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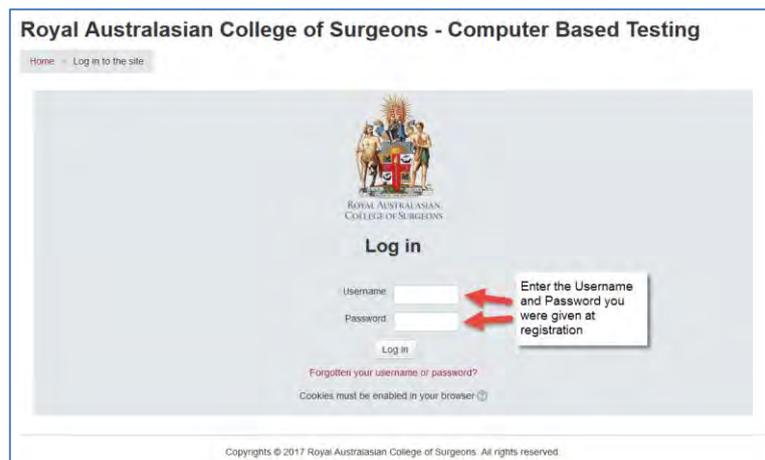
If you have login difficulties, please raise your hand and inform the Examination Invigilator.

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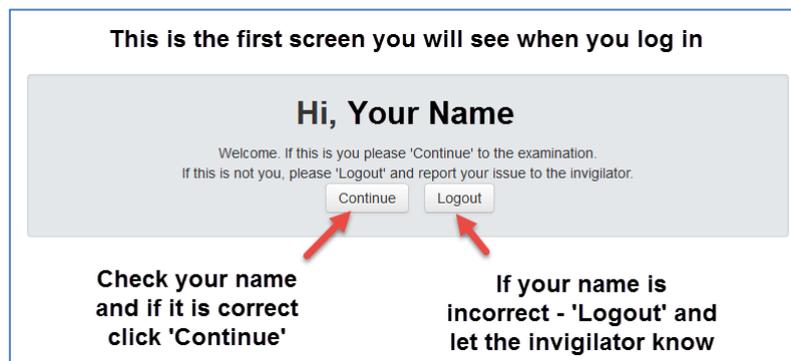
If you have difficulties logging in, please raise your hand and inform the Examination Invigilator.

Selecting the Examination

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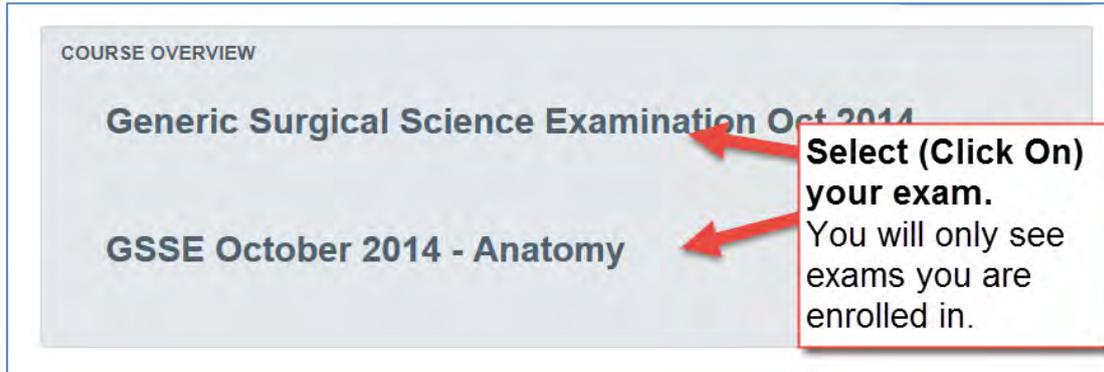

Select (Click on) the examination you are presenting for on the day.

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.
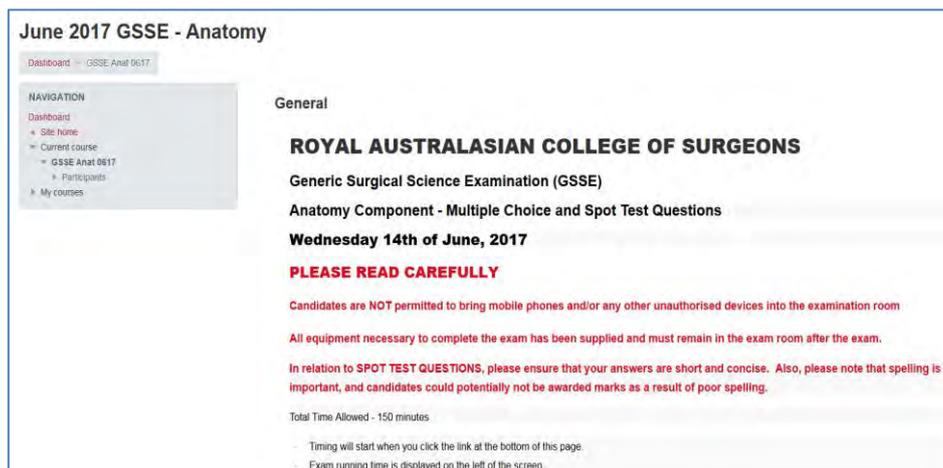
Starting the Examination

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.
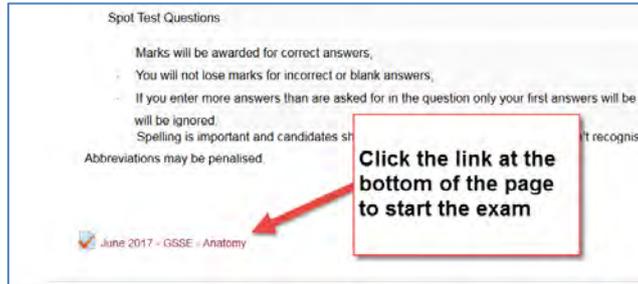

Check to ensure that
you are starting the correct exam

Then click "Attempt quiz now" to begin

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
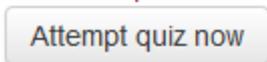
Final Confirmation

The examination will commence and timing will start when you click on the "Start Attempt" button.
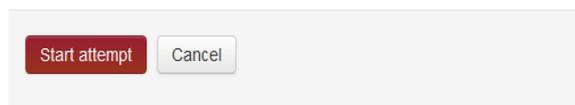
The examination is individually timed; your examination will finish when your time expires.

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 [Next page] button at the top or bottom of each page.
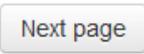
On the left of the screen, you will see the 'Quiz Navigation' panel. This panel shows you information about the examination including

- 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

QUIZ NAVIGATION

Section breaks mark the beginning of each section of the exam →

SECTION 1
i 1 2 3 4 5 6

← **Current** questions (on the open page) have a red border

SECTION 2
i 7 8 9 10 11

Answered questions are green →

Flagged questions have a red triangle

'i' marks an information page →

SECTION 3
i 12 13 14 15 16

Unanswered questions are white

SECTION 4
i 17 18 19 20 21

Incomplete questions are orange →

Finish attempt ...

Finish attempt will take you to the last page of the exam

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
Generic Surgical Science Examination					
Anatomy	X	X	X	X	
Pathology and Physiology	X	X	X		
Specialty Specific					
Cardiothoracic Surgery			X		
Otolaryngology, Head & Neck Surgery	X	X	X	X	
Vascular Surgery	X	X	X		
Orthopaedic Surgery (OPBS			X		
Plastic & Reconstructive Surgery (PRSSP)			X		
Paediatric Anatomy/Pathology					X

The following diagrams briefly explain how to enter your answer for each question type.

Type A - Multiple Choice Questions

These questions consist of an incomplete statement or question followed by five suggested completions or answers.

For each statement/question select the ONE completion/answer which is most appropriate. There is only one correct response to this type of question.

Example: Type A
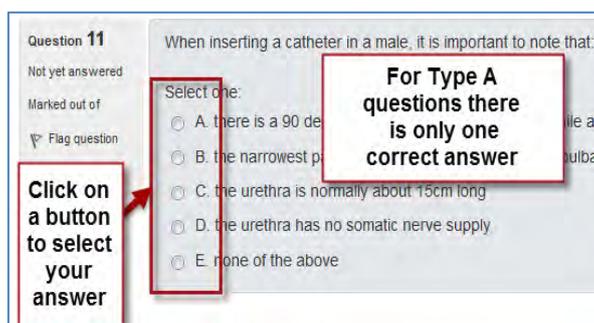
Type B - Multiple Choice Questions

These questions require you to relate two statements. The questions consist of an assertion or statement (S) and a reason (R).

For each question select the most appropriate response according to the rules below:

- Select A if S is correct and R is correct and is a valid explanation of S
- Select B if S is correct and R is correct but not a valid explanation of S
- Select C if S is correct and R is incorrect
- Select D if S is incorrect and R is correct
- Select E if S is incorrect and R is incorrect

There is only one correct response to this type of question.

Example: Type B

Type X - Multiple Choice Questions True/False

These questions have four suggested completions or answers. Incomplete statements or questions are followed by four (4) suggested completions or answers. An exception to this is the OPBS Examinations, which have five (5) suggested completions or answers.

Select each answer according to whether the completion(s)/answer(s) are 'TRUE' or 'FALSE' – see example below. ALL completions must be answered. There are four or five correct responses to this type of question – one correct response for each distractor. A candidate can accumulate up to four marks for one type X question.

Example: Type X

Spot-Test – Short Answer Questions

Each question has a photograph or an image followed by some short answer questions. Candidates are to type answers in the space provided.

- Responses are to be short and direct – no longer than 10 words.
- List only the requested number of responses.
- If you provide more responses than required, only your first answers will be marked.
- Answers should be unambiguous and ideally, abbreviations should be avoided.
- Any abbreviation that is not clearly recognizable and widely accepted will not be marked.
- The side does not need to be stated unless specifically requested or you are asked to be precise.
- All answers must be written in English.
- Incomprehensible answers will not be marked
- Spelling is important

Example: Spot Test
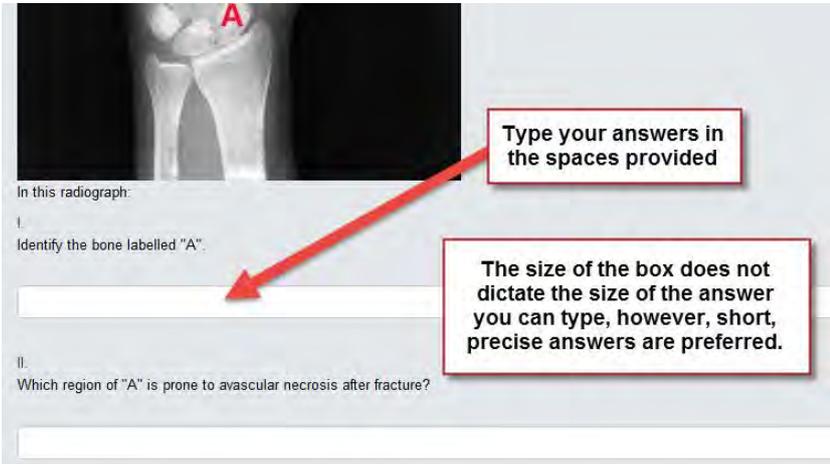
In this radiograph:

I.
Identify the bone labelled "A".

Type your answers in the spaces provided

The size of the box does not dictate the size of the answer you can type, however, short, precise answers are preferred.

II.
Which region of "A" is prone to avascular necrosis after fracture?

"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".

To mark a question for later review click 'Flag question'

Click 'Remove flag' to un-flag the question

A 'flagged' question will show in the Quiz Navigation and in the summary at the end of the exam.

Click on the question number in either place to go directly to that question
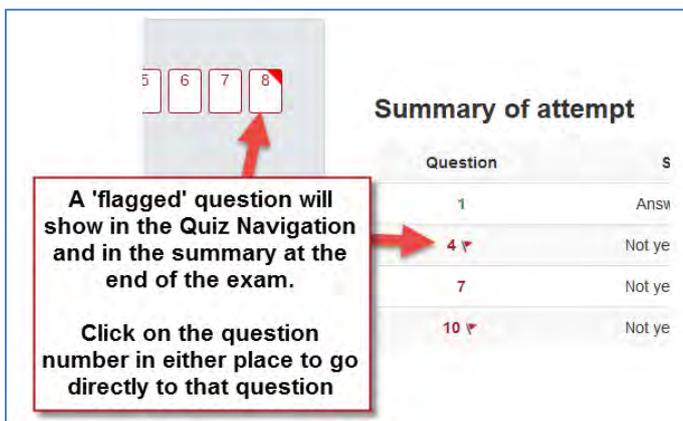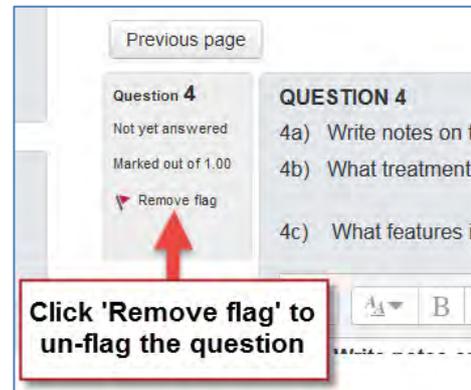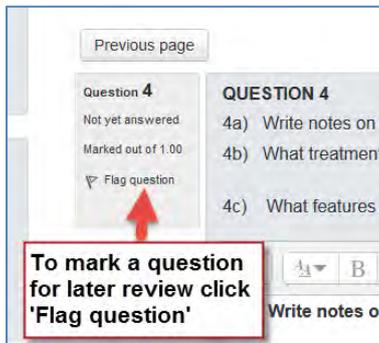
Completing the Examination

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.

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

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.
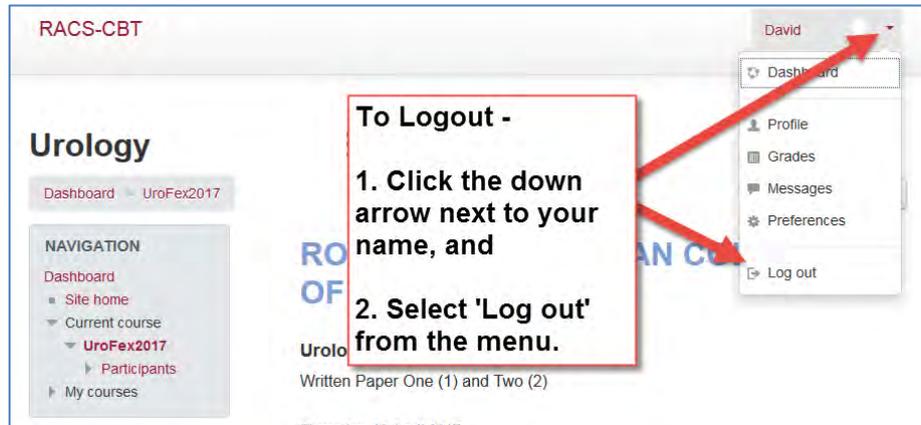
FAQs, Tips and Tricks

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 Examination 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