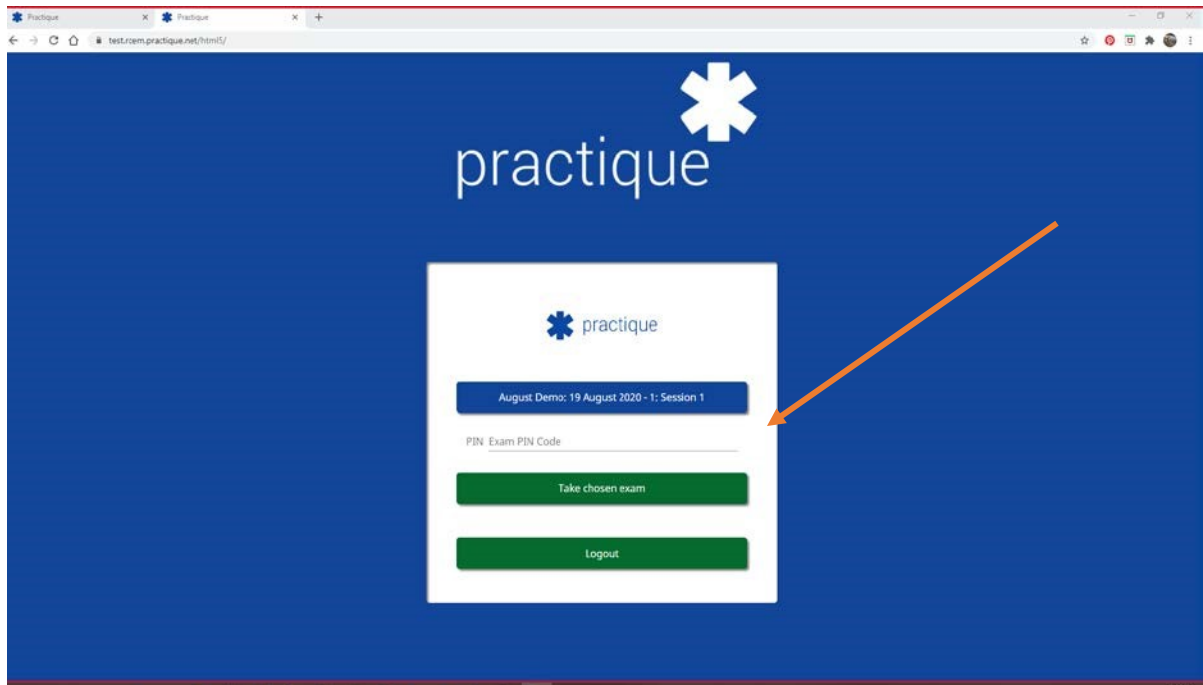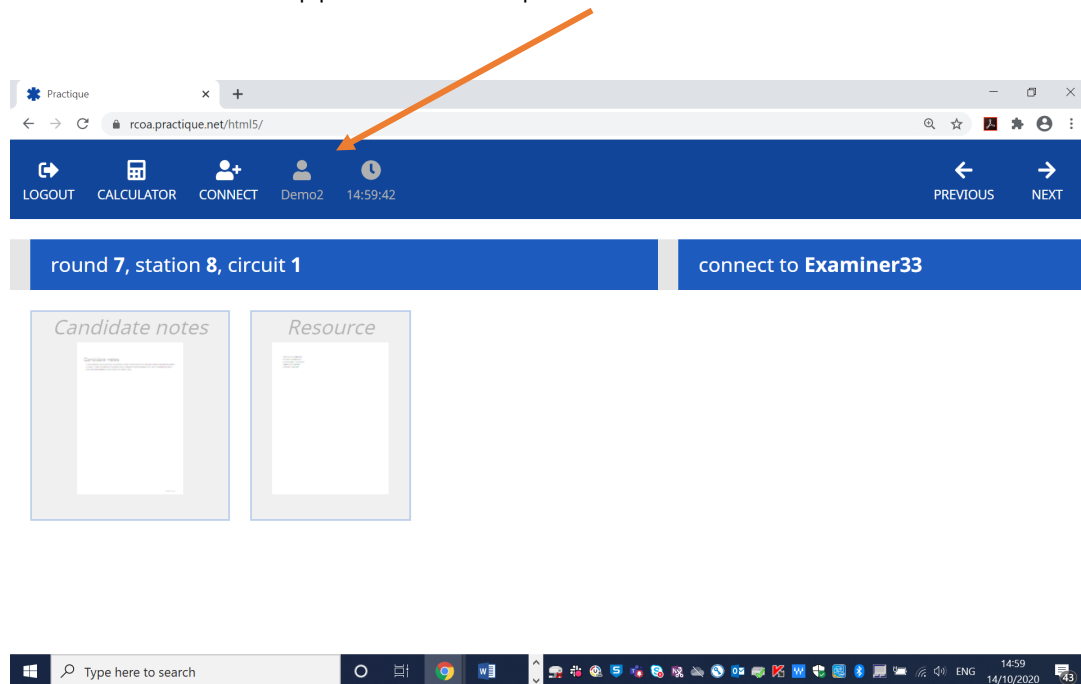

Once these steps have been followed you will be logged into the system, waiting outside of your station. We will not start the exam until all candidates are in the exam system.
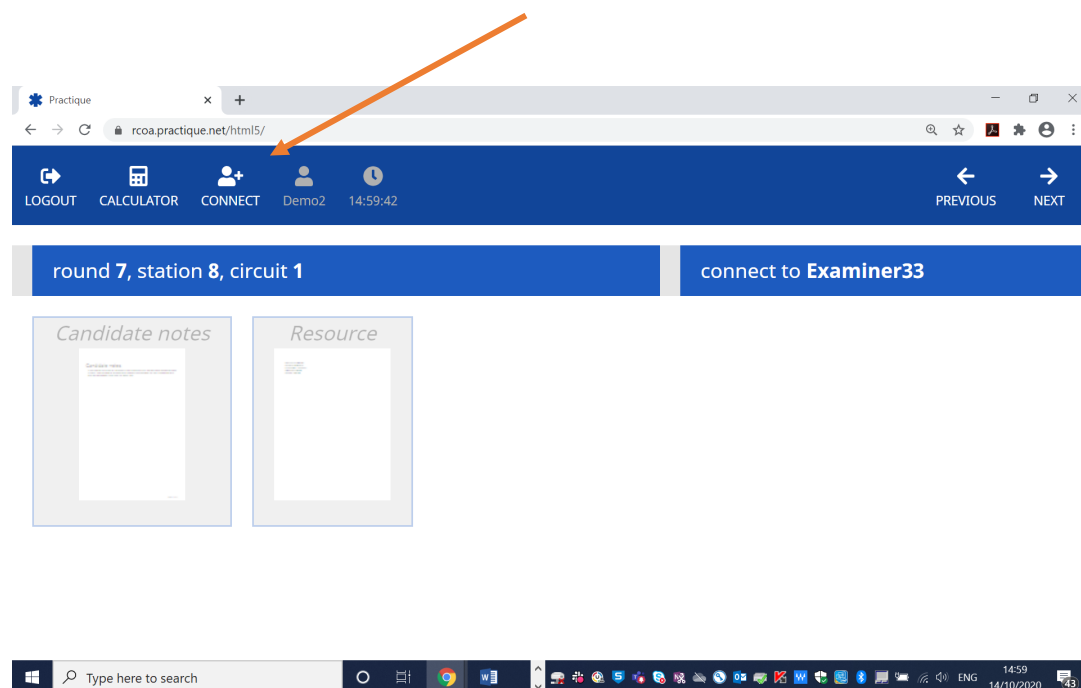
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This is the page you will see after you click on 'Take chosen exam'.

Your candidate ID appears in the top menu bar - here

You will also see any candidate instructions / resources needed for your exam. These appear as obscured thumbnails. You cannot view these until you connect to an examiner. Once connected to the Examiner, you must not open resources/instructions until asked to do so by your Examiner.

To connect to an examiner: click 'connect'

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When you click connect, you will be brought into the exam room. You will see your own video on the screen.
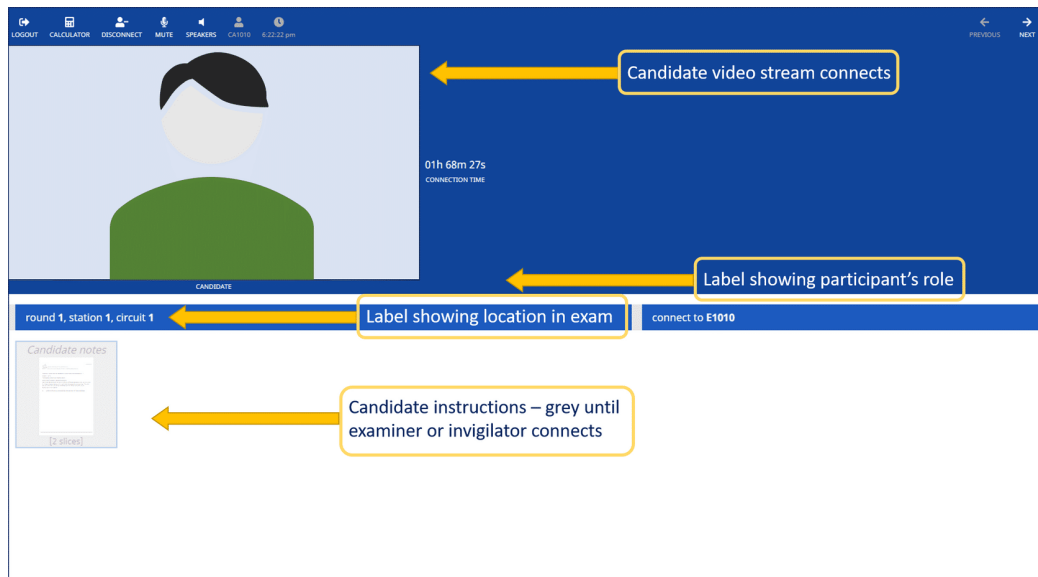
When the Examiner connects, you will see their video stream join yours at the top of the screen. If there is a simulated patient in your station, their video feed will appear alongside the Examiner. Occasionally there will be a fourth window with an auditor (who is monitoring the examiner not you).
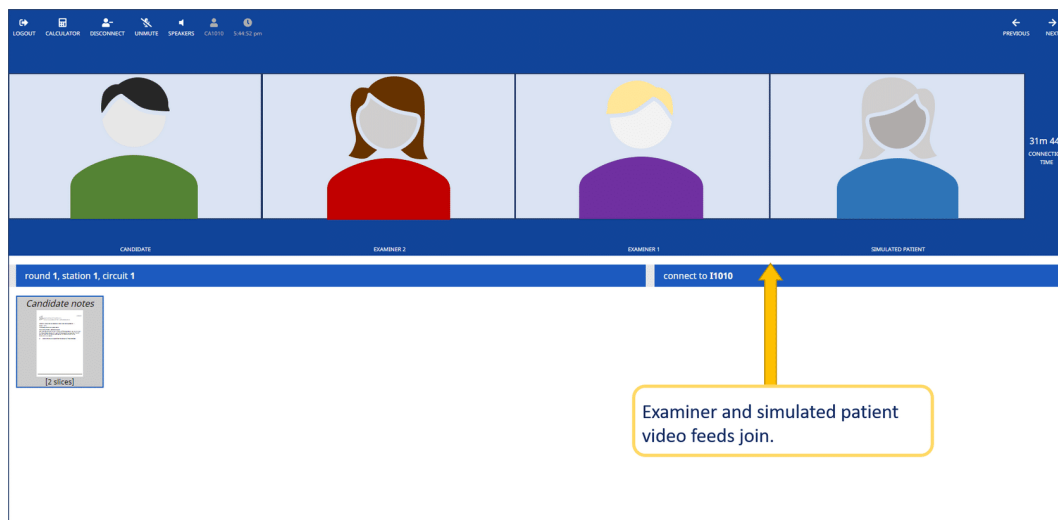
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2. In your exam room

OSCE: At the start of the OSCE, your Examiner will ask you to read the candidate instructions. You have 1 minute to read (unless you have reasonable adjustments agreed with the Examinations department). The Examiner will manage the timing and will tell you when the one minute has expired. You will also be asked to view resources during the exams such as a diagram, picture, video, text.

Once the one-minute reading time is complete, the examiner will start your assessment. You will have 5 minutes to answer the questions.

SOE: Pre-exam preparation will be completed in the virtual exam room. Your Examiner will ask you to open the resource and will tell you when your preparation time has ended.

We will be watching who joins the call and when everyone is in place (examiners, candidates, simulated patients), the exam will start. The Examiner will inform you of any delays.

Once everyone is connected, the **station instructions / resources are now available to you but do <u>not</u> access until you are instructed to do so by an Examiner.**

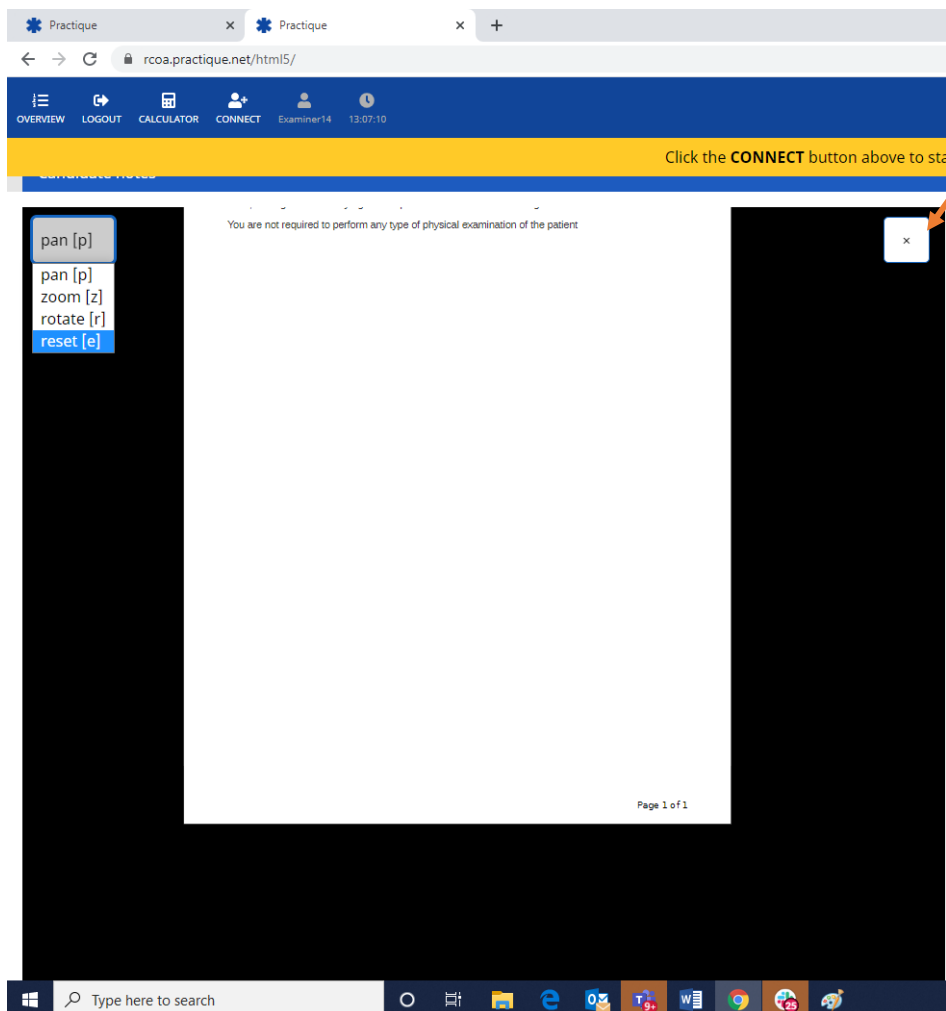# HOW TO – take your OSCE/SOE in Practique

3. How to view resources/candidate instructions

This section of the guide shows you how to use the viewer to navigate around the station instructions, resources and artefacts. Remember, don't open any resources/instructions, until the Examiner asks you to.

To open a resource, click on the thumbnail of the resource/station instructions.

The easiest way to enlarge the resource/station instructions further, is to double click – this opens them to full screen, as shown below.

To exit full screen view, click on the ⊠ icon in the top right corner of the viewer.

There are also options to pan, zoom and rotate the resource and a button to 'reset'. To do this, go to the menu at the left of the screen and click on your chosen action. The menu options are shown in the screen shot below:

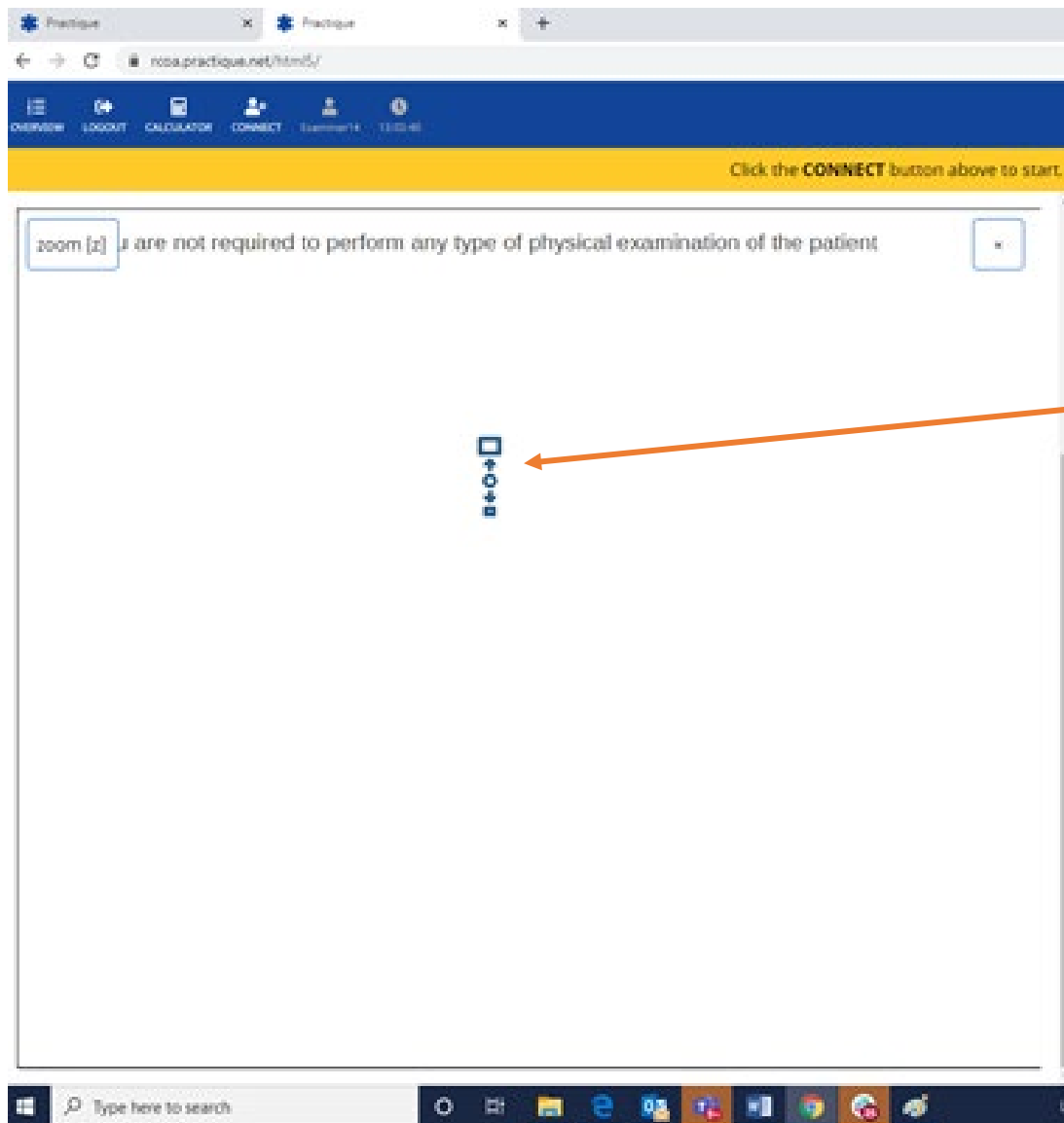# HOW TO – take your OSCE/SOE in Practique
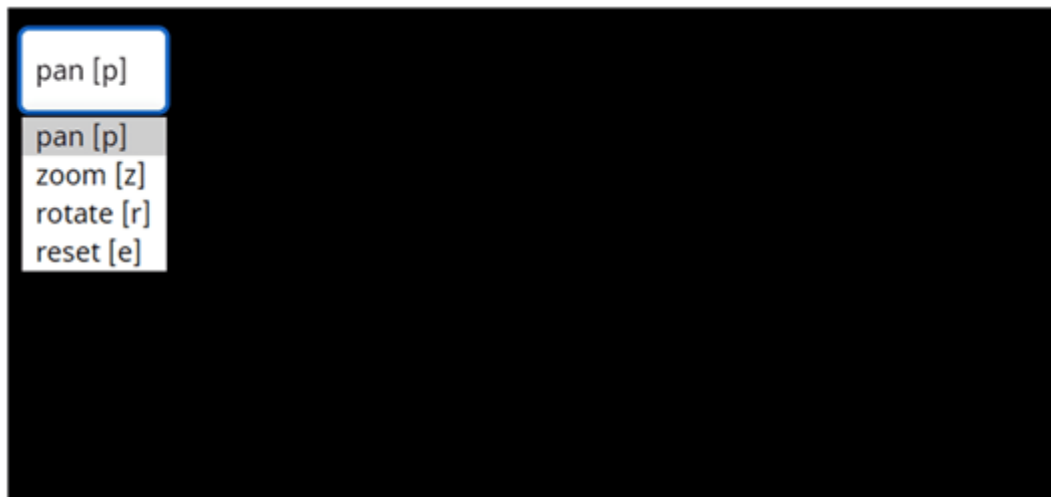
1. PAN screen

If you select 'pan', you can move the image around the screen.

Use this to move the resource around the screen
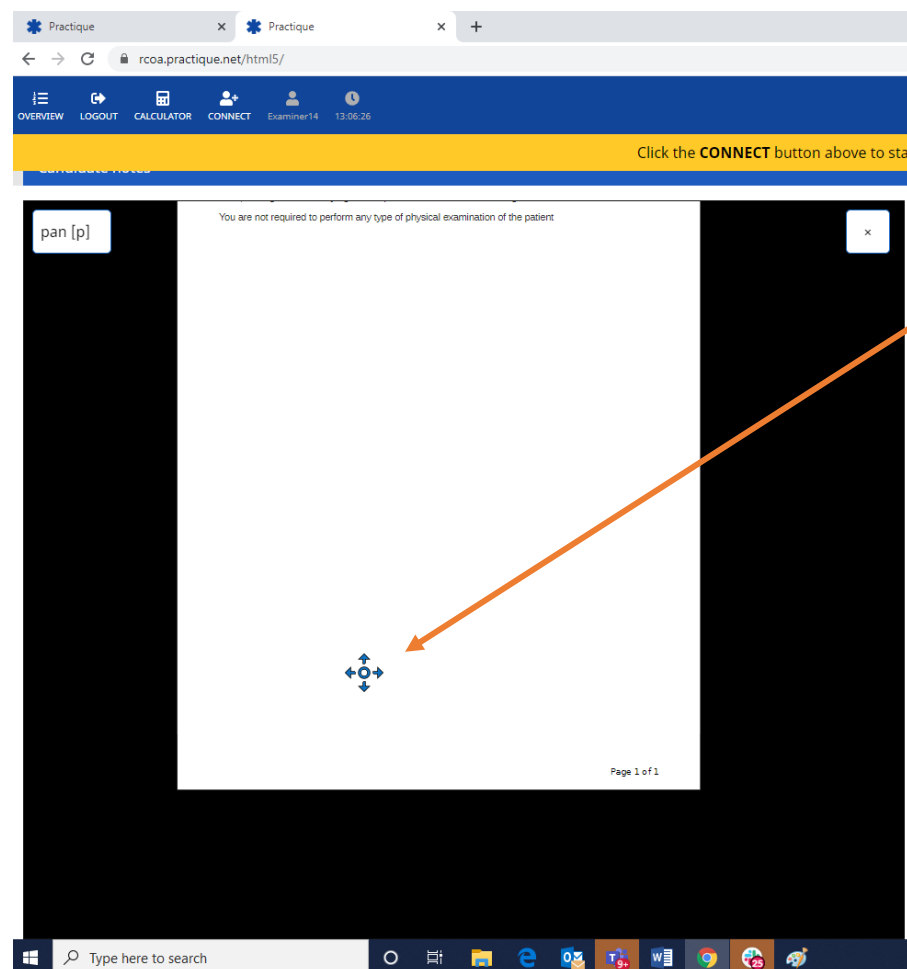
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2. Zoom

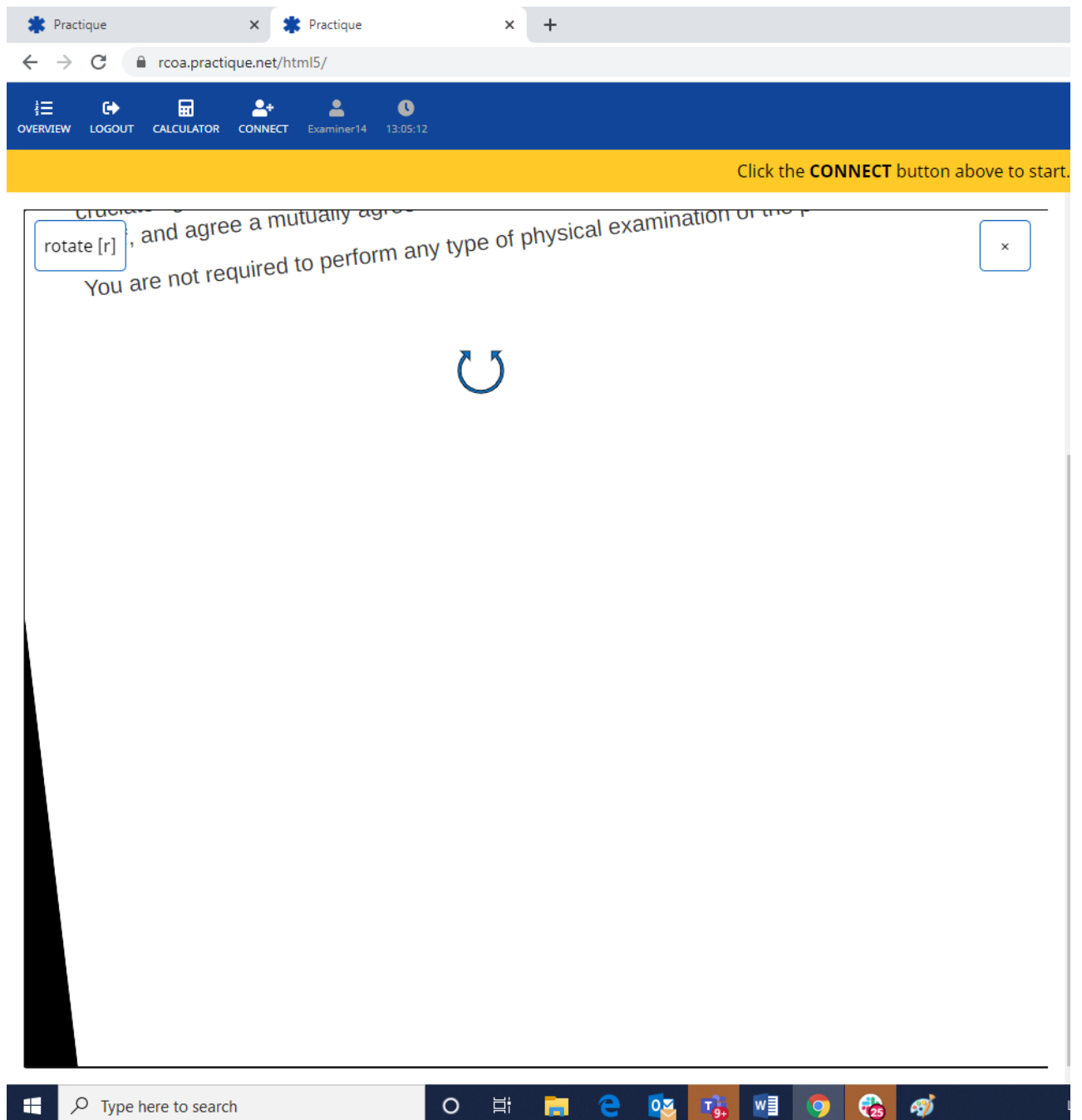If you select '**Zoom'**, you can zoom in on a part of an image, diagram etc.

Use this to zoom into a resource.

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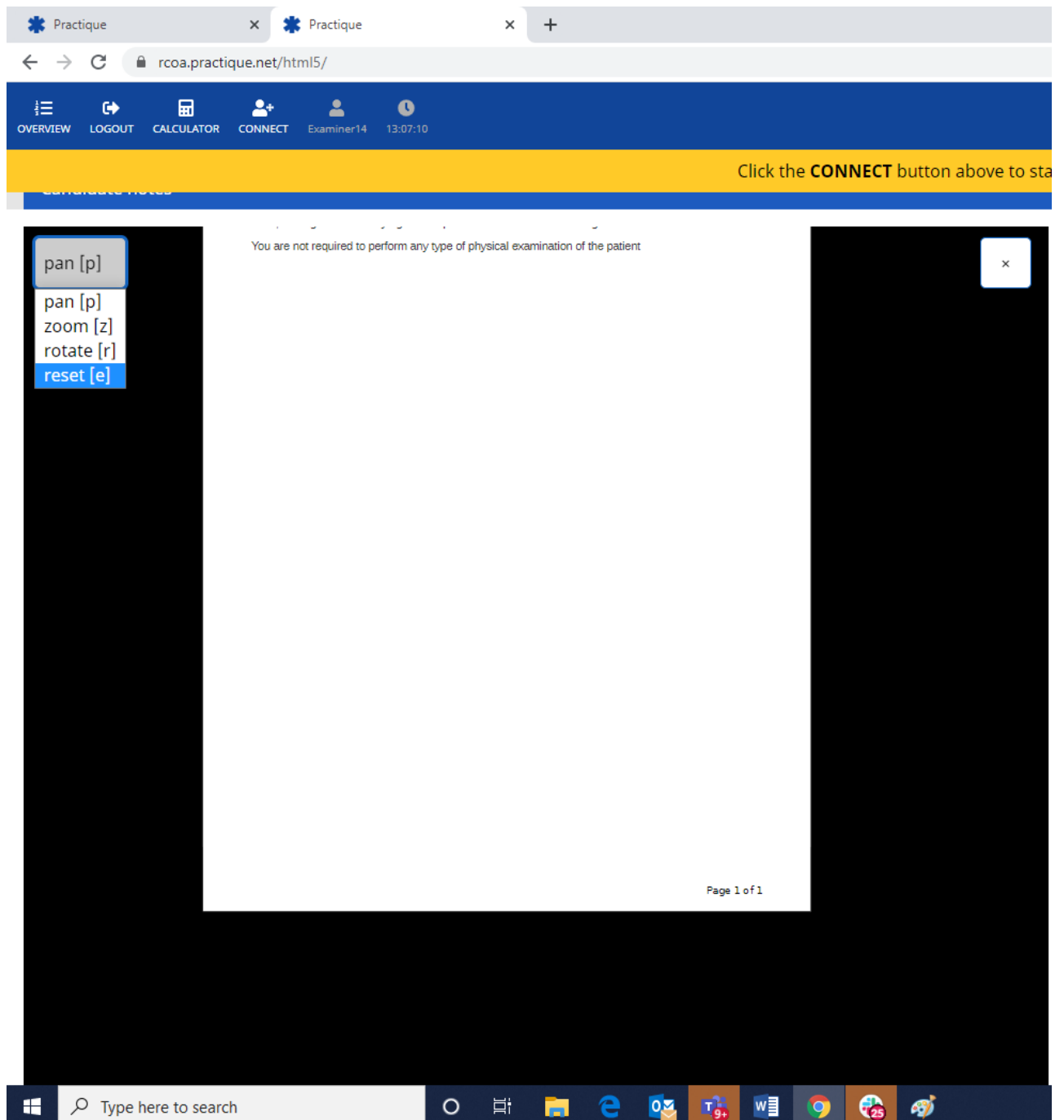
3. Rotate image
If you select the 'rotate' action, you can change the orientation of the image on the screen. We advise against using this feature!

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4. Reset
To return to normal view after panning, zooming or rotating, select 'reset' on the menu, as shown below.
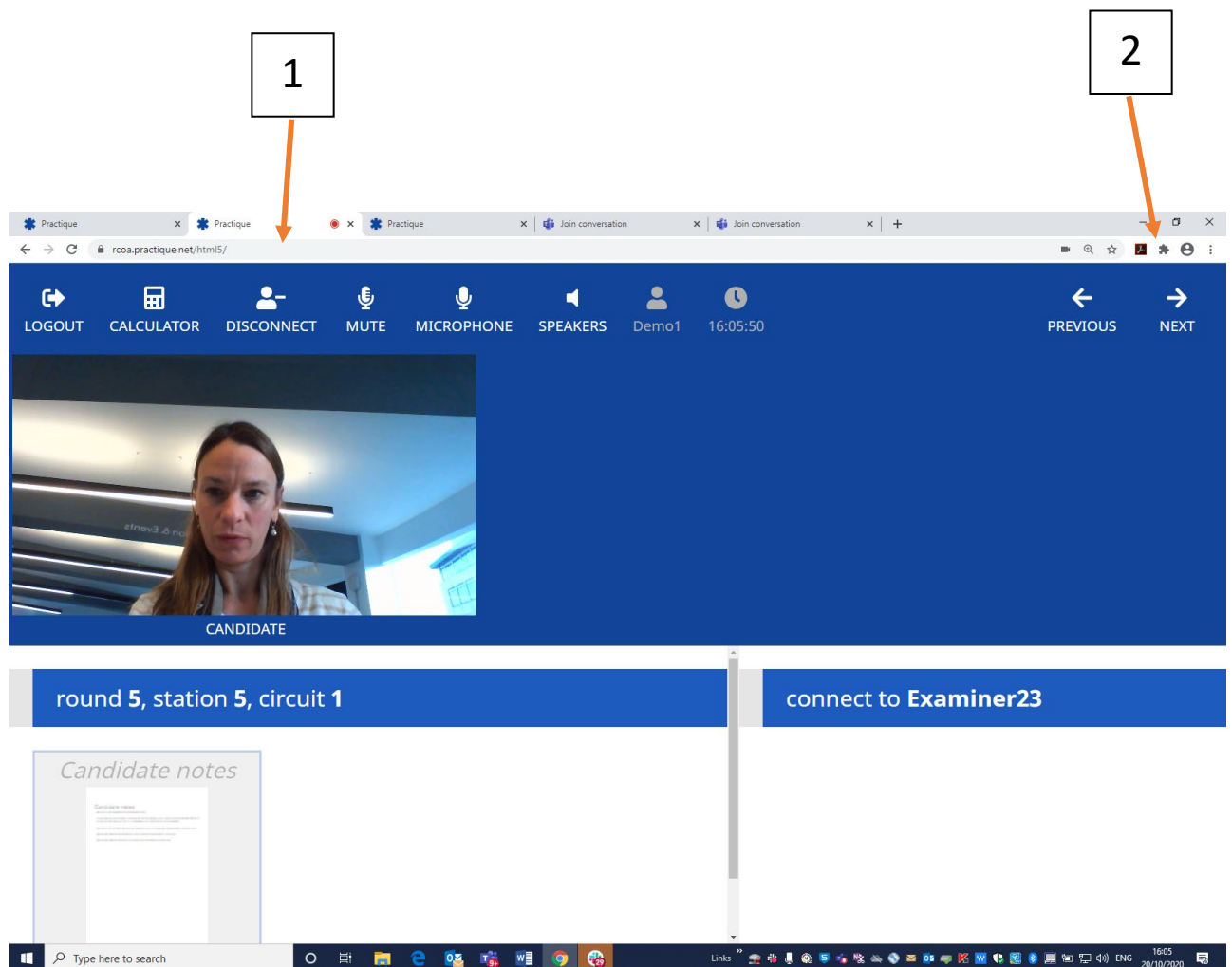
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4. Moving to the next station

Once you have finished your OSCE station or part A of the Final SOE, your Examiner will ask you to take the following steps. These steps will connect you to the next station in the circuit. OSCE only - You will need to follow these steps every time you move onto the next station and until you have completed all 14 stations (shown as rounds in this exams so '14 rounds').

1. Select Disconnect' (menu bar, top left)
2. Select 'Next' (top right hand corner)
3. Select 'Connect' (menu bar, top left)

There may be a short delay while the invigilator, examiner and simulated patient move from their previous station to join you.

Round 1, Station 1, Circuit 1. **Round 1 is your first rotation. When you connect to the next Examiner, check that the Round number has increased by 1.** There will be 14 rounds in total for the Primary OSCE.

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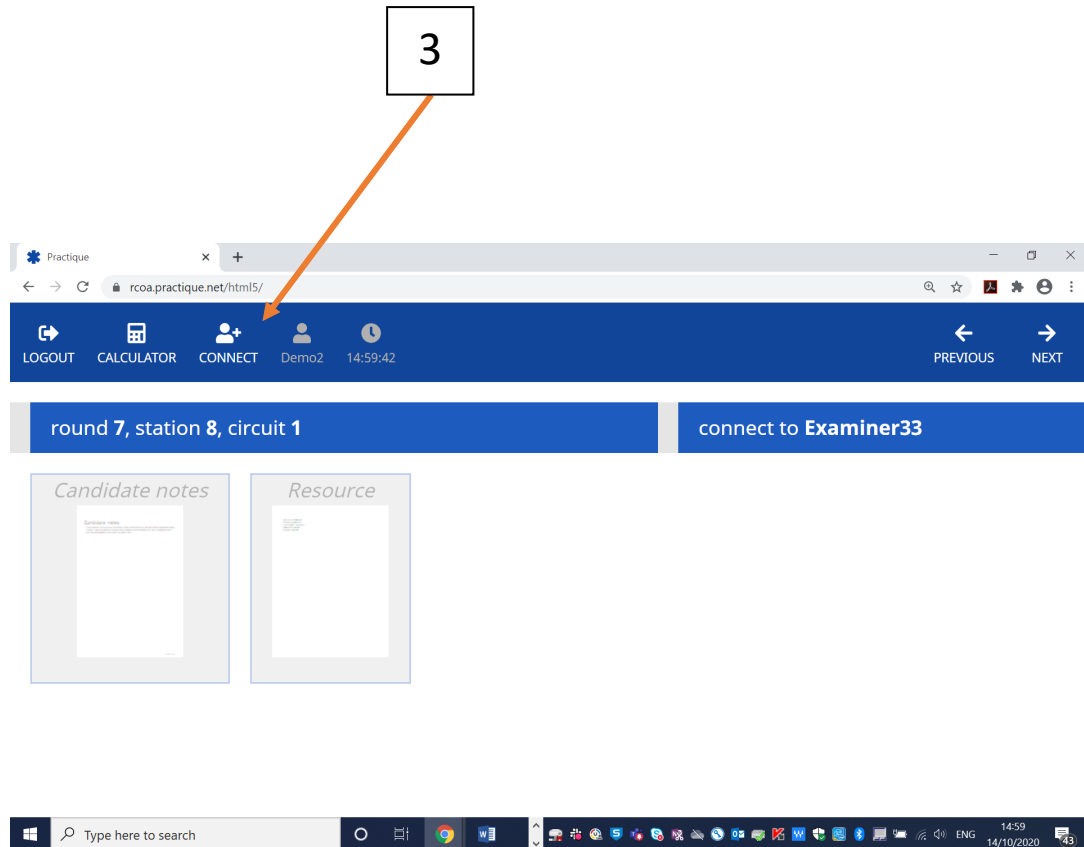
What to do if you disconnect unintentionally during the exam

1. Try to reconnect by selecting the connect button

2. A member of the exams team will contact you if you are unable to reconnect by selecting the connect button. They may ask you to:
   a. logout and log back in again
   b. restart your computer and log in

   If the delay is substantial, we will attempt to reschedule you for the part of the examination you have missed.

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5. Ending the exam session

The log-out process requires two steps (if you miss a step it may casue problems when you next log-in)
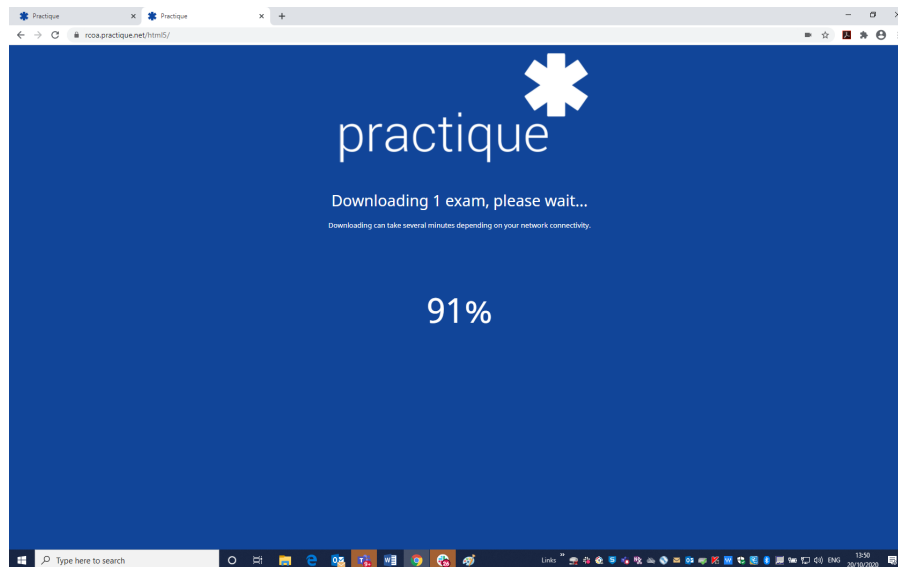
Step1: When you have completed your exam (all 14 rounds of the OSCE), you can leave the exam site. To do that, **click Logout on the menu.**

This screen will appear, telling you that you have 0 unanswered questions. **Click finish now.**
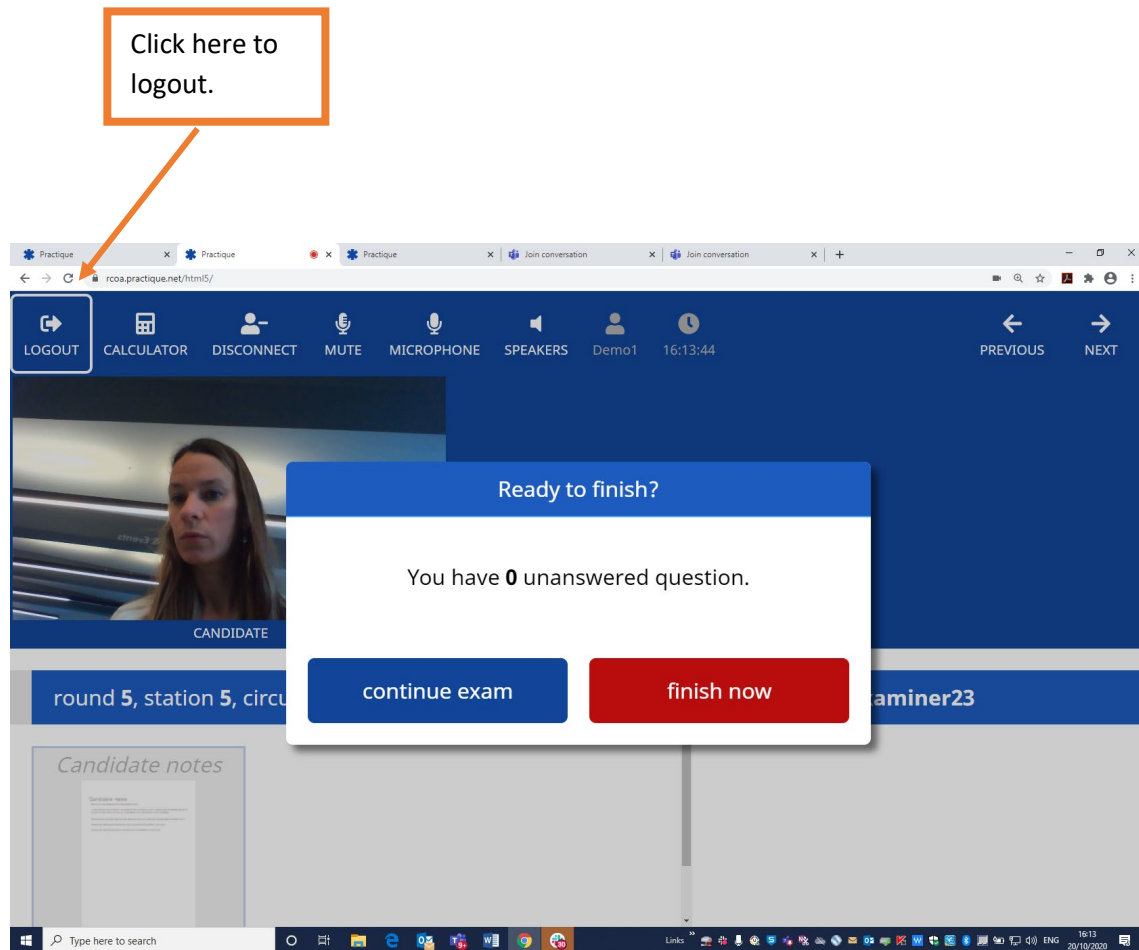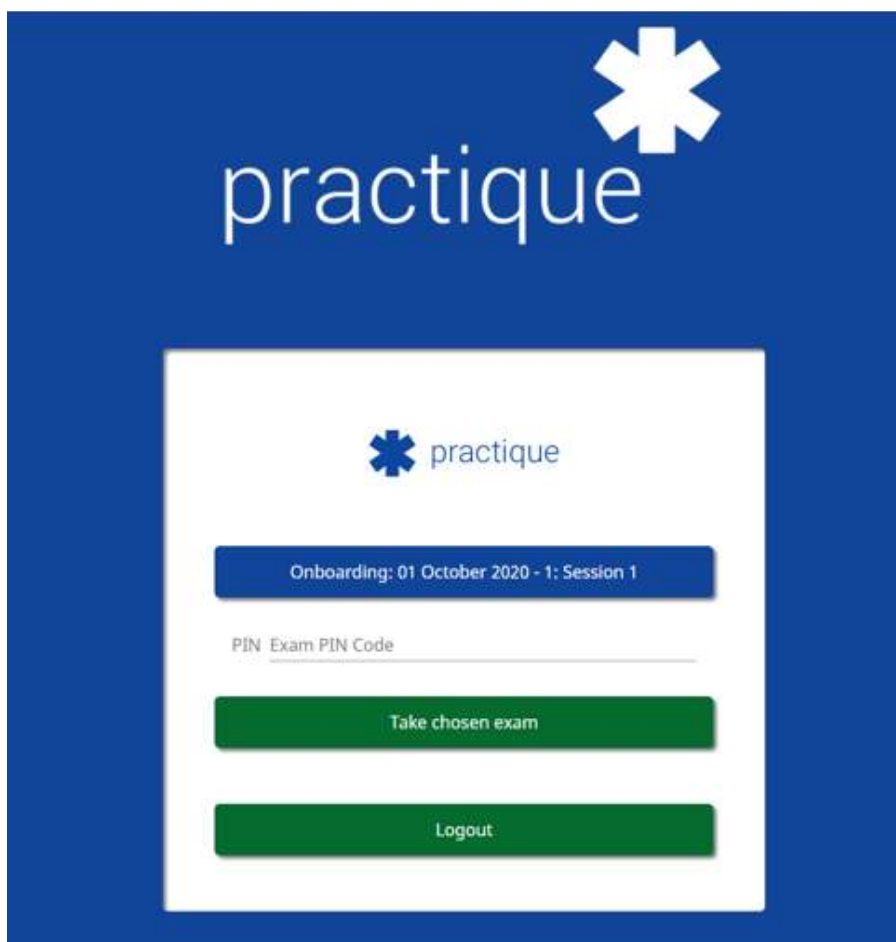

Once you have clicked on 'finish now', the download screen appears, as below:

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Step 2: This will take you back to the screen where you logged in. **It is very important that you click 'Logout' to end your exam session as this will clear your session and make your login to the next session straightforward.**

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Top Tips

- Test your equipment before the examination as recommended
- Check you have a good internet connection in your chosen location
- Ensure your login works prior to the examination
- Prepare your examination room for comfort and ensure you will not be interrupted during the course of the examination
- Have a comfort break before the examination starts
- Try using your webcam/mobile phone to pan your room as this will be required as part of the environment checks.
- Clean your screen before the examination starts to ensure clear visuals during the examination
- Check again! Just because it worked yesterday, it doesn't mean it will work today!

We wish you every success in your FRCA exams