

Advanced Certificate RGA– Standised Structured Scenario-based Assessment

Examination preparation requirements

Venue, Invigilator & IT

This document details the venue, invigilator and IT requirements for candidates undertaking DRGA-SSSA in their own venue.

It is the candidate's responsibility to ensure that the minimum requirements below are met.

Venue Requirements

When identifying a venue, candidates need to ascertain the following:

- access to the building/assessment room, and requirements for institutional log on to the computer terminal if using a computer from the venue
- adequate IT facilities, as specified by the College in IT requirements (below)
- suitability of the assessment room (good lighting, quiet location, good ventilation, enough space) and
- any associated costs for use of the venue (this cost is at the candidate's expense)

Venues in Australia deemed suitable include:

- medical practice clinical or administration area
- hospital clinical, education or administrative area
- general practice training organisation
- rural clinical school, university, TAFE college, adult education centre or school
- conference/meeting room facility
- university exam centres

Invigilator Requirements

Candidates are responsible for finding a suitable invigilator.

Candidates are unable to sit the assessment without an appropriate invigilator.

The invigilator must be present and be able to see the candidate's computer screen throughout the assessment. Therefore, the invigilator cannot be on call or be available for any concurrent duties or activities during the assessment.

The College strongly advises candidates to keep a note of their invigilator's mobile numbers and email addresses to confirm final arrangements and have a contingency plan if the invigilator withdraws at short notice. In the event an invigilator becomes unavailable, candidates must source another invigilator and advise the College.

All invigilators are subject to approval by the College, who has the discretionary authority to approve or decline each nominated invigilator.

If the College deems that a chosen invigilator is not suitable for any reason, the candidate will be notified and required to nominate another invigilator. The College will contact the invigilator directly prior to the assessment to outline their roles and responsibilities for the assessment day and other arrangements.

When choosing an invigilator note they :

- Must be over the age of 25 years of age unless they have significant previous experience in examination supervision.
- Is a person currently holding a reasonable position of responsibility
- Cannot have a conflict of interest with the candidate, therefore they cannot be a close relative, close work colleague, close friend, nominated supervisor or educator who has had significant involvement in the candidate's training

Examples of persons deemed suitable to be an invigilator, include but are not limited to :

- work colleague provided they are not an employer/or nominated supervisor
- medical staff, administration, reception staff
- medical educator or staff member from a regional training organisation, if they have not had a significant involvement in the candidate's training
- staff member from a rural clinical school
- school teacher/principal
- librarian

IT Requirements

It is the candidate's responsibility to ensure that they can access a computer that meets the minimum IT requirements (detailed in the table below) on the day of the assessment.

Candidates may take their own personal laptop or computer to the venue. The College will not be liable for any difficulties caused by using alternative configurations

The exam will be conducted via Zoom and you are required to ensure your device has the latest version of the application.

Systems	Minimum Requirements	Recommended specifications
Internet connection	<ul style="list-style-type: none"> Internet connection – broadband wired or wireless (3G or 4G/LTE) download and upload speeds starting at 5Mbps loaded latency no greater than 500ms 	
Operating systems	<ul style="list-style-type: none"> macOS X with macOS 10.9 or later Windows 10 – Home or Pro editions Windows 8 or 8.1 Windows 7 	
Web browsers	<ul style="list-style-type: none"> Windows: IE, Edge, Firefox, Chrome Mac: Safari, Firefox, Chrome 	Latest version of Chrome
Other details	<ul style="list-style-type: none"> Speakers and a microphone – built-in or USB plug-in A webcam or HD webcam - built-in or USB plug-in Zoom client 5.0 or higher Zoom via web browser, using a supported web browser listed above. 	<ul style="list-style-type: none"> A USB headset to reduce feedback and give better sound quality Latest Zoom client

Browser Check & Internet Connection speed test

Each participant is required to perform an operating system, browser test using the links listed below on the computer they plan to use at their chosen assessment venue.

<https://www.whatismybrowser.com>

and an internet connection speed test using

<https://fast.com>

The information is required to be entered onto the Assessment Venue Form and screen shot of the results attached.

Testing

The College strongly advises candidates to test the computer in advance using the software required for the assessment. Candidates should try a meeting using Zoom prior to the actual assessment.

Please contact the Assessment Team on (email) to check or clarify any IT compatibility issues.