

MRCP(UK) part 2 online examination Exam day guidance

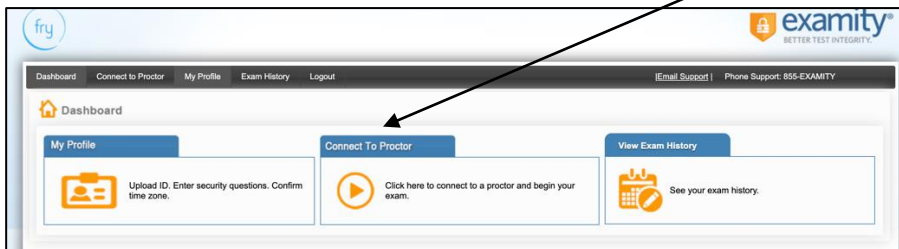
Starting your exam

Approximately 15 minutes before your official start time you should prepare to start this exam.

You should:

1. Ensure your desk is clear and you won't be disturbed
2. Close down all other applications on your computer
3. Log into Practique
4. Click on "Start Proctoring" (do not attempt to enter a PIN or click on any other option)

When you reach the Examity site this time click on the "**Connect to Proctor**" tab.



5. This will take you to the exam schedule page and you will see the exams (paper 1 and paper 2) that you are taking today.
6. Click on the green button "**connect to proctor**" by the name of the exam you are taking in this session
7. Then click 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, it is unlikely that you will be connected before your scheduled start time. You may have to wait for up to 15 minutes for a proctor to be free to go through the pre-exam checks and give you access to your exam.

If you need technical help at any time there is a chat box in the bottom Right Hand corner.

The waiting time does not impact on the time you have to take your exam – please try to be patient and keep calm as a proctor will get to you as soon as possible. Do not try to logout/login again or close your browser.

If you are waiting for longer than 20 minutes or you suspect there is a technical issue, for example you see a blank screen contact 020 3075 1515 for advice.

When the proctor connects they will launch either a Zoom conference or GoToMeetings then take you through a series of checks and help you start your exam. You will NOT require a PIN to enter the exam as the proctor will grant access. The proctor will talk to you and you can also use the chat feature in video conferencing software eg Zoom chat.

Taking your exam

If you have had the chance to undertake a trial exam and should be familiar with the Practique software. Remember that there is no negative marking so you should answer every question.

There is a timer in Practique and the system records the time you enter the exam, your time starts at that point. You should ensure that you are aware of the time as the proctor will not guide you on this but the system will record the time you answer all questions, and any answered after the exam time has expired will not count.

Please remember this is a high-stakes exam and you should behave as you would in an examination hall.

If anything happens in the room, or you need a bathroom break, you should speak to the proctor. You can do this by speaking out loud, or using the chat facility. Please don't leave the room without having alerted the proctor.

You cannot ask the proctor about any element of the exam paper.

Completing your exam

At the end of your exam tell the proctor you have finished. You may do this before the end of the exam timing or you may use all of the permitted timing. The system will record any questions answered after the formal time has elapsed.

To complete the exam simply click "log out" top left hand on the Practique menu bar. 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. Make sure your answers are all in BLUE – if there are answers in ORANGE this means you are / have been off line – you must reconnect before you log out.

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 still have time remaining you may return to these, but if the time is up, you should log out. 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.