

SOP – In person invigilation for on campus MBChB and PA online written summative examinations using the MSCAA Exam-Write platform

For Exam Coordinators, Year Leads, Invigilators and Assessment Administrators.

Written formative and summative examinations for the MBChB and PA programmes are being held online using the Medical Schools Council Assessment Alliance (MSCAA) Exam-Write platform.

Invigilators should be members of staff. PG students may be used with the discretion of the assessment coordinator.

The main purpose of invigilation is to ensure the regulations associated with exams are acted upon; instructions relating to the exam protocol are explained clearly and fully to candidates; and illegal activity is discouraged. It is the responsibility of the invigilator to deal with any situations arising to minimise any impact on the other students present.

Communication between Invigilators during the exam

There will be a geographical spread of exam venues. Please could invigilators bring their laptop/device and smartphone to the exam, so that a secure method of communication between invigilators, using MS Teams messaging, can be established for use during the examination.

Use phones to communicate fire or emergency first aid issues.

Notes on Teams for Invigilators

1. Ensure you accept the teams meeting for the exam you are going to invigilate.
2. Pre-exam briefings for invigilators are carried out on Teams. Join at the appointed time, so that we can ensure all invigilators are present.
3. Teams enables you to ask the Senior Invigilator and Exam Coordinator any questions you have regarding the exam prior to the exam. **During the exam use the Teams message function.**
4. Issues with candidates during the exam can rapidly be identified to the Assessment Administrator and Senior Invigilator using this platform.

On the day

PPE requirement: Invigilators should bring their own masks; however, gel will be provided at the site.

Make yourself familiar with the exam venue. Particular attention should be given to the location of fire exits and toilet facilities. Identify an area of the room for students to leave their bags and other belongings, usually at the front of the room.

Specific entry order for students into the building i.e., by floor and room may be required to conform with COVID advice. This will be discussed at the invigilator briefing and the process and order identified.

Invigilators waiting to escort a group of students to their exam venue should strongly encourage candidates to use the bathroom before entering the exam venue.

Admission of candidates to the Examination Room:

Candidates should be allowed to enter with sufficient time prior to commencement of the examination. As they enter, Inform candidates:

- Where to leave their belongings (jackets and bags) and to find a seat
- Mobile phones, any electronic and smart devices **must** be switched off and left with their bags or jacket in the area designated by the Invigilators.
- They may use an analogue or simple digital watch for the purpose of time keeping but this must be placed on the desk.
- To display their ID card on the right side of their desk.

Students are not permitted on their person during an exam any electronic or smart device, including those that can send and/or receive information or store data. This includes but is not limited to mobile phones, smart watches, e-readers, wearable technology items, fitness trackers and smart glasses. Such devices should be turned off completely and placed in a jacket or bag and left in the area designated by the Invigilators. Candidates may also leave such devices under their examination desk, turned completely off. Invigilators may ask to see such devices and examine them at any point in the exam room.

Students are permitted to have an analogue or simple digital watch with them during the exam for the purposes of timekeeping. Watches must be taken off and placed on the examination desk for the duration of the exam. Such watches must not have any smart capabilities (regardless of them being turned off) such as messaging, internet access, data storage, calculator or other connectivity abilities. Invigilators may ask to see watches and examine them at any point in the exam room.

ASK THE CANDIDATES TO CHECK THEIR POCKETS! STUDENTS ARE NOT PERMITTED TO HAVE ANY ELECTRONIC OR SMART DEVICE ON THEIR PERSON DURING AN EXAM.

Using the MSCAA Exam-Write platform for invigilation

Candidates are registered to the MSCAA Exam-Write platform in the days/weeks prior to the examination. Each student has their own unique ID and password for the site.

Setting Up Safe Exam Browser (SEB) on Classroom PC and Logging into MSCAA Exam-Write Platform

Candidates log into classroom PCs using their own username and password

Advise candidates how to log into safe exam browser – See Appendix 1

- Open This PC (top left-hand icon on log in screen) and navigate to the 'classroom Repository (F:)' drive.
- Open the 'data' folder
- Open 'seb' folder (bottom folder)
- Open the 'test-classroom-Nov21' file
- Following message appears. Click the NO button



- The PC will then be locked down and will bring up the MSCAA exam log in page.

Advise candidates to log in to the MSCAA platform using the password they created when they activated their accounts on the assessment platform.

Check that each candidate is logged into safe exam browser by asking student to minimize the MSCAA screen. The background will be black if SEB is working.

Active candidates

- Check how many students registered for the exam are logged in.
- Identify which students are absent or may be having trouble logging in.
- Candidate forgotten password. Contact Exam Administrator. A randomly generated password will be sent to you in chat for you to provide to the candidate (case sensitive).
- Allow candidates to enter PIN. By clicking this, candidates who are logged in will be given access to the exam PIN page (random number generated for each sitting) displayed in top right corner.
- When PIN successfully entered, candidates will see a holding page until exam is started.

Examination briefing:

When all the candidates have entered the PIN, the exam briefing should be read out.

The Invigilator is responsible for announcing the start of the examination. This should include:

- Details of the examination being held, e.g., ME.....
- Candidates should raise their hand if they require assistance during the examination

- Candidates are not permitted to leave the room during the first or last 30 minutes of the examination
- Announcement of the start of the examination

Announcement prior to start of the examination

Good morning/afternoon. The examination for _____ is being held in this room. Please read the instructions for your exam carefully and follow these fully. Please raise your hand if you require attention at any time during the examination. Please place your identity card on the right-hand side of your desk.

In presenting yourself for an assessment, you are deeming yourself to be “fit to sit” the assessment; as such, exceptional circumstances cannot be submitted or considered retrospectively unless an issue occurs during the examination.

Students are expected to maintain the usual standards of conduct expected of a trusted medical / healthcare professional during this assessment.

You are permitted to have a toilet break but no-one is permitted to leave the exam room/hall in the first or last 30 minutes.

If there is a second sitting of the exam: **Any candidates finishing the exam early may log out of the platform but must remain in the exam room for the duration of the assessment.**

Once the briefing has been delivered, and at the planned start time, the administrator will ‘Start the exam’.

The instant the exam is started the actual exam and randomized questions should be visible to the student without refreshing their screen. If they cannot see the exam, then the student can try refreshing the screen / exam platform. If that does not work the Exam Coordinator should be informed.

Late arrival of candidate

Candidates are not to be given extra time for late arrival at the exam venue.

Candidates are not permitted to enter the examination more than 30 minutes after the start. After the 30 minutes inform the exam administrator of any absences so the candidate/s can be marked as absent on the MSCAA platform.

During the Examination

Invigilators are responsible for:

- Checking student identity cards against the candidate list and marking attendance at the examination. Any student who cannot display a student identity card should be permitted to take the examination, but a note should be taken that no identity card was displayed. If photo ID, e.g., driving licence or passport, note this on attendance sheet.

- Ensure that candidates do not consume any food or drink (except bottled water) in the exam hall/room, other than what may be medically prescribed e.g., cough lozenges, etc.
- Ensure that there is no communication between candidates during the period of the examination.

MS Teams allows secure written communication throughout the exam for all members of the examination team including invigilators.

During the exam, internet interruptions and student interaction is identified by the platform and if a student fails to interact with the platform for 5 minutes or more the platform will flag this up.

Additional time can be added to individual students by the exam coordinator during the exam if the student has IT issues e.g., internet interruption. Discuss with Senior Invigilator / Exam Coordinator via Teams messaging. No extra time is given for toilet breaks.

If a student is suspected of using a mobile phone during the exam it should be confiscated for the duration of the exam and returned to the student at the end of the exam. A second invigilator should witness the removal and return of the phone if possible.

If cheating is suspected, then it is the responsibility of the invigilator to deal with the situation as quickly, effectively, and fully as possible, always acting so as to minimise any impact on the other students present. Judgement as to whether cheating has taken place will follow the exam and will depend on the evidence collected at the time, so invigilators must be scrupulous in the gathering of this evidence. If possible, a second invigilator should be immediately involved, so that there is independent corroboration of the circumstances.

30 minutes prior to the end of the exam (not in extra time rooms):

An announcement should be made to inform candidates there are 30 minutes remaining and that no-one is permitted to leave the exam hall until the exam is finished.

Please note: You cannot prevent a candidate going to use the toilet if they wish to do so.

End of the Examination:

The exams run for a fixed time after which the exam closes, although individual students may be allocated additional time as required. When the countdown timer reaches zero, the exam will automatically close for candidates.

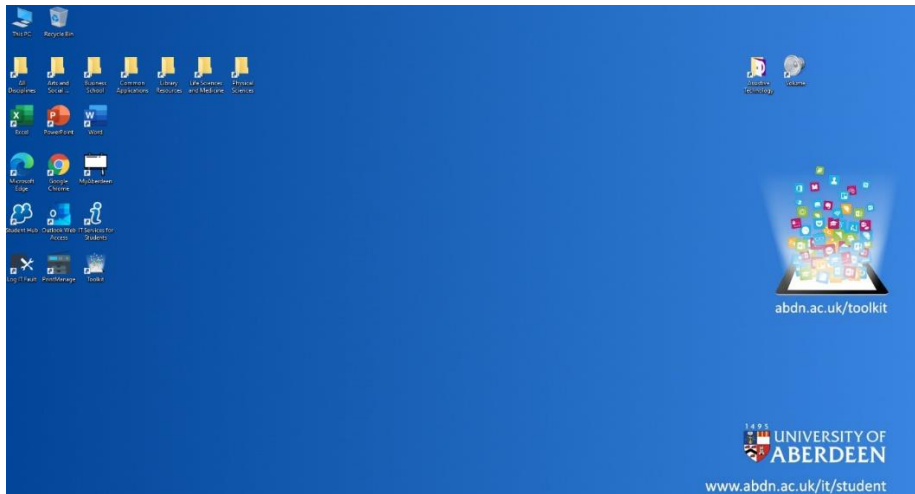
An announcement should be made to inform candidates of the end of the examination, that they must collect their bags and leave quietly, not discussing the exam until they are out of the building, and any other instructions for leaving the exam hall e.g., that an invigilator will escort the students from the building.

For more generic information, please refer to the [UoA Manual for Invigilators](#)

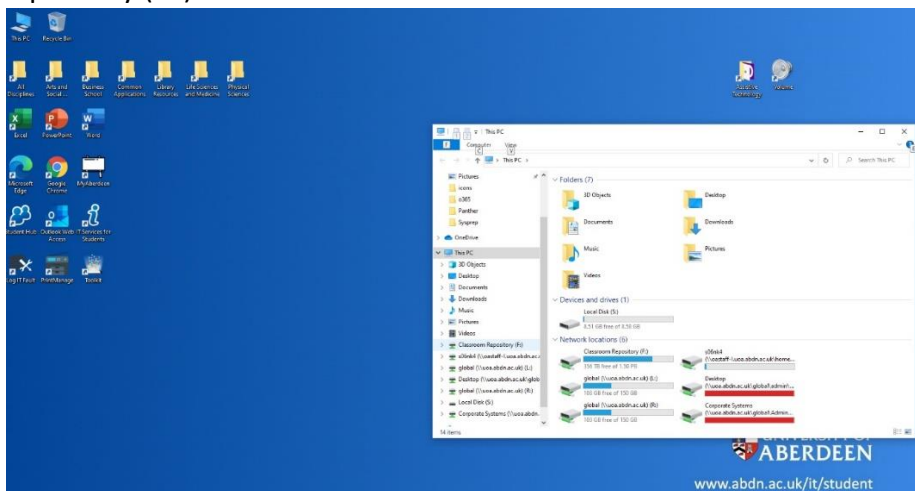
See [MSCAA How to Invigilate an Online Exam](#)

Appendix: Setting up Safe Exam Browser (SEB) on classroom PCs

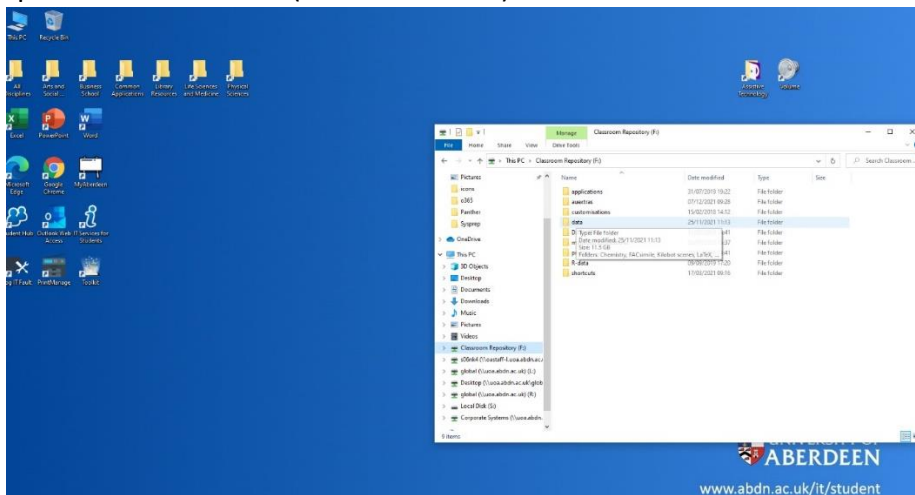
1. Student logs into classroom pc using their own username and password.
2. Log in screen:



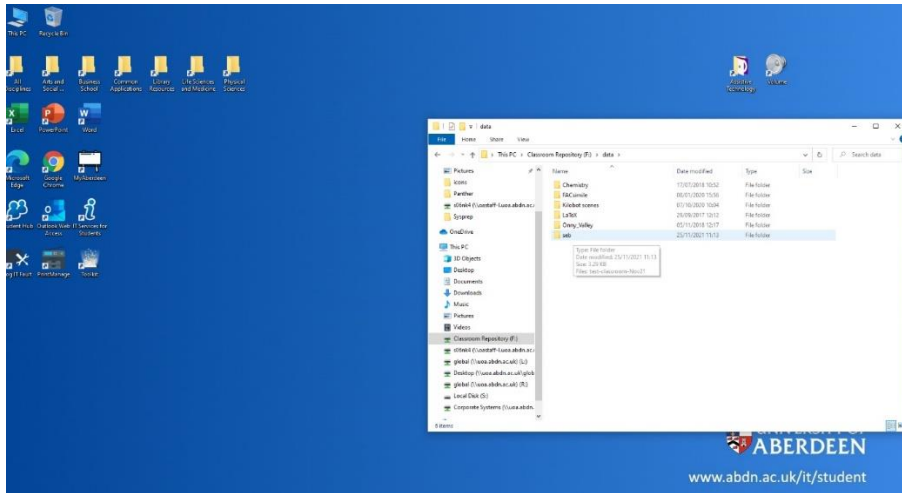
3. Open This PC (top left-hand icon on screen) and navigate to the 'Classroom Repository (F:)' drive.



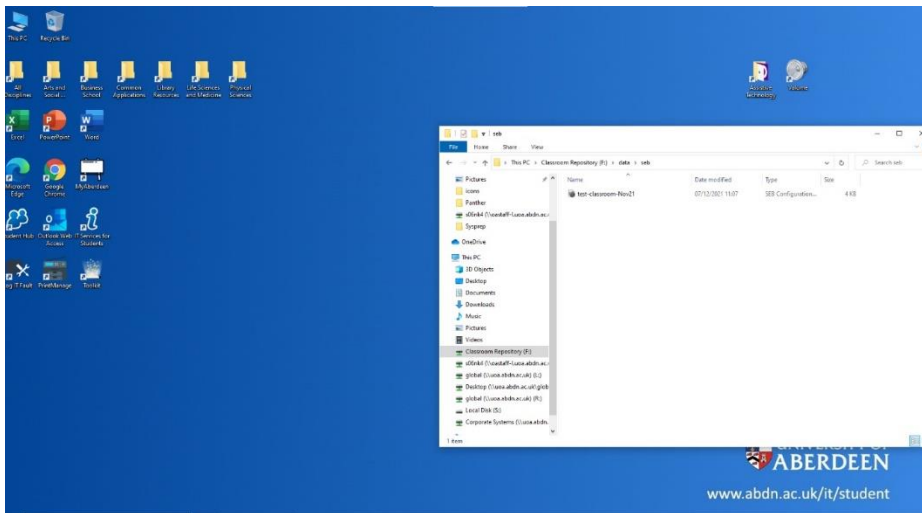
4. Open the 'data' folder (4th folder down)



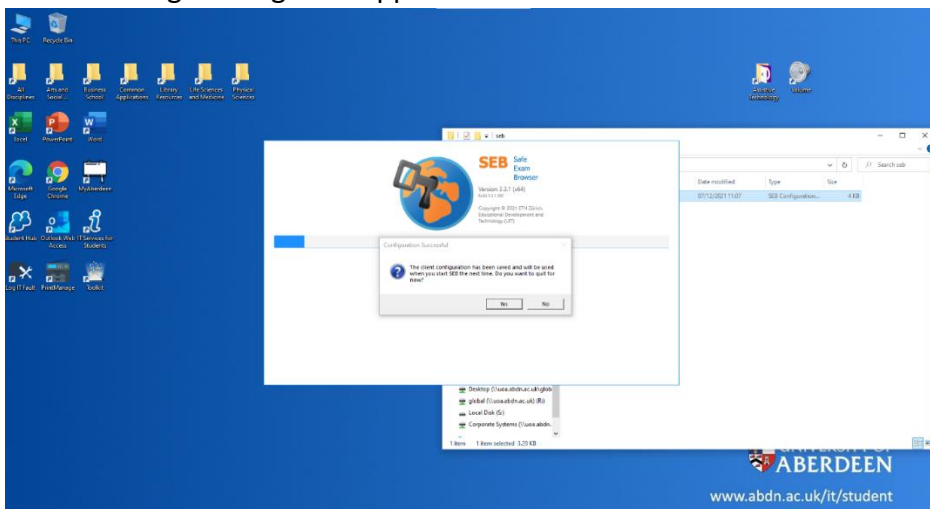
5. Open the 'seb' folder (bottom folder)



6. Open the 'test-classroom-Nov21' file



7. The following message will appear. Click the No button



8. The pc will then be locked and will bring up the MSCAA exam log-in page.
9. To check SEB is working, please ask students to minimise the MSCAA screen. The background will be black.