MRCP(UK) Part 1 online examination Exam day guidance

Connecting to a proctor

You will receive emails in the week before the exam informing you of the time your exams are scheduled – am and pm.

On the day of your exam log back into Practique 15 minutes before the start time, using the same ID and password as before. This is to give you time to connect to your proctor and complete your security checks.

Login to Practique again and then click on "Start Proctoring" – as you did before.

If you receive an error message check you are using the correct ID and password.

When you reach the Examity site this time click on the **"Connect to Proctor"** tab.
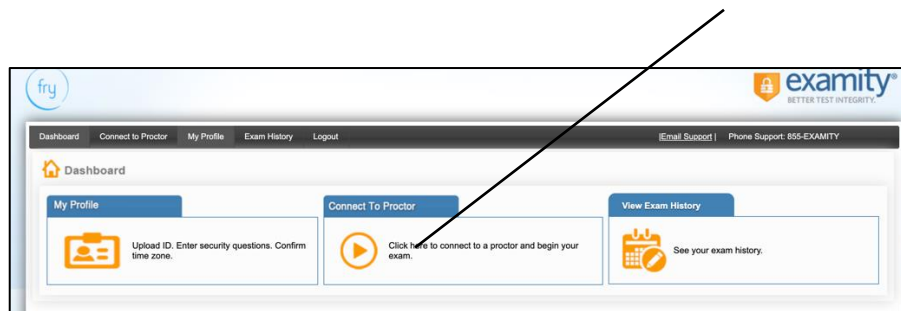
Do not wait until your official exam start time – do this straightaway.
This will take you to the exam schedule page and you will see the exams that you are taking.

Click on "connect to proctor" by the name of the exam you are taking *in this session.*

Then on **"Proceed"** – you are now in a queue waiting to be connected to your proctor.

There will be a short wait until the proctor arrives – this could be up to 10 minutes.

Do not worry or try to logout/login again or close your browser. If you need technical help at any time there is a chat box in the bottom Right Hand corner.

If you need to contact MRCP(UK) urgently, please call 020 3075 1515.

When the proctor connects she/he will launch either a Zoom conference or GoToMeetings then take you through a series of checks and help you start your exam.

The proctor will talk to you and you can also use the chat feature in video conferencing software e.g. Zoom chat.

At the end of your exam tell the proctor you have finished the exam and click on FINISH EXAM.

Please note the proctor WILL NOT tell you how much time you have left or instruct you to stop, the timer in Practique will automatically stop your exam. The timer is visible throughout in the top menu bar and you will see it counting down.

Completing your exam

You should wait until the exam timer closes the exam. If you have extra time you must wait until at least 3 hours have passed before you finish the exam. At the end of your exam tell the proctor you have finished. Click on FINISH EXAM to exit the session.

How do I tell if my exam has been submitted?

If the questions on the left are all showing in blue this means that they have all been saved as you worked through the exam.

If there are answers in ORANGE this means you are / have been offline – you must reconnect before you finish the exam so your answers are submitted successfully. The system will prompt you to confirm that you are ready to leave the exam and will alert you to any unanswered questions. If you have time remaining you can continue. The proctor will complete any final processes with you.

Seeking help

Your main contact during the exam is the proctor – they are there to guide you through taking the exam and assist you with this, as well as ensuring that you abide by the regulations.

The progress you make in the examination is saved in real time. In the event of a temporary loss of power or a computer crash, you will be able to reconnect to the proctor, log back into the exam and pick up where you left off before the connection was lost.

 If you lose your internet connection briefly, the system will automatically reconnect. If you lose your internet connection for a prolonged period of time, the proctor will contact you using the phone number you included in your profile. If you are not able to restart your computer, and do not have a secondary computer that meets the technical requirements readily available to you in your testing area, then you will be required to sit the exam at a later regular scheduled diet, adhering to the exam format of that diet. This will also be the case if the proctor is not able to reach you on the phone number you have provided.

 If you are reached by phone, the situation will be escalated to The Federation to determine next steps. Whilst the proctor will contact the Federation in the event of any significant issue, you may also want to alert us to this, using the appropriate email address. During the exam time you should firstly focus on working with the proctor to restart your exam.