

Diploma in Special Care Dentistry – Part A

Online Written Examination

Surpass & Proctor Exam Systems Preparation and Exam Day Guidance

*IT IS MANDATORY TO READ THIS DOCUMENT THOROUGHLY IN
ADVANCE OF THE EXAMINATION.*

*It is your responsibility to ensure that you understand, are familiar with and
adhere to the instructions within.*

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Section 1: Pre-examination Guidance and Set-up

Before you begin the exam process, please read the minimum system requirements very carefully to ensure that the software is compatible with the devices that you are using to sit the examination. Any issues must be identified prior to the examination day so that you may find an alternative device if necessary.

SYSTEM REQUIREMENTS are provided in Pages 1 & 2 of the Step-by-step guide to the Surpass System. The document can be located here:

Approximately one week before the examination day you will receive an email providing you with information relating to the online examination. It is ESSENTIAL that you have read the information in the email carefully. Full guidance to the online exam system will be provided via the links below:

Watch the remote assessment candidate instruction video:

- [Online Invigilation Candidate Instructional Video](#)
- [Online Invigilation Candidate Instructional video – Part 2 – Surpass Exam Platform and Functions](#)

and read the guidance and regulations for remote invigilation.

- [Guidance for the remote delivery of Dental Exams](#)

These documents **are essential** in order to familiarise yourself with the online platform through which the exam will be delivered. They will explain how you can prepare for the online exam; help reduce any possible confusion on the exam day and explain what behaviour and actions are, and are not, permitted during the exam.

We recommend that you read and watch the guidance in the links above multiple times in advance of the examination day to be as fully prepared as possible.

Section 2: System Check

1. The email you receive approximately one week before the exam will request that you carry out a system check. Instructions will be provided how to do this.
2. The System Check must be completed as soon as possible once you receive the System Check email.

Section 3: Exam Day

1. A day or two prior to your examination date, you will receive another email providing you with a link to your examination.
2. Keep this email safe and please **check your Junk Folder** regularly if you do not receive this email in advance of the exam day. Also check you are checking the same email address you have provided to the RCS.
3. On the Exam day you will be required to have two applications open during the exam:
 - a. ProctorExam – which monitors you through your mobile phone and webcam
 - b. Surpass exam system – where you will answer your examination questions
4. On the exam day your **mobile phone will be used as a secondary device to record your examination room**. Details of this can be found in **Point 5** of the Surpass Online Invigilation Candidate Quick Guide for more information - [Surpass Online Invigilation Candidate Quick Guide](#).

Only Apple or Android mobile phone devices can be used and you are required to **install the ProctorExam app** on to your phone in advance.

If you are experiencing an unstable internet connection which is disconnecting your phone or webcam, Please try to:

- sit as close to the router as possible or, even better, use a wired connection
 - make sure your mobile phone is plugged in and set to airplane mode.
5. The **exam start time** will be provided to you within your confirmation email that was sent approximately 4 weeks in advance of the exam date. It is the time you should begin the examination. However, please note:
 - a. You should aim to begin your registration process and camera set-up 15 minutes before the exam start time
 - b. The assessment time will only begin once you have completed your registration and camera set-up. The set-up time is NOT part of your assessment time so you do not need to rush through the registration and camera-set-up process.
 - c. Your assessment time will only begin once you have registered and set-up your camera and have pressed the blue 'Start Exam' button.

- d. Once you have pressed 'Start Exam' button you will be reminded to keep the web page open at all times during the examination
- e. You will then be brought to a page where you are provided with a **8 character keycode and 'Launch Test' link**
- f. You will then need to press 'Launch Test' to open the Surpass Exam System
- g. Enter the 8 character keycode to access the Exam and click 'OK'.
- h. You will then be asked to confirm your details are correct – click 'Confirm'
- i. Then, accept the 'RCS England Code of Conduct Terms' and click 'Continue'
- j. You'll then be required to read the Candidate Instructions/Introductory page.
- k. Your assessment time will only begin once Question 1 has appeared on your screen after pressing '**Start the Test**'
- l. Regardless of the start time specified in your confirmation email, if you have been through the registration and camera set-up process, and have pressed 'Start the Test', that is when your assessment time will begin, even if you are a minute or two early or a few minutes later than the specified start time.
- m. There is no official announcement that your examination will begin.
- n. Please ensure you have been to the toilet before commencing your registration process. Once the exam has begun you are not permitted to leave the examination screen.

PLEASE NOTE – you should make every effort to begin at around the specified start time. The exam is only active within Surpass Exam System for a limited amount of time. Any candidate who does not access the exam around the specified start time may no longer have access to the exam if they are late in starting the exam process.

6. **Before you press the blue 'Start the Test' button please ensure you have:**
- a. Been to the toilet
 - b. Your exam room is well lit
 - c. You are alone and will not be disturbed

Section 4: During the Examination and Halfway Break

1. The examination is split in to two sections:

DSCD Part A	Time	Question type
Section 1	75 minutes	70 Single Best Answer questions
10 minute break		
Section 2	75 minutes	70 Single Best Answer questions

Please check your confirmation email for the start time. The start time will be provided as UK time and you will need to factor this in if you are sitting the exam in a location outside of the United Kingdom.

2. Candidates are advised that the paper is divided into two sections 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.**
3. On the left-hand side of your screen you will see two vertical bars that increasingly turn blue as you progress through the exam papers. The top bar is Section 1 and second bar Section 2. This helps you visually gauge, at a glance, how you are progressing through the exam sections.
4. In addition, there is a **timer at the top of the screen**, which specifies the amount of time remaining to complete each section.
5. The timer at the top of the screen will give you a **reminder that there are 5 minutes remaining for all sections.**
6. Once you have completed all questions in Section 1, you can choose to 'Finish Section'. If you have pressed 'Finish Section' by mistake you will have another TWO opportunities to confirm you wish to finish or continue with the exam paper.
7. If you reach the maximum amount of time permitted for each section you will be REQUIRED to 'Finish Section'.
8. Once you have finished the section you will:
 - a. NOT be able to return to any questions within that section
 - b. See a page stating the amount of 'Scheduled break time you have remaining'. This time will countdown from 10 minutes
 - c. See a 'Resume Test' button. If you do not wish to use some or all of your 10 minute break time you can choose to 'Resume Test' by clicking the button with the 'Play' Arrow.

Section 5: Finish Exam

1. Once you have completed all questions in Section 2 and are happy to finish you can press 'Finish Test' in the top right hand corner of the screen.
2. You will then be prompted twice more to confirm that you do wish to finish the exam.
3. If you reach the maximum time permitted you will be informed that the allocated time for the exam is complete.
4. Your answers are automatically uploaded as you take the exam.
5. Once the exam is complete, you are required to press 'Finish Test' one further time to log out of the Surpass Exam system.

Section 6: Do's and Don'ts – Exam Infringements

It's important you know what behaviour IS and IS NOT permitted during your examination. It is your responsibility to be aware of this and to ensure you adhere to the exam regulations. Failure to do so may result in your examination result being withheld.

Do	Don't
Read all the Exams Guidance provided	Leave the view of the examination screen (unless it is during the scheduled break)
Go to toilet before exam and during midpoint break only	Wear ear/headphones – even if they are for noise cancelling purposes
Have photo ID (passport or driver's license)	Use pen and paper (unless this has been agreed by the College in advance)
Remain in the centre of your webcam screen	Use unauthorised material (text books etc.)
	Have other people in the room
	Read the questions aloud
	Use a second screen or device

Section 7: Support

1. Technical Support (accessing the exam) – Please use the Chat function on the ProctorExam webpage
2. All other queries should be emailed to dentalsupport@rcseng.ac.uk. This email inbox will be monitored before and throughout the exam.