RCoA
Royal College of Anaesthetists

HOW TO take the Final SOE in Practique

This document has been written to provide guidance to candidates sitting a FRCA 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

There is no change to the Final SOE examination structure, only the delivery method has changed. The 10 minute preparation time for SOE 2 will take place in the Practique platform with invigilation by the examiners. You will be permitted to take notes in this exam. A maximum of 3 sheets of A4 can be used. At the end of each examination, the examiner will check the notes taken by asking you to hold each sheet up to the camera. The examiner will be checking that no question or part of a question has been copied. **Copying examination questions may lead to disqualification from the examination and your exam result being made void.** Once the examiner is satisfied that there is no evidence of misconduct, you will be asked to destroy all used note paper.

When taking the Final SOE in Practique, each exam component (SOE 1A, SOE 1B and SOE 2) is considered a separate exam. This means that at the end of each exam component, you must log out of Practique before logging in to your next exam. Each exam has its own unique pin number which you use when logging in.

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Before each exam, you will join a meeting on Zoom in which we will provide the pin number needed to access the exam.

If you recognise the examiner in the SOE you will <u>not</u> need to change examiners unless there is a close relationship such as friendship or relative.

One drink is permitted in online FRCA clinical examinations.

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.

ID and environment checks

The examiner will ask to see your ID (passport or drivers licence) at the start of each SOE component, SOE 1 and SOE 2. You should hold your ID up to your webcam when asked to do so.

Environment checks will also be conducted before each SOE component. 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.

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,

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

1. logging into Practique
2. connecting to an examiner
3. ending your examination

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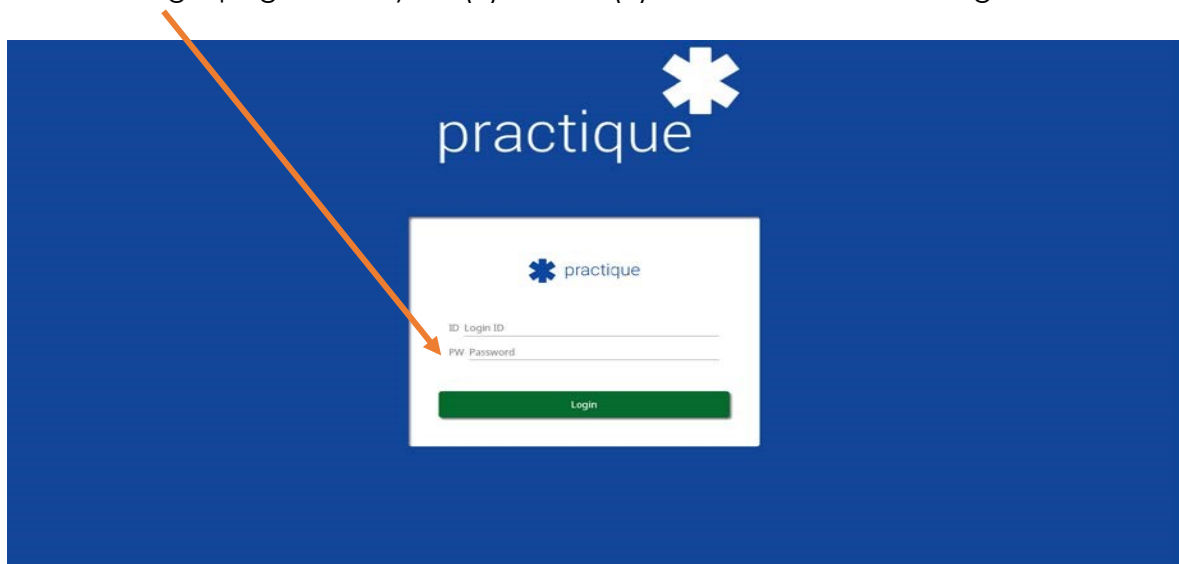
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Once you click login, the exam will download. This is the download page. **The exam may take time to download so make sure you start this process at least 30 minutes before your pre-examination briefing (this is the exam start time you received in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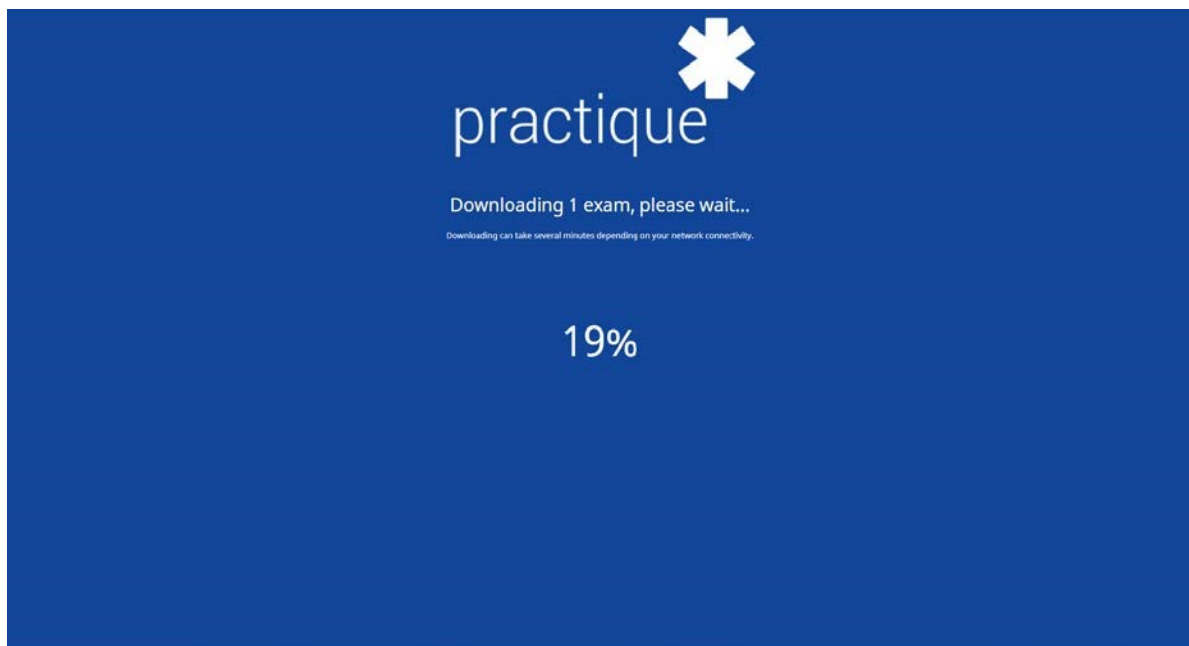
Please be at this stage before your pre-examination briefing.

Pre-examination briefing

This briefing will remind you of the features in Practique described in this guide such as how to access resources. 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.

When taking the FRCA Final SOE in Practique, you are in essence taking three separate exams. This means that we will supply you with three pin numbers, one for each exam. At the start of each exam component, you will join a meeting on Zoom where we provide you with the pin number for your next 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'.
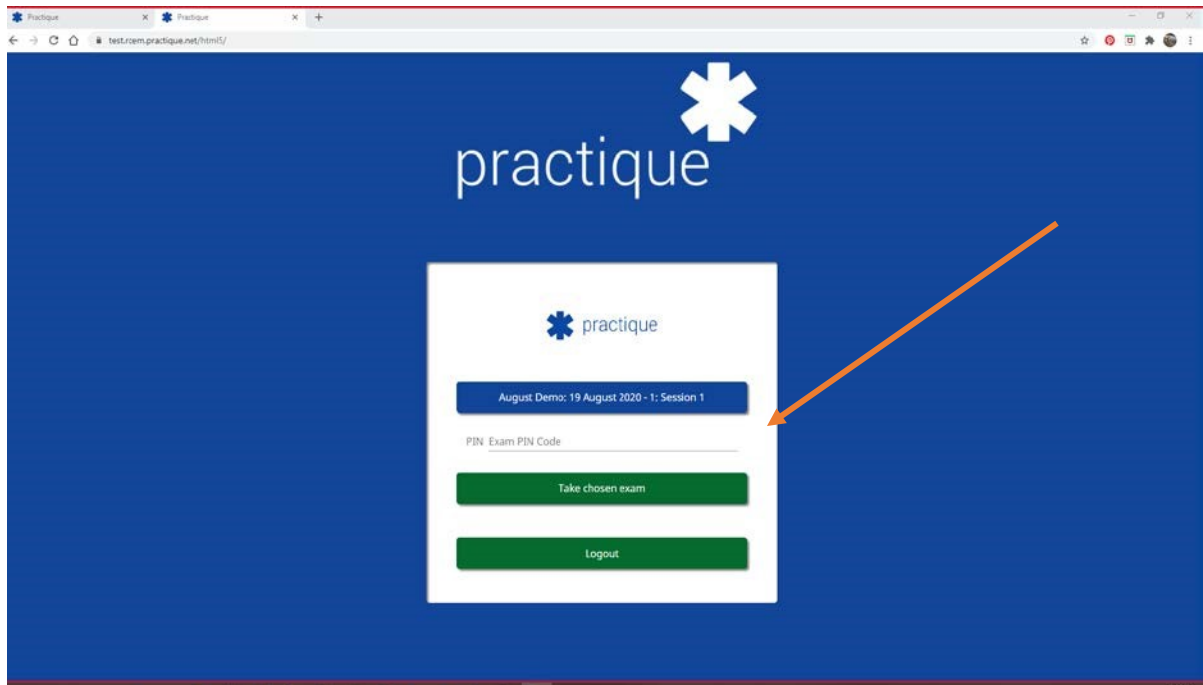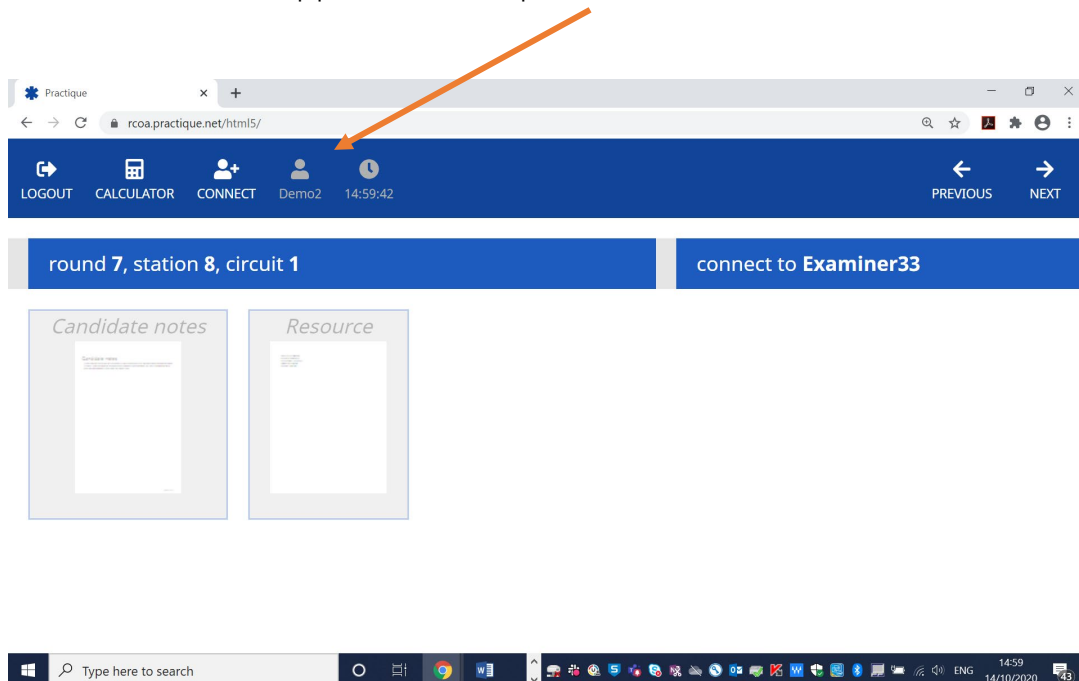

Once these steps have been followed you will be logged into the system. We will not start the exam until all candidates are in the exam system.

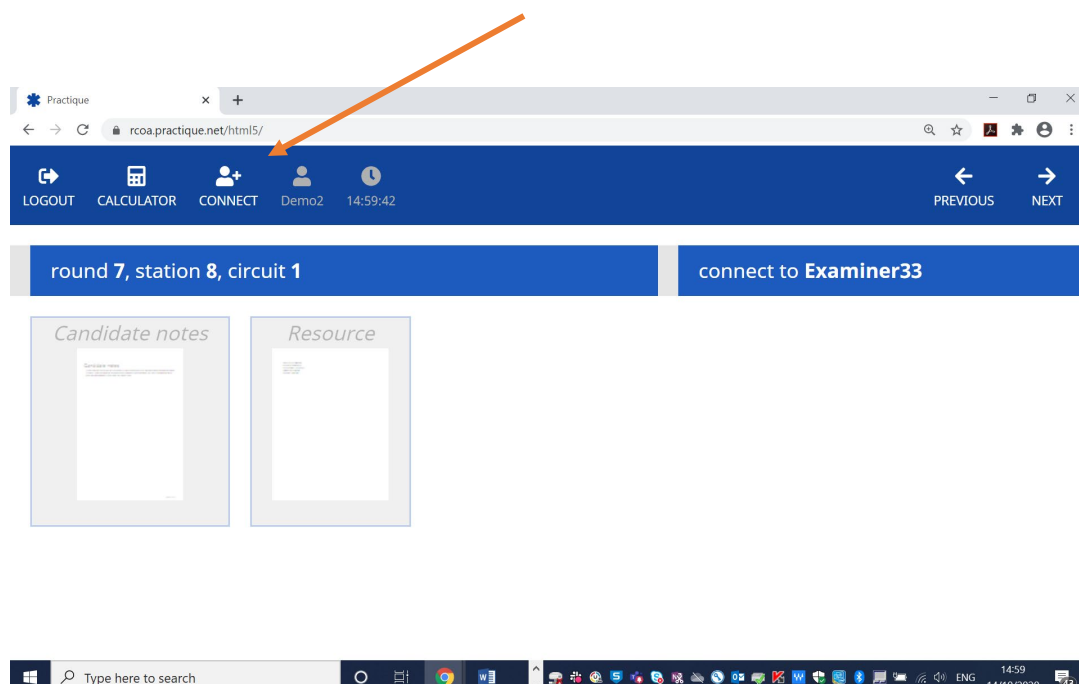# HOW TO – take your Final SOE in Practique

2. Connecting to an Examiner

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 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.
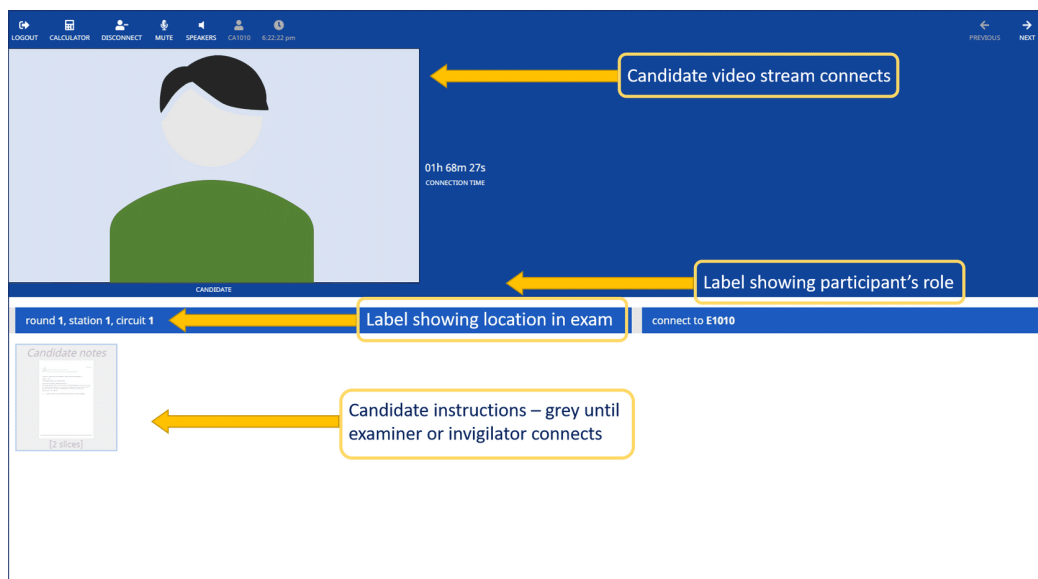
When the examiners connect, you will see their video streams join yours at the top of the screen. If there is an auditor in your station, their video feed will appear alongside the examiners (the auditor is monitoring the examiner not you).
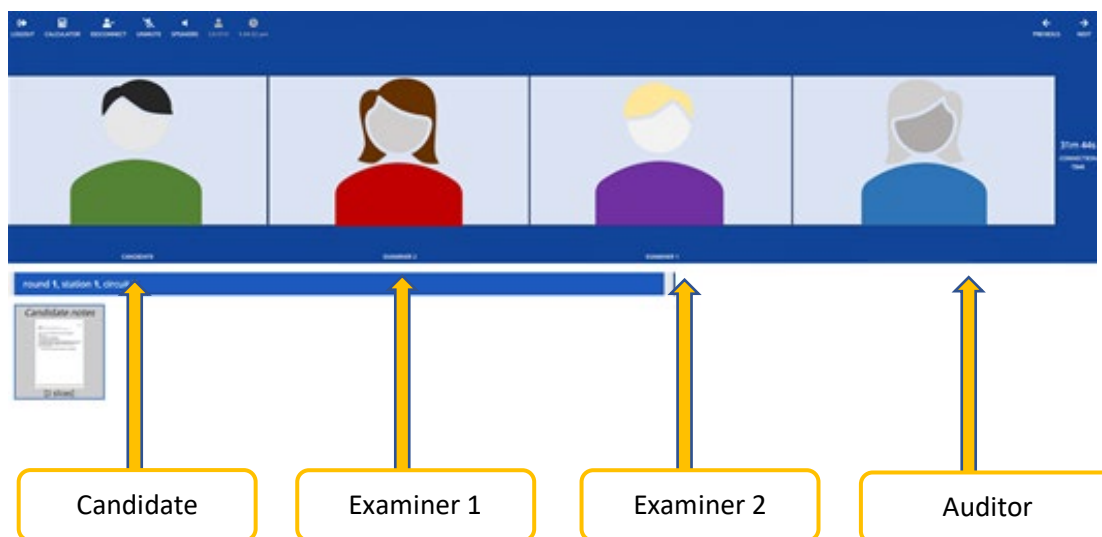
When all candidates and examiners are connected, the exam will commence. An examiner will inform you of any delays. Resources and artefacts become available to view at this point but do **not access until you are instructed to do so by an examiner.**
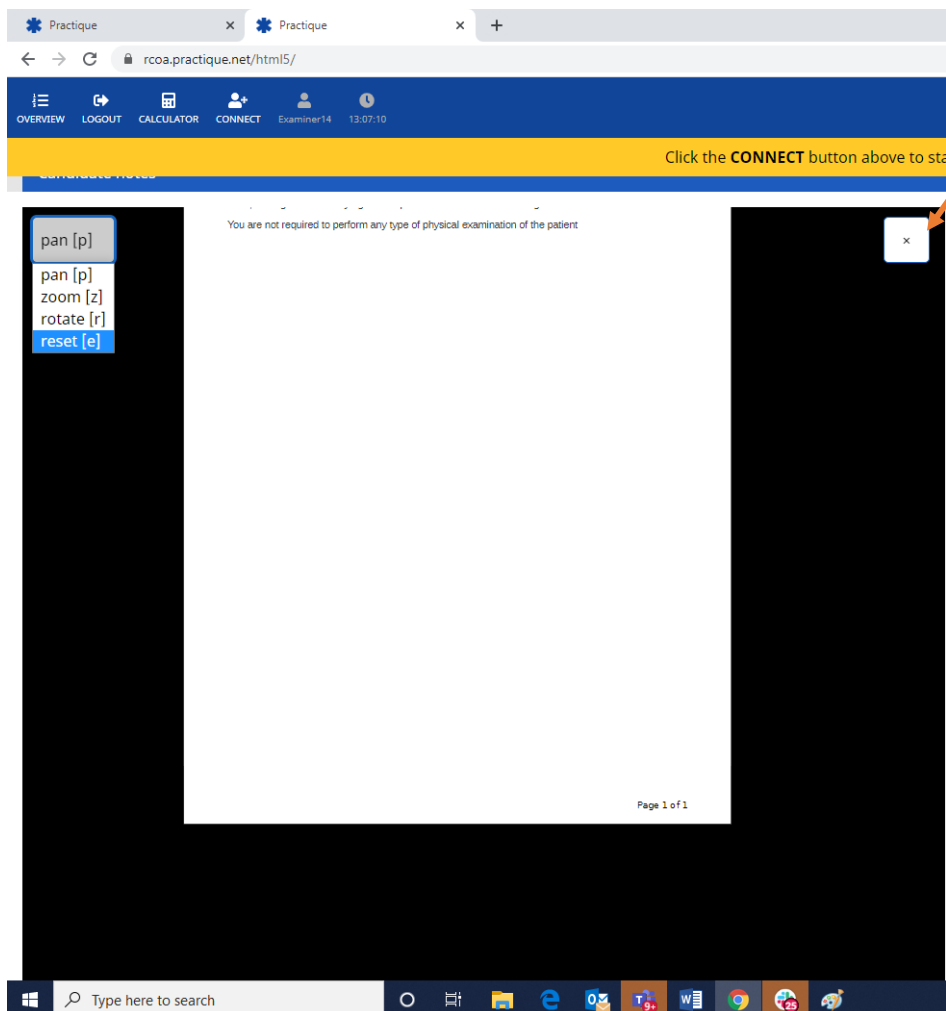
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How to view resources/candidate instructions

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:

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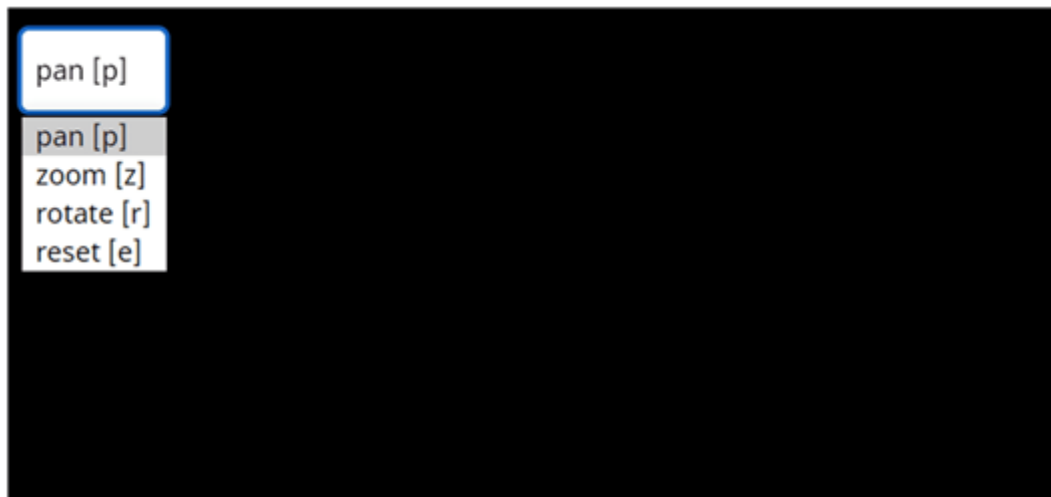
PAN screen

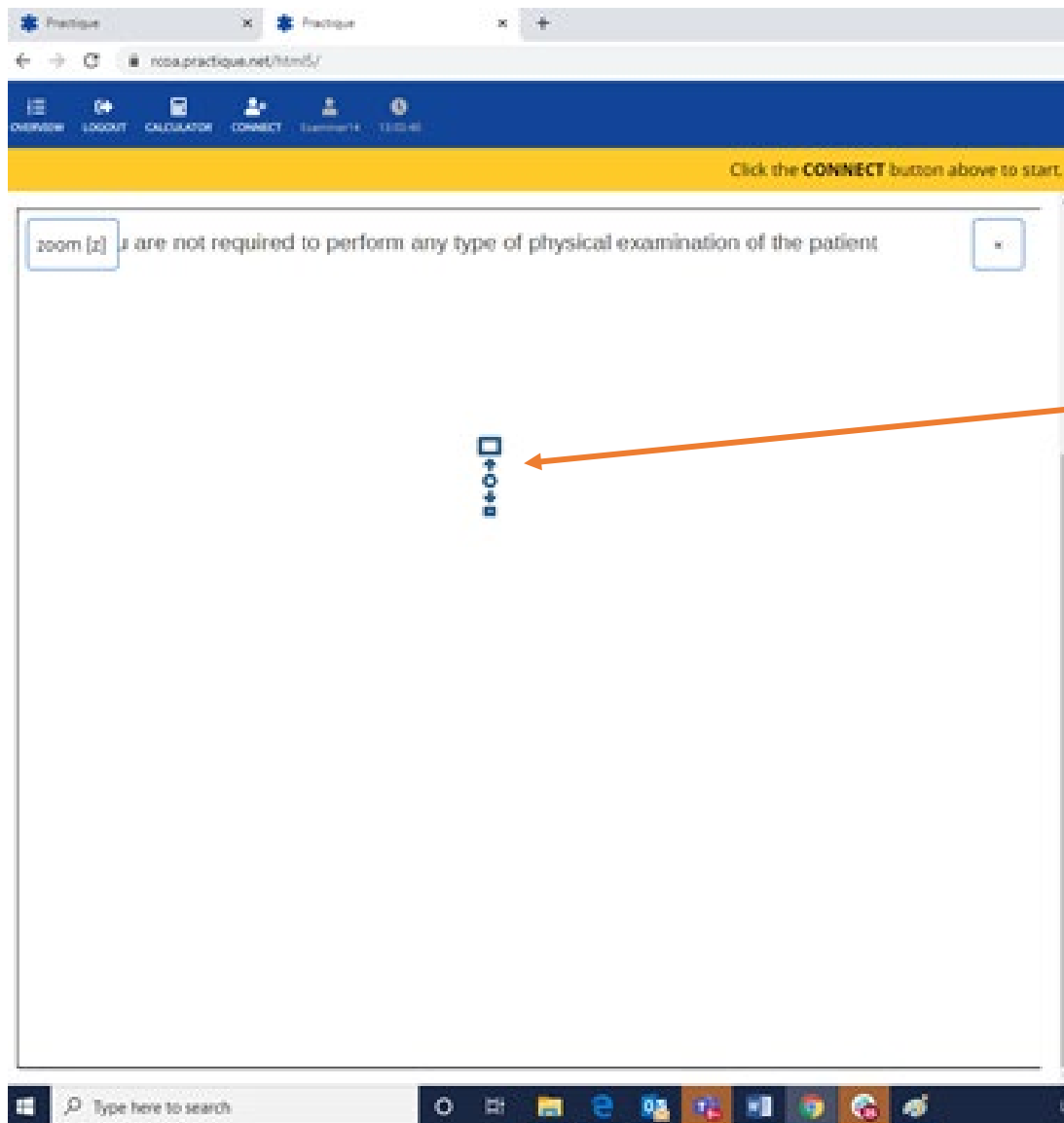If you select 'pan', you can move the image around the screen.
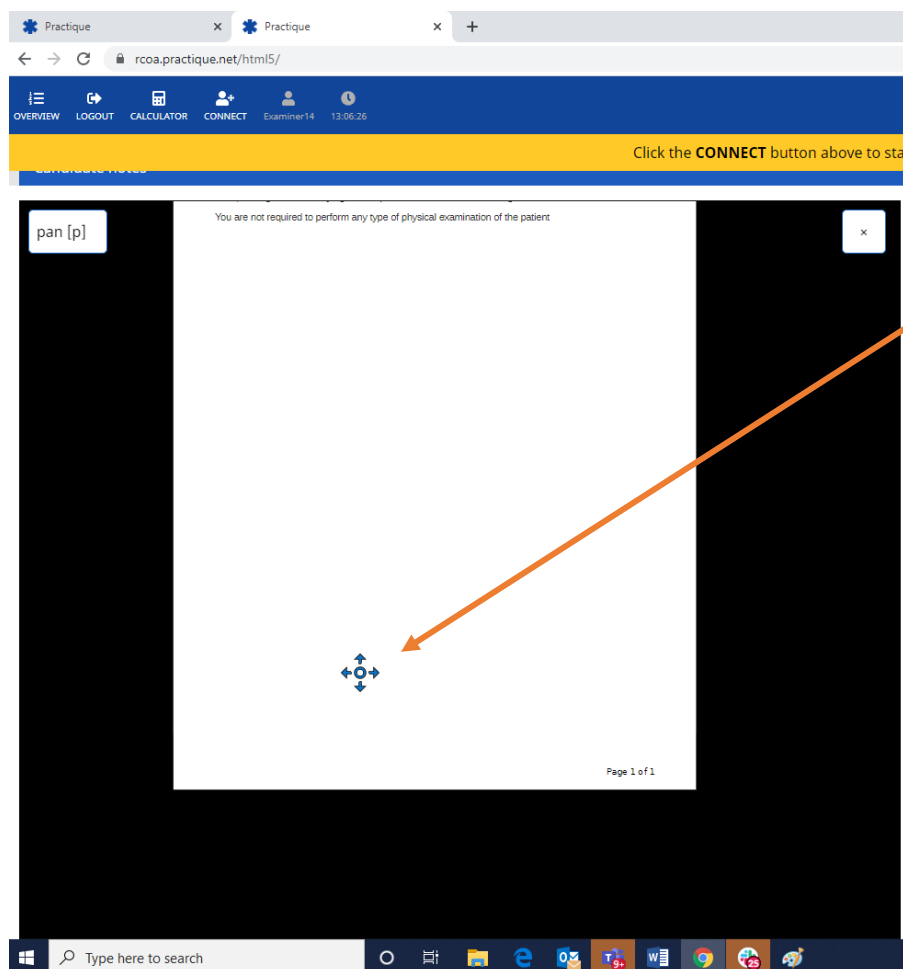
Use this to move the resource around the screen

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Zoom

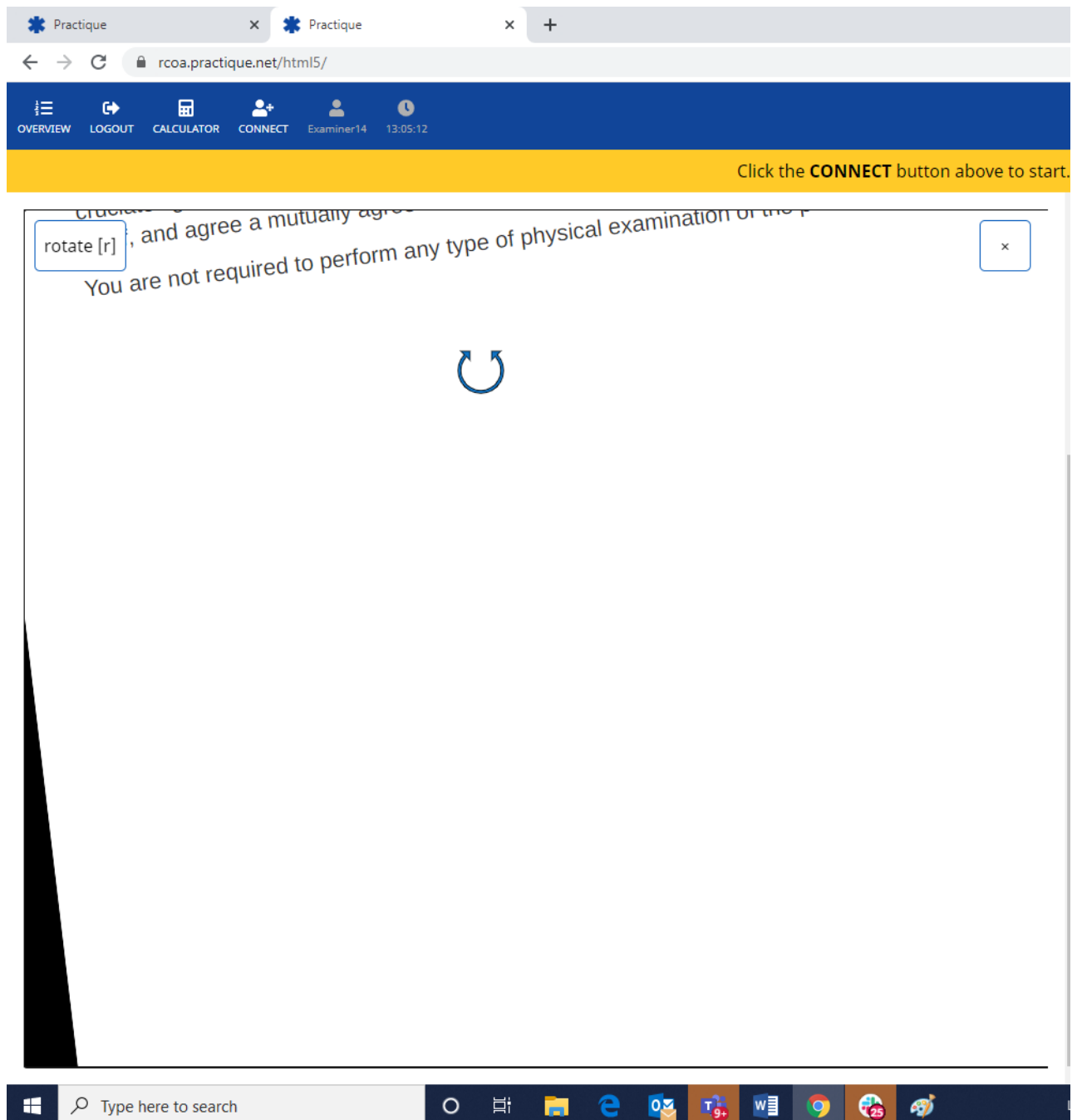If you select '**Zoom**', you can zoom in on a part of an image, diagram etc.

Use this to zoom into a resource.

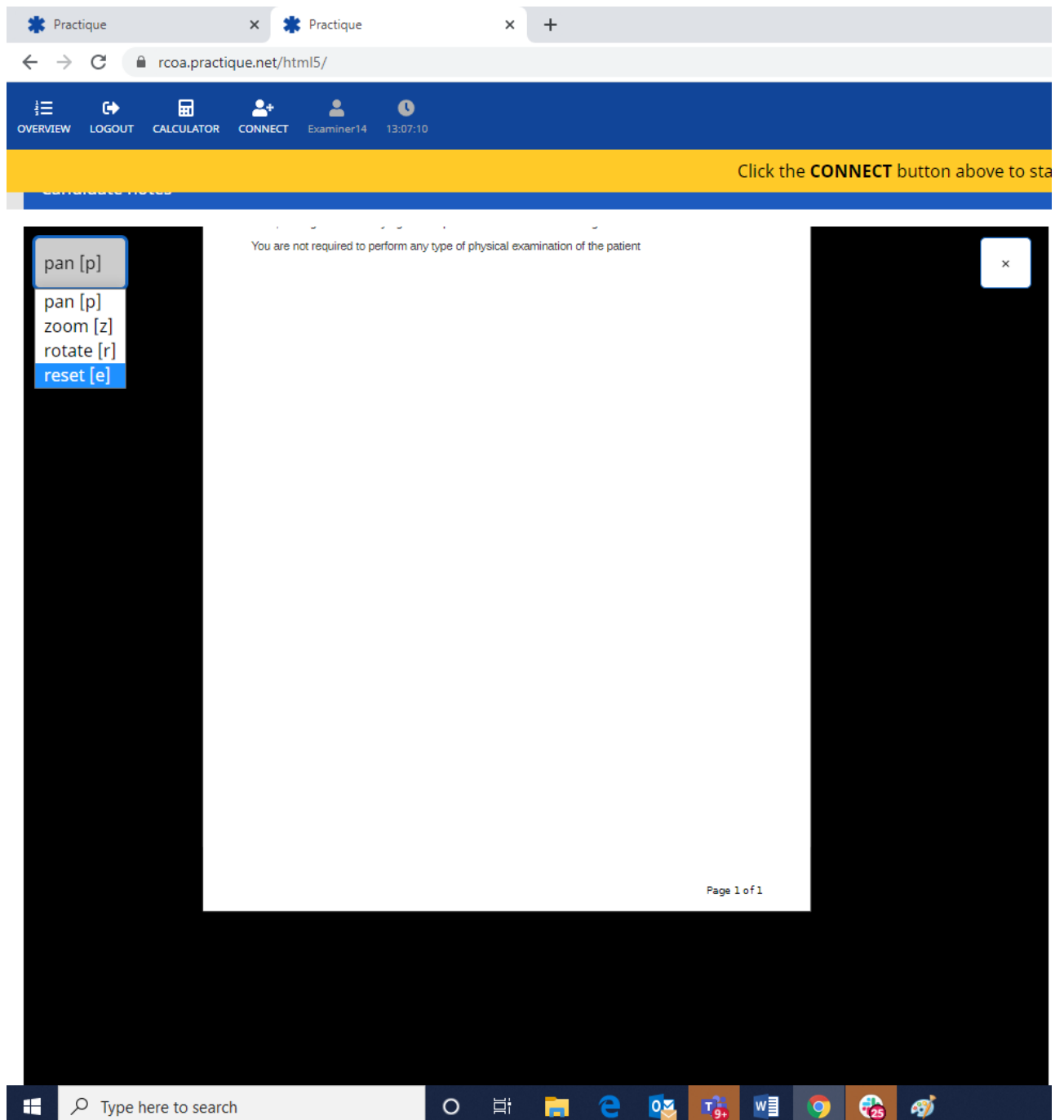# HOW TO – take your Final SOE in Practique

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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Reset

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

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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.

3. Ending your examination

The log-out process requires <u>two steps</u> (if you miss a step it may cause problems when you next log-in)

In the Final examination, you will need to log out at the end of each SOE component; that is SOE 1 A, SOE 1 B and SOE 2.
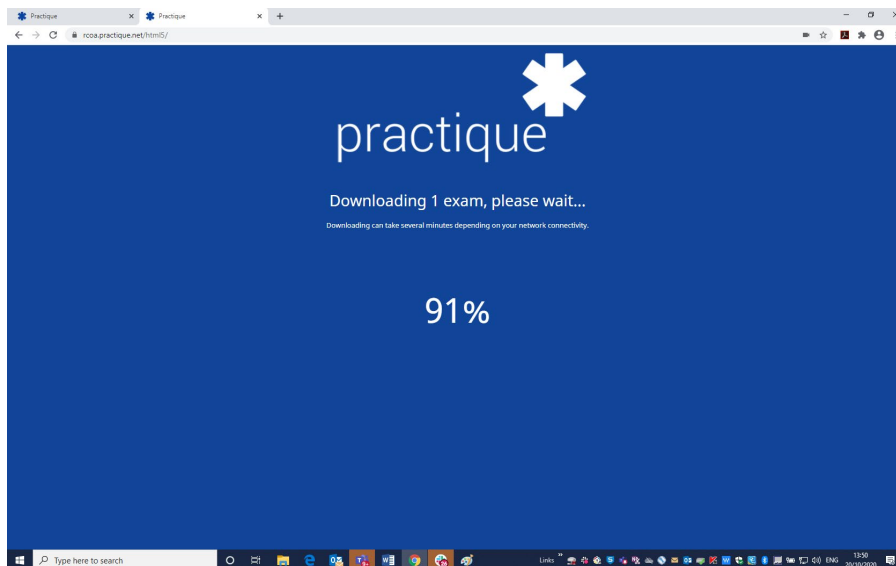
Step1: When you have completed your exam component, you leave the exam site by **clicking Logout on the menu.**

This screen will appear, telling you that you have 0 unanswered questions. **Click finish now.**
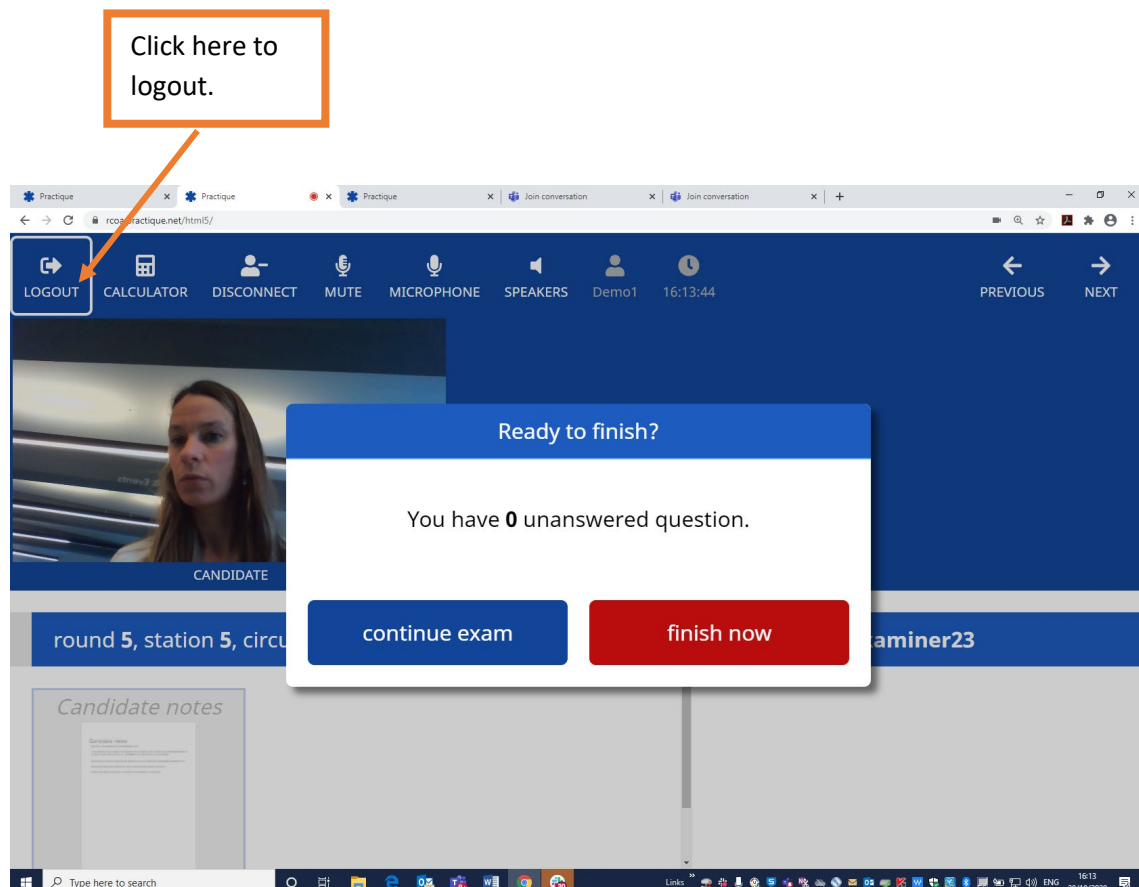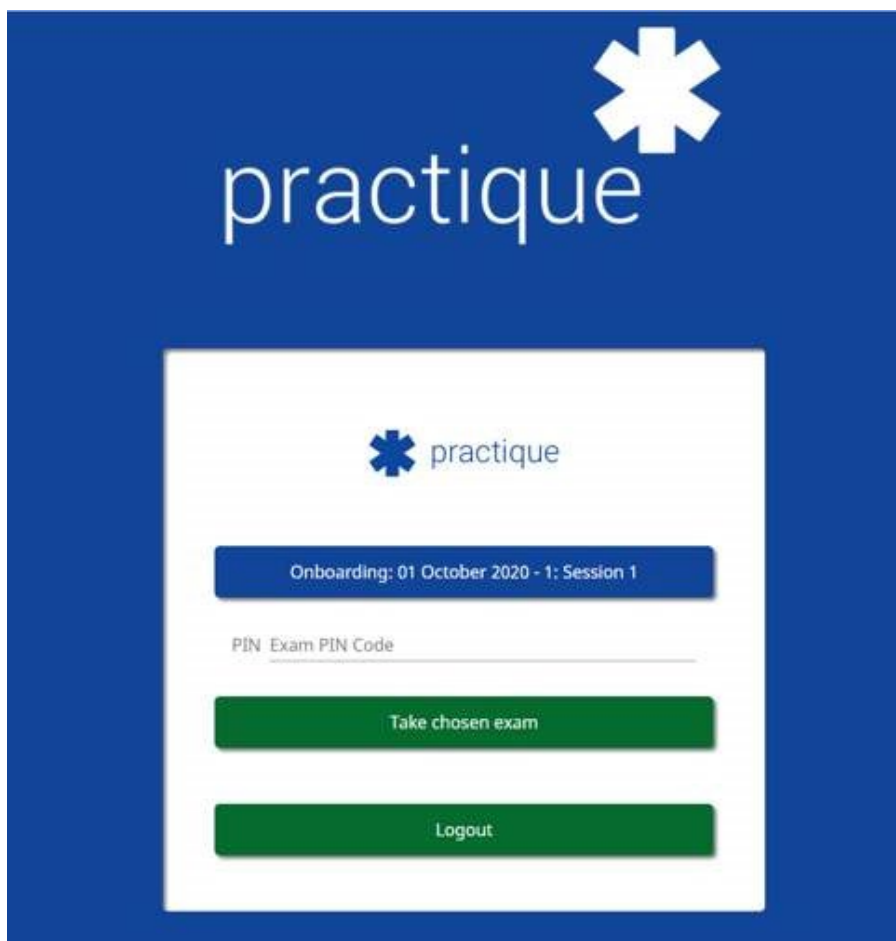
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Once you have clicked on 'finish now', the download screen appears, as below:

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 Final SOE