Online Examinations Frequently Asked Questions

The College recognises that changing to online delivery for the examinations is likely to cause some concerns for candidates. However, given the current climate and the feedback we received from the candidate survey in May we strongly believe this is the best way of continuing to ensure trainees can progress through their training.

We have sought the input of examiners and senior trainees in order to identify the most suitable platform to run the examinations and to ensure that they run as smoothly as possible for you.

These FAQs are designed to cover as much information as we are able to provide, to minimise any additional anxiety that this change may cause. Please read these through carefully as you may find your question answered here. If you have a specific question that is not covered in this information, please e-mail exams@rcpath.org

General Questions

**Is the format of my examination changing in any other way?**

No, the format of all examinations will remain the same, the only thing that is changing is the mode of delivery. To maintain the integrity of our examinations, we are not able to change the format of examinations in any other way – for example, changing essay papers to an MCQ paper.

**My internet connection at home is really poor. What other options do I have?**

If your internet connection is not reliable enough to take an examination, you can see if your workplace has the facilities to take the examination there. If this is not possible, then we suggest contacting a friend or family member who has a stable internet connection to allow you to take the exam at their house. You will also need to ensure that they are able to provide a quiet environment where you will not be disturbed for the duration of your examination.

**My home situation means that it’s not practical for me to take my examination at home. What are my alternatives?**

You could take your examination in your workplace or see if a friend/family member can let you take the examination in their home.

**What are the minimum system requirements I need on the device I plan on using?**

You will need a working webcam and microphone and a stable internet connection. You should take your written examination on either a desktop computer or laptop – the TestReach system is compatible with both Apple and Windows operating systems and a variety of browsers will allow you to download the TestReach application. The system requirements are as follows:

- Laptop / computer with 4GB of ram (no chrome books, tablets or surface pro)
- A Windows v7.0+ or Mac10.8+ operating systems
- Intel Core i3 (or equivalent) and 4GB RAM
- A working webcam that can be used to scan the room, microphone and speakers
- Internet connectivity with continuous internet speed of a minimum of 516kb

For oral examinations you can use either a computer or tablet so long as it can support Microsoft Teams.

**I’m an overseas candidate. Will I have to take my examination at an unusual time?**

Examinations will be held at the same time across the world in line with GMT so if you are based overseas then your examination will take place at the equivalent time. Examinations will be held between 9am and 6pm GMT.
I require a reasonable adjustment to my examination. Will I be granted additional time/colour overlays/frequent restroom breaks/larger font sizes?
Reasonable adjustments will be granted in line with the recommendations made in your supporting evidence. If you have been given additional time, then this will be included. Font sizes and colour backgrounds will be able to be changed within the TestReach system.

Will I be able to go to the toilet, eat or drink during the examination?
You will be able to bring a drink with you for all examinations; for written examinations you may also bring a non-disruptive snack. In written examinations you may take a toilet break but must notify the proctor and you will not be given additional time to make up for this. Any suspicious behaviour will be noted by the proctor and reviewed by the College Examinations team.

How will you stop candidates from cheating?
The TestReach system will lock down the device that you are using so that the only thing you can access is your examination. The examinations are fully live-proctored via webcam and microphone, so the proctors will be able to pick up on anything they think is suspicious and directly communicate this to the candidate.

For both written and oral examinations, you will be required to carry out an environment check before you start the examination in which you will show the proctor around the room you are using so they can see that you are in suitable conditions. You will not be allowed to have books, papers, or your mobile phone near you, or any other people in the room. Your examination will also be recorded so that the College Examinations team are able to review any video footage that has been raised as suspicious by the proctors/examiners.

Candidates are reminded that the Candidate Misconduct Policy forms part of the Regulations and Guidelines they have agreed to abide by.

What is happening to any video footage of me? Is it being stored and if so, when will it be deleted?
Video footage will be temporarily stored in line with GDPR. This is strictly for the purposes of reviewing candidate data to investigate any possible incidents that may take place during an examination. For oral examinations, video footage will also be stored for moderation purposes.

What happens if I am late for the examination?
If you are late for your written examination, you will not be able to sit, as the system will not allow you to login after your allocated time slot. For oral examinations, you may be allowed in after the start of your exam, but extra time will not be added to compensate.

You will be sent an e-mail with all the details for your examination timings and you must keep this e-mail safe. If you are late for your examination and miss it without good cause, it will count as a Did Not Attend and you will forfeit your exam fee.

Why do the exams still cost as much to do online now that there isn’t venue hire to cover?
There is still a high cost associated with delivering examinations online, including development of software, licencing and invigilation fees.

I don’t want to sit the examination online, what are my options?
This is the only available option for the Autumn 2020 examinations (with the exception of those few exams that can only be held in person) as it is the safest option for candidates during the Covid-19 pandemic. If you do not wish to sit the examination online, you can withdraw from the examination by Monday 3 August without losing your fee. From Spring 2021 the option of taking your examination in a test centre may be available but the examinations will continue to be delivered online.
Will there be an opportunity to provide feedback about the exam after I have taken it?
In line with our normal practice, a survey will be sent to all candidates once all the examinations have taken place, for completion before results are issued, which will give you an opportunity to feedback on your examination experience.

I was due to sit a Stage A examination but am not sure what is happening with these now. Will the ST1s be told about the plans for these too?
We are in discussion with the GMC about these examinations and once a final decision has been reached this will be communicated to affected trainees.
Specific Questions for Written Examinations (TestReach)

I am unsure about using an online system I haven’t used before. Is there any way of previewing the software prior to launch day?
Yes. You will be sent a link at least three weeks in advance of your exam date to take a tutorial exam so that you can familiarise yourself with the system. You will also be asked at this time to run a system check.

As part of this system check, you will download and install TestReach’s desktop app. This app allows for internet fluctuations and prevents candidates from accidentally closing the examination.

Will I need administrator permission to install the TestReach software?
The TestReach desktop app should not require administrator access to download or install, however, we recommend that if you are using a work laptop/computer you download the application in plenty of time, as you may need support from your IT department during the system check depending on the security constraints in place.

How long will I get to familiarise myself with the system? Will it just be one session or will I be able to access it whenever I want to in the run-up to the exam?
You will be able to try out the tutorial as many times as you want to in the run up to the examination.

What internet speed do I need?
TestReach have advised that a minimum of 516kbps connection speed is recommended. The software has also been designed to handle fluctuating connection speeds. Any issues with a candidate’s connection speed should be highlighted during the system check that candidates will take prior to the day of the examination.

What device should I use to do the system check?
Please use the one that you plan to use for your examination so that you know that it is compatible. It is also advisable to do the check in the area of your house/workplace that you plan to use for the exam, so the internet speed can be accurately tested.

If my internet cuts out during the examination, will I be given extra time?
If your internet fluctuates, it should not affect your examination until you come to submit the paper at the end. The proctor/invigilator may suggest that you move nearer the router if they notice there is a problem with your connection. If your internet drops out, you will be guided by on-screen instructions to reconnect to the exam. Your answers will be safe if this happens, as all data is automatically saved by the system at regular intervals and any time you move to a new question. Unfortunately, if you experience complete loss of internet and are unable to reconnect, you will not be able to finish the examination.

Why are there different dates for different Part 1 specialties? I was under the impression everything was taking place on 22 September.
TestReach is a fully live-proctored examination delivery system so the number of candidates they are able to examine at any one time is limited. This means that we have had to separate out the Part 1 examinations over a number of days rather than holding them at once as we would normally. As they run examinations for a number of similar institutions, we are also subject to when they have availability to accommodate us. Candidates in the same specialty will attempt the examination at the same time.

I type really slowly and can write much faster so I am worried that I will not be able to answer all the questions in the time allowed.
We would encourage you to practice typing if you are sitting an essay paper where longer answers are required. However, even with a very slow typing speed it is expected candidates will have enough time to complete the question/s. Remember, quality is far more important than quantity.
For short answer questions, you will not be required to write more than a few sentences for your answers.

An additional five minutes per hour will be added to all written examinations (not including MCQs) to account for typing concerns.

**Can I include diagrams as part of my answers?**
Yes, this feature is available in the software. You will be able to create tables and use a drawing tool to create diagrams within your essays.

**Can I use a calculator during the exam?**
Candidates are permitted to use their own non-programmable scientific calculator during the exam if this is required. The calculator will be checked by the invigilator/proctor prior to starting the exam. There is also a simple calculator within the TestReach platform.

**How do I complete the MCQ/EMQ answer sheet?**
For each question, there will be an option list of potential answers and you will click on the one that you think is correct.

**Will I be able to go back and edit answers?**
For the majority of examinations, yes, you will be free to navigate back and forth through the exam. You are also able to ‘flag’ any questions you wish to come back to later. For examinations made up of ‘stations’, such as OSPEs and the Part 2 Virology, you will not be able to go back once you submit an answer or a set of answers. This is in keeping with the way the examination is run offline.

**Will images form part of the online exams e.g. histology images in the FRCPATH Part 1?**
**Will I be able to zoom in closer to look at them if needed?**
Yes, there will be images in a number of papers and you will be able to zoom in on these if needed.

**How will I view supplementary exam material such as journal articles? Will I be able to make notes on these?**
Journal articles, images, etc. will be viewed on one side of the screen, with the questions and answers section on the other. You will be able to resize/zoom in on any of these areas. You will also be able to annotate and highlight directly on the article, and copy and paste text from the article into your answers.

**Will I be able to make notes during the examination?**
You are allowed one hand-held A4 size whiteboard on which to make handwritten notes, which must be erased at the end of the exam. You are also able to make notes within the online platform. You will not be allowed to make any notes on paper, as this jeopardises the integrity of the examination questions. Taking notes on paper will be considered candidate misconduct.

**How will I be able to contact someone if I don't understand a question or notice an error in the question paper?**
You will be able to contact a proctor who will be able to address your queries or pass them on to the Examinations team if necessary.

**What if I finish my examination early?**
If you finish your examination early, you can submit your answers and leave as you would do when sitting in an examination hall. The system will ask if you are sure you wish to submit the exam early, and will bring to your attention any unanswered or flagged questions. Once you have submitted and logged out, you will not be able to log back in.

**How will I know my examination paper has been submitted correctly and received?**
The proctor will not allow you to log off until your paper has been correctly submitted.
Specific Questions for Oral Examinations

What do I need for the oral examination?
You will need a computer or tablet with a working webcam and microphone and access to Microsoft Teams. You will also need a stable internet connection.

I have never used Microsoft Teams before. What do I need to do?
If you are logging in using a tablet then you can download the Microsoft Teams app on to your device – when you click on the link you have been sent in the email from the examinations team you will be automatically logged in. If you are using your computer, you will just need to click on the link you have been sent. You do not need to have a Microsoft account to use Teams as you can login as a guest, although we do recommend that you familiarise yourself with the system before the examination.

When you click the link, you will enter waiting room, and from there you will be placed into either the examination room with your examiners, or into a preparation room if applicable to your examination. You will be able to review any required material in the preparation room.

I plan to do my oral examination at work but I do not have a webcam or microphone on my work computer.
You will need to use another device that does have a working webcam and microphone – you may need to bring your own laptop or device or find a colleague who does have a computer with a webcam/microphone.

What if I accidentally log off or my internet cuts out part way through the examination?
You will be able to reconnect using the link and go back into a waiting room where you will be put back in with the examiners you had previously been with – please make sure that you do this within three minutes.

If your internet cuts off and you are unable to reconnect, please contact the Examinations Department by telephone as quickly as possible so that alternative arrangements can be made.

How will the face to face components of an OSPE examination work, for example in the Part 2 Medical Microbiology or CHAT examination?
Where a face to face component forms part of a multi-station OSPE, these will be separated from the written stations. You will sit all of the written stations at one time using TestReach and the face to face stations separately using Microsoft Teams. You will be sent a time to login to Microsoft Teams for this and these may take place on a different day to the rest of your examination.