MRCPUK
Membership of the Royal Colleges of Physicians of the United Kingdom

On exam day

Make sure you have your unique ID and password.

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

You should:

1. Ensure your desk is clear and you won't be disturbed
2. Open the email sent to you by Proctorexam with the exam link for the exam you are taking.

Click on the link to Proctorexam.

Follow the written instructions on screen.
You will be taken through the automated set up and system checks again.
Follow the instructions on screen to:

- Take your photo
- Take a photo of your ID
- Show any scrap paper
- The proctor will ask you to show your desk area

If at any point in the set up or during your exam you need technical help there is a chat box icon in the bottom right hand corner "help" – the proctor will not be able to answer technical questions they are there to monitor the exam.

> **Your proctor will be able to hear you BUT WILL NOT TALK TO YOU - THEY WILL USE THE CHAT WINDOW TO COMMUNICATE. If you need to ask a question or contact the proctor at any time please use the chat feature and you can also speak clearly.**
>
> **If you are waiting for longer than 20 minutes or you suspect there is a technical issue, for example you see a blank screen try to refresh the page and if this does not work and the technical support cannot resolve the issue contact 020 3075 1515 for advice.**

You will arrive at the start exam screen – click through and you will see the candidate instructions and a link to the exam – click on the link to Practique – add your ID and Password.

Your exam will begin and the timer in Practique will start.

Do not worry If you are delayed in the set-up process this will not reduce the time you have in your exam.

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Finishing the exam

1. Finishing your exam in Practique

- You can see how much time is left in your exam in the timer in the menu bar.
- If you have been granted additional time this will be automatically included and shown in the total time available.
- This timer counts down

> 00:06:29
> TIME REMAINING
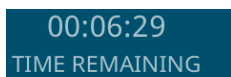
You will get a warning when there are X minutes left (if you decide to use this feature you can add here at what point the warnings will be given – so e.g. 10 minutes and 1 minute)

For example

> 1 minute remaining
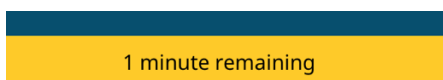
When the exam time is over the exam will automatically stop and you will not be able to answer or amend any more questions. A pop up will appear
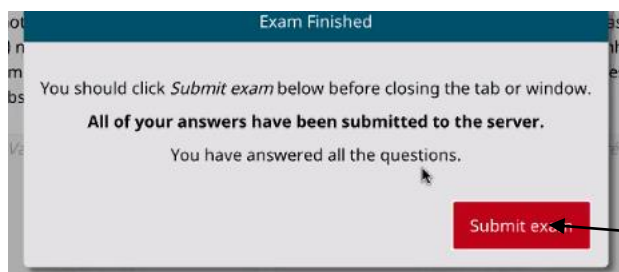
click on Submit exam

It is very unlikely, but, if your answers have not been submitted – for example you are off line there will be a message here – please **do not** submit the exam, seek help to get back online.

If you click finish before the time is up you will see this pop up – click on continue to remain in the exam.
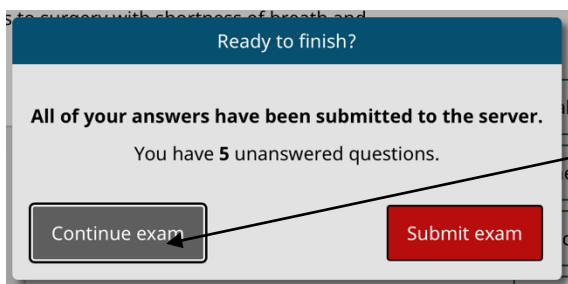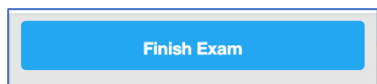

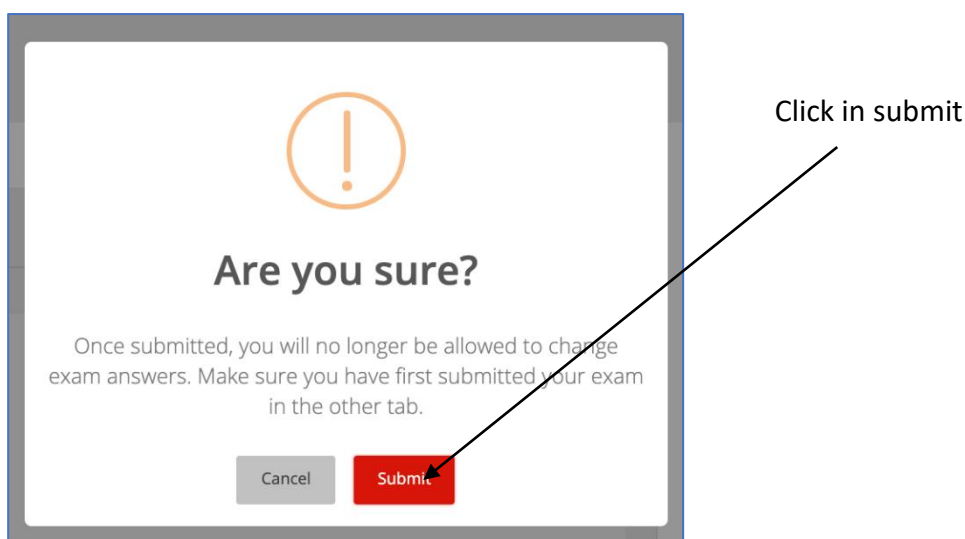If you have any unanswered questions the pop-up message will let you know.

Continue exam

2. Finishing your session in Proctorexam

When you have submitted your exam in Practique close the window to return to the ProctorExam site. Click on the FINISH EXAM button at the top righthand of the page to end your proctor session.

Finish Exam

You will then get the message

Click in submit

!

Are you sure?

Once submitted, you will no longer be allowed to change exam answers. Make sure you have first submitted your exam in the other tab.

Cancel   Submit

NB: This action just stops the proctoring – your exam has already been submitted in Practique.

Seeking help

Your proctor is there to make sure you progress through the set up and to ensure that you abide by the regulations. If you have a technical problem use the help chat button or ask /chat with the proctor if you are unsure.

Questions answered in Practique are saved in real time. In the event of a temporary loss of connection, your answers are secure but you will any new answers are highlighted yellow/orange – this means you are off line and you must reconnect to the exam and proctor asap. You will be automatically reconnected when the wifi is restored but you MUST check that the Proctorexam window is still visible. If it is not seek help.

If you lose your internet connection for a prolonged period of time (over x minutes) you should call 020 3075 1515 for advice as soon as possible.