

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS



**Generic and Specialty Specific Surgical Science
Examinations**

Computer Based Testing (CBT)

CANDIDATE INSTRUCTIONS

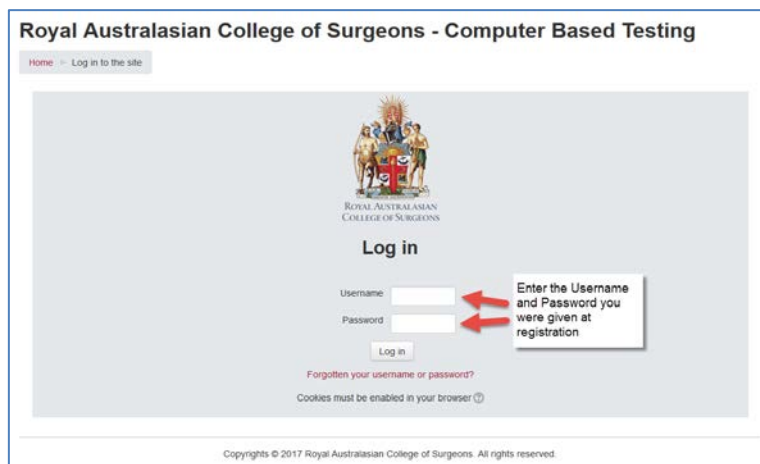
Introduction

These instructions are for candidates taking the Generic or Specialty Specific Surgical Science Examinations including OPBS, PRSSP, and Paediatric Examinations. They outline how to use the Computer Based Testing System that is used to deliver the Generic and Specialty Surgical Science examinations.

Examples used in these instructions have been drawn from the various examinations but the same steps and similar screen views apply to all examinations.

Log In

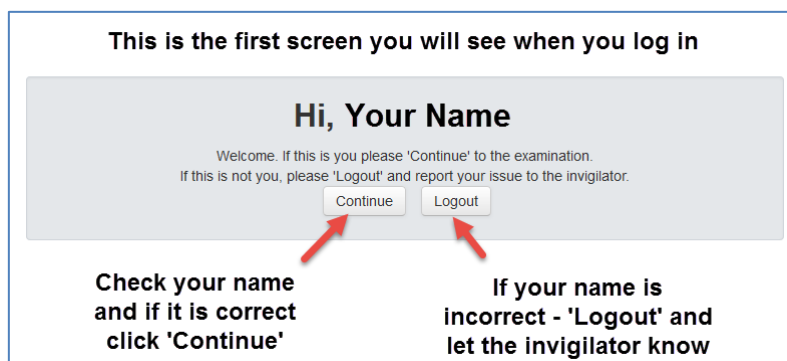
Your computer will have a screen similar to this. When the Examination Invigilator gives the instruction to commence, enter the Username and Password on the coloured paper.



If you have login difficulties, please raise your hand and inform the Examination Invigilator.

Confirm the correct login

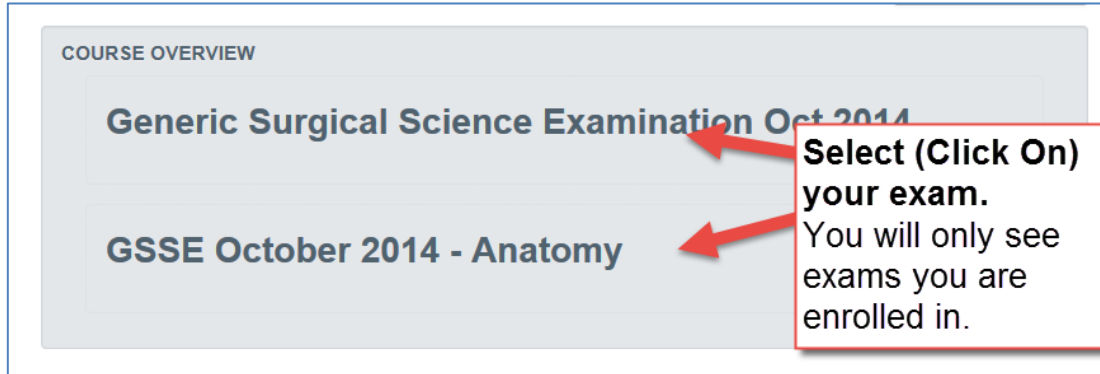
Once you have entered your log in details you will be asked to confirm your name. Click **Continue** to confirm. If the name displayed is not yours, please click **Logout** and tell the Examination Invigilator immediately.



If you have difficulties logging in, please raise your hand and inform the Examination Invigilator.

Selecting the Examination

Once logged in, the 'Home' screen will show all examinations that you are enrolled in for the current examination period.

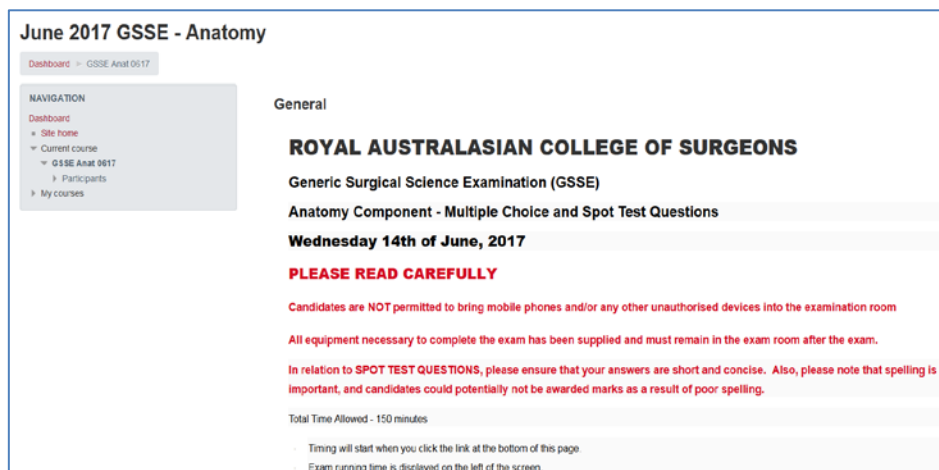


Select (Click on) the examination you are presenting for on the day.

NOTE: You will only be able to start the exam that is scheduled to run; the others are closed until the examination date and time.

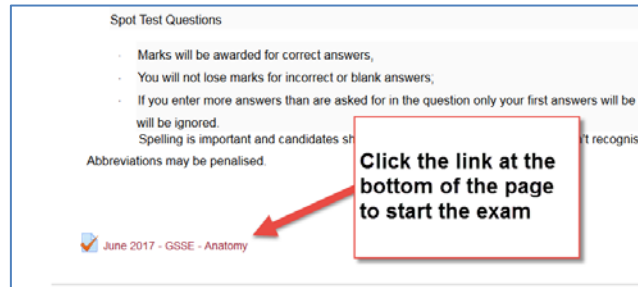
Examination Information

Examination Instructions should appear once logged in. The examination time has not started at this point so please take the time to read this screen properly.

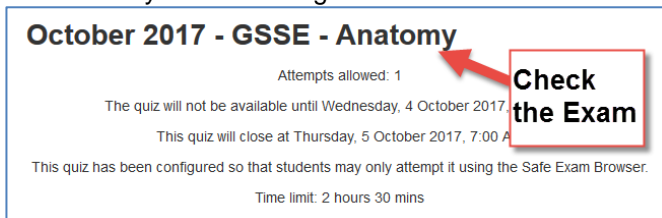


Starting the Examination

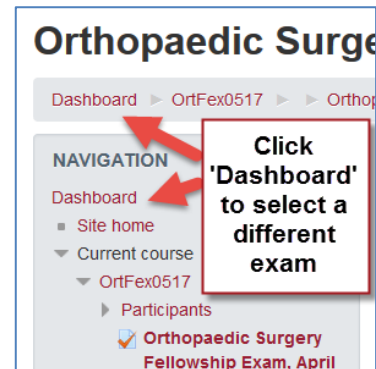
When you have read and understood this information click the link at the bottom of the page. You will navigate through confirmation screens to confirm you are ready to begin the examination.



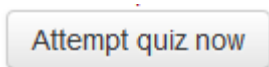
Check to ensure that you are starting the correct exam



If you have selected the **wrong exam** - click the "Dashboard" link to take you back to the Dashboard screen where you can select the correct examination



Then click "Attempt quiz now" to begin

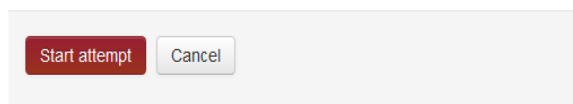


Final Confirmation

The examination will commence and timing will start when you click on the "Start Attempt" button.

Timed quiz

The quiz has a time limit of 2 hours 10 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?

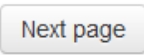


The examination is individually timed; your examination will finish when your time expires.

Other candidates may start and finish at slightly different times but each candidate will get the same amount of time.

Should you complete the examination early, you are not to leave the room – you must wait until advised by the Examination Invigilator.

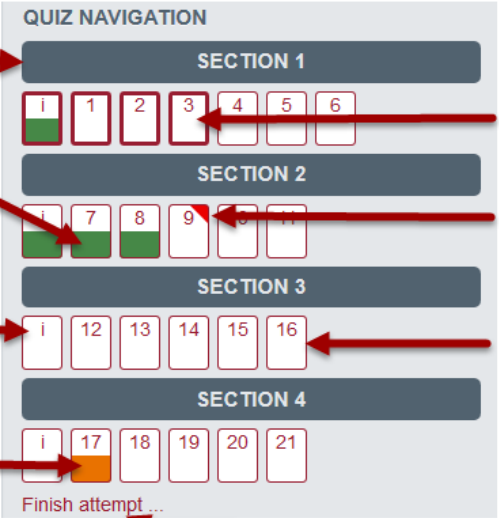
Navigating the Examination

- To move to a new page click the  button at the top or bottom of each page.

On the left of the screen, you will see the 'Quiz Navigation' panel. This panel shows you information about the examination including

- questions that have been answered,
- questions that have not been answered
- questions that have been partially answered (incomplete).
- Clicking on a question number will take you straight to that question.

During the examination you can click on any section break or question number to go directly to that location



The diagram illustrates the 'QUIZ NAVIGATION' panel with four sections:

- SECTION 1:** Questions 1-6. Question 3 is highlighted with a red border, indicating it is the current question.
- SECTION 2:** Questions 7-11. Questions 7 and 8 are highlighted with green borders, indicating they are answered. Question 9 has a red triangle, indicating it is flagged.
- SECTION 3:** Questions 12-16. Question 12 has an 'i' icon, indicating it is an information page. Questions 12-16 are white, indicating they are unanswered.
- SECTION 4:** Questions 17-21. Question 17 is highlighted with an orange border, indicating it is incomplete. A 'Finish attempt...' button is located below this section.

Annotations on the left side of the diagram:

- Section breaks mark the beginning of each section of the exam** (points to the start of Section 1)
- Answered questions are green** (points to questions 7 and 8)
- 'i' marks an information page** (points to question 12)
- Incomplete questions are orange** (points to question 17)

Annotations on the right side of the diagram:

- Current questions (on the open page) have a red border** (points to question 3)
- Flagged questions have a red triangle** (points to question 9)
- Unanswered questions are white** (points to questions 12-16)
- Finish attempt will take you to the last page of the exam** (points to the 'Finish attempt...' button)

Timing

A clock in the centre of the top of the screen shows the time you have left in the examination.

Time left **2:09:51**

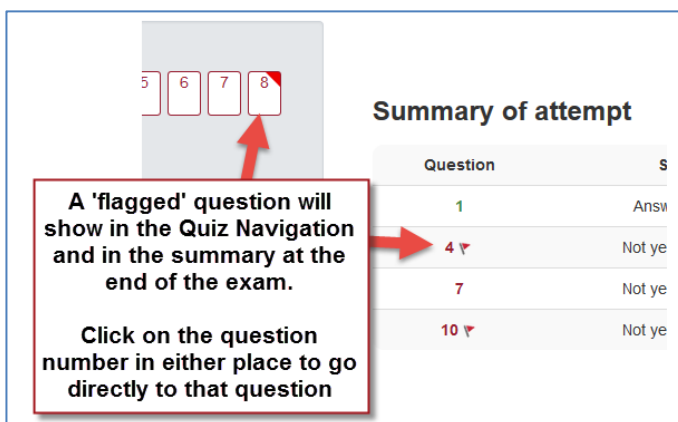
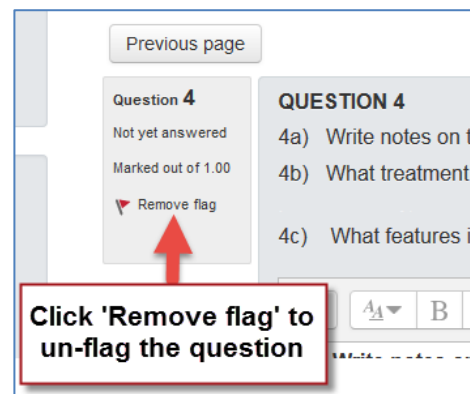
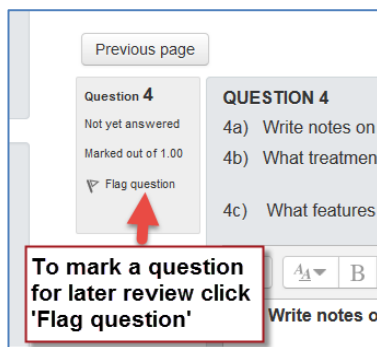
Question Types and Answers

There are five question types you may encounter in an examination. This table outlines the question types you can expect in the examination(s) you are doing.

Examination	Type A	Type B	Type X	Spot Test	Short Answer	Essay
Generic Surgical Science Examination						
Anatomy			X	X		
Pathology and Physiology	X	X	X			
Specialty Specific						
Cardiothoracic Surgery			X			
Otolaryngology, Head & Neck Surgery	X	X	X	X		
Vascular Surgery			X			
Orthopaedic Surgery (OPBS)			X			
Plastic & Reconstructive Surgery (PRSSP)			X			
Paediatric Anatomy and Embryology					X	
Paediatric Pathophysiology					X	X

“Flagging” a Question

If you need to mark a question so that you can review your answer later in the examination you can click “Flag question”.



Completing the Examination

When you get to the end of the examination or when you click the “finish attempt” link in the Quiz Navigation panel the “Summary of attempt” page will appear. This summary shows the status of all the questions indicating either answered or not yet answered. It also shows incomplete answers for type X questions and any questions you have flagged for review.

Click on the question number in the summary list or in the navigation panel to go to question.

After the last question you will be shown a summary of your exam
This shows the status of every question.

7- MCQ

Summary of attempt

Status	Question	Status	Question
Answer saved	2	Answer saved	3
Answer saved	4	Answer saved	5
Answer saved	8	Not yet answered	9
Not yet answered	11	Not yet answered	12
Not yet answered	13	Not yet answered	14
Not yet answered	15	Not yet answered	18
Not yet answered	19	Not yet answered	21
Not yet answered	22	Not yet answered	24
Not yet answered	25	Not yet answered	27
Not yet answered	28	Not yet answered	30
Not yet answered	31	Not yet answered	33
Incomplete answer	34	Not yet answered	36
Not yet answered	37	Not yet answered	38

QUIZ NAVIGATION

1 1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17
18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35
36 37 38 39 40 41 42 43 44
45 46 47 48 49 50 51 52 53
54 55 56 57 58 59 60 61 62
63 64 65 66 67 68 69 70 71
72 73 74 75

Finish attempt ...
Start a new preview

Callouts:
- **Flagged question** (Red box)
- **Answer saved (Green)** (Green box)
- **Incomplete Answer (Orange)** (Orange box)
- **No Answer (Not yet answered) (White)** (White box)

When you have reviewed all your answers, at the bottom of the summary you will find the ‘Submit all and finish’ button.

Answered 71 Not yet answered 72
Not yet answered 75

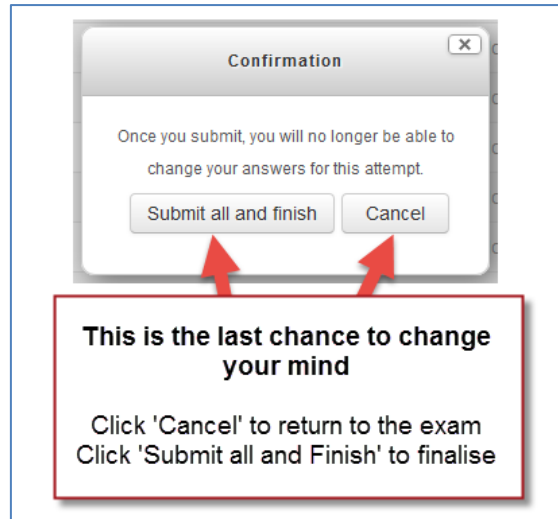
When you have answered all the questions you are able to -
Click 'Submit all and finish' to submit your exam.

Return to attempt

Submit all and finish

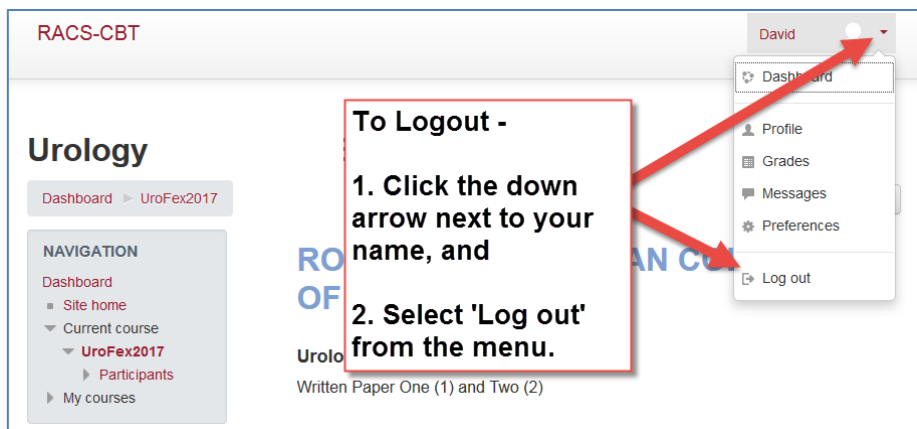
be submitted by Thursday, 13 April 2017, 3:00 AM.

When you click on the “Submit All and Finish” button you will get one final warning before the examination is closed.



Logout

Once your examination is submitted please log out by clicking the 'log out' link in the top right hand corner of the screen.



FAQs, Tips and Tricks

What if I run out of time?

If you run out of time the examination system will automatically submit all your answers and close the examination. You cannot log back in once the time has expired.

Computer Problems

If you have any problems with your computer during the examination raise your hand and attract the attention of the Invigilator. Depending on the problem, they will help resolve the issue or escalate the problem to IT support. Any time lost due to a computer problem will be added to your total examination time.

Reload/Refresh

The examination delivery system does not have any navigation buttons, but the key combination **Ctrl-Shift-F5** can be used to reload the current page.

Good Luck with your examination

Examinations Department
Royal Australasian College of Surgeons