# RGA - SSSA

## Overview

The exam will be conducted via Zoom and you are required to ensure your invigilator is aware of the process and your IT device has the minimum IT specifications

This exam cannot be sat using a tablet, iPad, iPhone or similar.

The viva will be held over a two (2) ninety (90) minute sessions consisting of 8 questions in total, 4 in each session. You could have a bye station either at the start, during or end of your session. You will have a break of 2-4 minutes between viva stations so that we can swap you out of one exam room into the other.

Each viva will be conducted by a single examiner.

**Viva Exam:**
Candidates are required to
  a.  present for eight (8) vivas of thirteen (13) minutes each with a two (2) minute reading time.
  b.  Each viva will run for 13 minutes with a 2 minute reading time at the start of the viva. As soon as each viva concludes you will be moved to a waiting room.
  c.  Four (4) vivas will be conducted one after the other in one session (2 min reading – Viva – 2 min reading – Viva -2 min reading – Viva- 2 min reading – viva - session concludes)
  d.  each viva will be conducted by one examiner and there may be a third person in the room who will be observing
  e.  Candidate will be placed in a holding "Zoom room" at the start of the exam. Depending on your roster, you will either be admitted to the first exam room/station or will be in a bye room.
  f.  At the conclusion of the assessment, all assessment material / documentation must not be removed from the assessment room. The Invigilator will collect the A4 paper sheets used by the candidates and the assessment material and destroy them as soon as possible.

**Break**      : Restroom breaks are permitted during break time only.  A candidate will be accompanied by their invigilator, who will wait outside. Additional time will not be provided and the virtual assessment (Zoom) room must not be exited at any time and will continue to be monitored by a member of staff.

**Venue**      :The location needs to meet the requirements on the website.

**Invigilator** :Please ensure the details provided for your invigilator are correct as they will be the point of contact during the examination.

**IT Details** :Please ensure your device has the minimum IT Specifications

# RGA - SSSA

## On the day

All the details for your exam will be sent to you and your invigilator by email.

Registration:
a. Candidate & invigilator to arrive at or prior to the registration time sent to you, this will allow enough time to register for the exam, address any last-minute technical issues and other information on the examination.
b. To register you will need to submit valid photographic identification (e.g. driver's licence or passport) to invigilators for verification of identity.
c. switch off and surrender, mobile phones and/or any other electronic devices to the invigilator
d. surrender any item in their possession to their invigilator prior to commencing the assessment
e. You are allowed to carry a transparent bottle of water into the exam room.

Exam rules
f. you cannot copy any material associated with the assessment, if you are found with unauthorised materials it will be a breach of the Academic Code of Conduct
g. no unauthorised material such as reading material, reference books, mobile phones, etc. is permitted in the exam room
h. you are not permitted to access any websites or any area on the computer other than the virtual assessment (Zoom) room, during the assessment
i. during the bye session, you must stay at your computer with the camera and microphone on
j. if you need to leave the room during the assessment, you will only be allowed to leave under supervision, during the scheduled break between sessions.
k. if you need to attract the invigilator's attention, raise your hand
l. any suspected incidents of misconduct will be reported to the ANZCA Assessment team and may lead to results being declared null and void

Set up
m. with the assistance of the invigilator set up the table with your laptop, headphones and paper & pens for the examination.
n. ensure you have a clear and clutter free desk so as to not distract the candidate from the exam.
o. Log into the Zoom application and enter the meeting at the time mentioned in your letter. This time is at least 30 minutes prior to the start of your examination.
p. The moderator will walk you through the process again and check that all the IT connections are working.

## Quarantine

You will either be quarantined before or after the examination. During this time you are still under exam conditions and not allowed to use any communication devices. As soon as the candidates from the previous/next session have completed their tasks you will be released from quarantine. You may use the bathroom during this period.

## Candidate Card

You will be sent via email a candidate card for each session of the exam that will reflect your roster at the exam – this advises you on the progression of viva stations during the exam. The moderator and examiner may also ask you to show this piece of paper for reference. Please print a copy and take into the exam room with you.

Below is a sample of the candidate cards

| 2023 DRGA-SSSA | 2023 DRGA-SSSA |
|---|---|
| Saturday 02/12/2023 | Saturday 02/12/2023 |
| **Candidate 101** | **Candidate 101** |
| Session 1 - A | Session 1 - B |
| table 1 | table 5 |
| table 2 | table 6 |
| table 3 | table 7 |
| table 4 | table 8 |
| Bye | Bye |

**IT Specifications**

- Secure Internet Connection with 20Mbps down and 10Mbps upload speed) measured at https://www.speedtest.net/
- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- A webcam or HD webcam – integrated camera or on a laptop
- Speakers and a microphone - integrated or USB plug-in
- Windows PC with Single Screen
- Headset
- Download and install the Zoom application from https://zoom.us/download

*ANZCA recommends the use of a USB headset to reduce feedback and better sound quality*