

## The Royal College of Surgeons of England

### Online Examinations with Remote Invigilation

#### INTRODUCTION

The guidance and regulations below should be read carefully in conjunction with the **Examination Regulations** for the examination you are applying for. The Examination Regulations can be found on the Royal College of Surgeons of England (RCSEng) website.

#### CANDIDATE GUIDANCE AND REGULATIONS FOR REMOTE INVIGILATION

1. Candidates will be required to log in at their computer 30 minutes before the start of the examination start time to run through ID checks and webcam/microphone set-up with the proctoring (invigilation) service.
2. Photographic identification (a passport or photographic driver's licence ONLY) will be checked by the proctoring (invigilation) service through the candidate's webcam before candidates can start the examination. If you require clarification or have a query about your type of photo ID please contact [dentalexams@rcseng.ac.uk](mailto:dentalexams@rcseng.ac.uk) before the examination date.
3. Candidates will be asked the candidate to show the whole room via their webcam or their smartphone which must also be connected as a second camera for the examination (a demonstration will be provided to show how this is done).
4. A candidate cannot be late for their examination. If they are late, their examination will be cancelled and their examination fee forfeited.
5. Once the examination has started, candidates will be monitored at all times by the proctoring (invigilation) service, which will be able to see the candidate through their webcam and hear them through their microphone.
6. All examinations are timed by the computer and will end automatically once the examination time has expired. Once the timing for the examination has begun, it cannot be paused. Candidates will be able to skip questions and come back to them at the end.
7. If a candidate wishes to raise a query during the examination, they can do so via a chat facility within the proctoring service. The communication will be in English only. This service will not answer any questions in relation to the examination question content; candidates should answer all questions to the best of your ability with the information provided.
8. The candidate must not access any other websites or applications. This will be monitored and recorded during the examination and will be deemed as malpractice.
9. Candidates are not permitted to use calculators in any section of the examination.

10. Candidates are not permitted to use notebooks, books or any other form of written material during the examination.
11. Candidates are not permitted to memorise, make written notes of, or share any of the examination material with others.
12. Candidates are not permitted to wear any form of earplugs or headphones.
13. Candidates should avoid looking at their hands, wrists, arms or any other parts of their body during the examination.
14. For examinations that are *longer than 90 minutes*, candidates are advised that the paper is divided into two parts to enable a ten-minute comfort break at the midpoint of the paper. **Candidates should note that they will not be able to return to any questions in the first part of the paper after this break; all flagged questions in the first part of the paper should be completed before the midpoint break.**
15. Candidates are not permitted to leave the examination room except for the midpoint break.
16. Candidates are not permitted to remove their second level security camera/mobile device from the examination room during the midpoint break.
17. Candidates are not permitted to wear any form of sunglasses or smart glasses.
18. Candidates are not permitted to wear any kind of watch or smart watch.
19. Candidates are not permitted to smoke or vape during the examination.
20. Candidates are not permitted to eat any food during the examination. For drinks, the candidate may have one transparent container of clear liquid drink that must be present at the start of the examination and not replenished.
21. No other person will be permitted to be present in the room in which the candidate sits the examination.
22. Candidates are not permitted to communicate in any way with or seek assistance from anyone else except from the live proctor (invigilator) during the examination.
23. Candidates are advised to read in advance the RCSEng Online proctored Examinations Privacy Policy and the RCSEng Candidate Malpractice Policy.
24. Candidates will not be permitted to use the toilet during the examination other than during the permitted break for examinations longer than 90 minutes. The only exceptions are for candidates who have medical conditions or pregnancy. These candidates must request the need for toilet breaks upon applying for the exam and must provide a medical letter explaining the reasons why.
25. Other than as a second camera linked to the proctoring (invigilation) system (as in point 3 above) candidates are not permitted to use mobile phones or any other electronic equipment or devices during the examination that is not authorised as part of the online exam delivery set-up.

26. Candidates are not permitted to interfere with (e.g. turn on/off) their internet connection without the permission of the online proctor (invigilator).

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