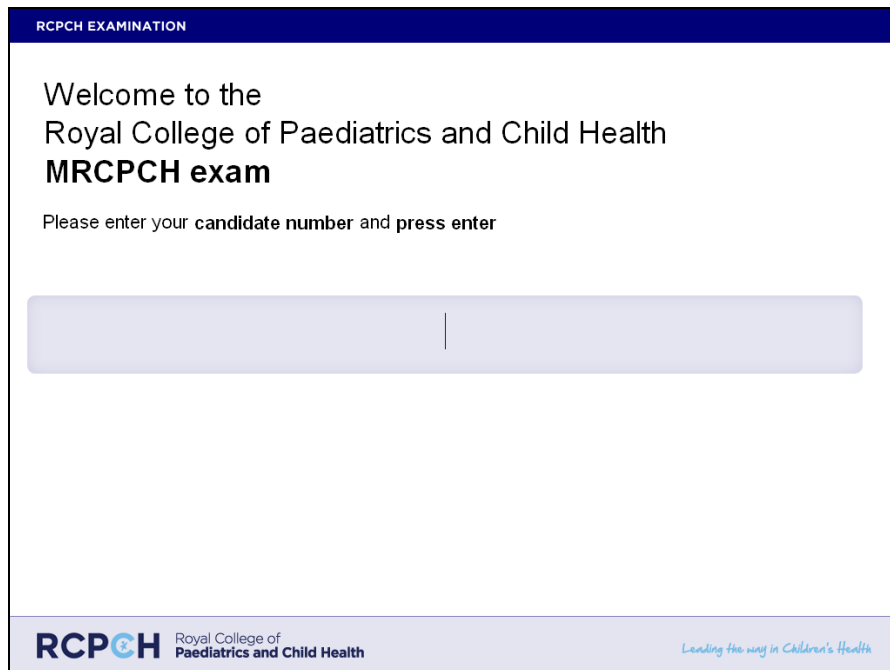


How to use the video station software – Candidate Guide

This document explains how the video station works and will help you become familiar with its operation and format.

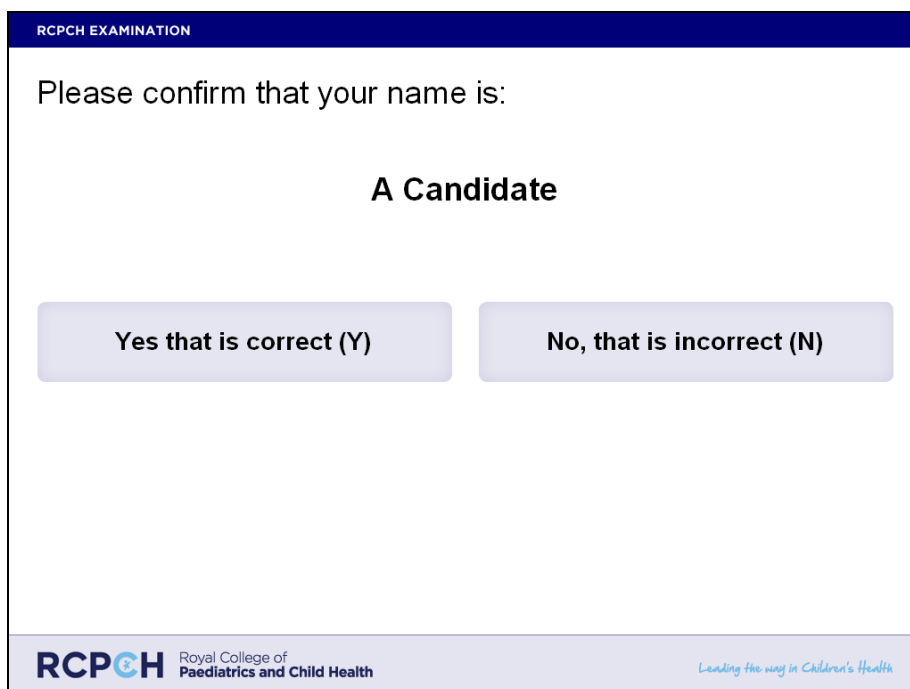
When you go into the exam room the first screen you will see will look like this.



The screenshot shows a dark blue header with the text "RCPCH EXAMINATION". Below the header, the text reads: "Welcome to the Royal College of Paediatrics and Child Health MRCPC exam". Underneath, it says "Please enter your candidate number and press enter". There is a light blue rectangular input field with a vertical cursor. At the bottom, there is a footer with the RCPCH logo and the text "Royal College of Paediatrics and Child Health" and "Leading the way in Children's Health".

You will be required to enter your candidate number (This will be 3 digits long) and press **Enter** on the keyboard to submit.

The next screen you see will confirm your name.



The screenshot shows a dark blue header with the text "RCPCH EXAMINATION". Below the header, the text reads: "Please confirm that your name is: A Candidate". There are two light blue buttons: "Yes that is correct (Y)" and "No, that is incorrect (N)". At the bottom, there is a footer with the RCPCH logo and the text "Royal College of Paediatrics and Child Health" and "Leading the way in Children's Health".

During an actual examination you will be asked to confirm your **own** name. You must not continue if the name shown is not your own. Please raise the attention of the invigilator immediately if this happens.

Please click “Yes” with the mouse or press Y on the keyboard to confirm the name given, **if the name is not correct please inform the invigilator.**

The next screen will explain how the exam runs. Please read the instructions before starting. You will be brought in to the exam room during your 4 minutes break and should have several minutes to read the information.

RCPCH EXAMINATION

- You have **22 minutes** to answer **10 questions** based on 10 video cases; the exam will automatically stop after **22 minutes**
- You may view all the questions and videos before answering.
- You can move between cases when a video is playing by clicking on the case bar. If you have selected an answer and not pressed submit before you move to the next case the system will warn you that the answer will not be submitted unless you press the submit button
- Once you have pressed the submit button on a question you will **NOT** be able to go back and answer it again.
- You **MUST** press submit for each question when you are certain of your answer. If you move between cases without pressing submit your answer will not be recorded.

In the event of any issue please raise your hand and ask the invigilator for help as soon as possible.

This is the case bar. The darker blue square shows which case you are currently viewing; cases you have already answered are coloured green. You cannot go back and answer cases coloured green.

Please read the question information carefully. There may be a scroll bar on the right. Please use this to view all the information.

These are the controls for the video. You can play, pause and change the volume.

Time remaining - This area will turn **orange** when **5 minutes** remain and **red** when **3 minutes** remain.

Question to be answered. The number of required answers is shown in bold below.

Select your answers by checking the corresponding checkbox. You can clear your answers by clicking clear all.

Press submit when you have completed your answer to the question (this cannot be undone).

When the bell sounds click here to start the exam

RCPCH Royal College of Paediatrics and Child Health *Leading the way in Children's Health*

Here are the instructions given to candidates on this screen:

- You will have 22 minutes to answer 10 questions based on 10 video cases; the exam will automatically stop after 22 minutes.
- You may view all the questions and videos before answering.
- You can move between cases at any time by clicking on the case bar. If you have selected an answer and not pressed submit before you move to the next case the system will warn you that the answer will not be submitted unless you press the submit button.
- Once you have pressed the submit button on a question you will **NOT** be able to go back and answer it again.
- You **MUST** press submit for each question when you are certain of your answer. If you move between cases without pressing submit your answer will not be recorded.

To start the exam you should now click the left mouse button on the text which reads “When the bell sounds CLICK HERE to begin the exam”. If you are happy to you can start the exam before the bell sounds (The exam automatically times you but you will be required to remain in the room even if you finish early.)

The first question will appear and the timer in the top right hand corner will begin to count down from 22 minutes. You can play, stop and pause the video using the controls underneath the video.

The time remaining area to the bottom left of the screen will turn ORANGE when 5 minutes remain and RED when 3 minutes remain



There is a volume control on the video which will appear when you are playing a video. It appears to the left of the video and can be moved with the mouse to adjust the volume.

To move between the cases use the cases control bar (below). Click on the number you wish to view.

When you have answered a question the question number on the bar will turn green and you will not be able to return to it. The case you are currently viewing will be a slightly darker blue than the other case numbers.

The question being asked
will appear here

Select **ONE** from the following:

- A
 - B
 - C
 - D
 - E
 - F
 - G
 - H
 - I
 - J
 - K
- Answers will
appear here

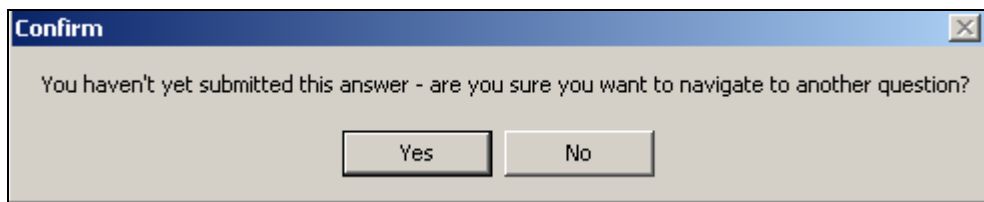
To answer questions select by clicking on the radio box which corresponds to the answer you wish to submit. The number of required questions is shown in bold above the answer list.

Press submit when you have completed your answer to the question. (THIS CANNOT BE UNDONE).

You must press the submit button to ensure that your answer is saved. If you do not press submit when making your final decision on the answer to a question your answer will not be saved!

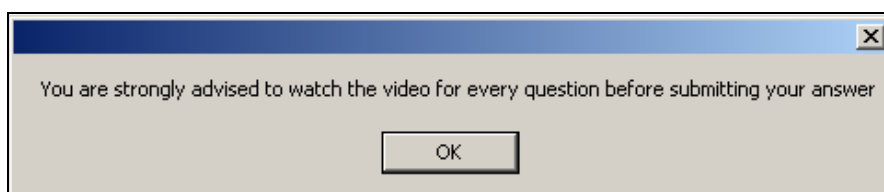
Submit

If you click a radio button and decide to move on to another question the following will pop up



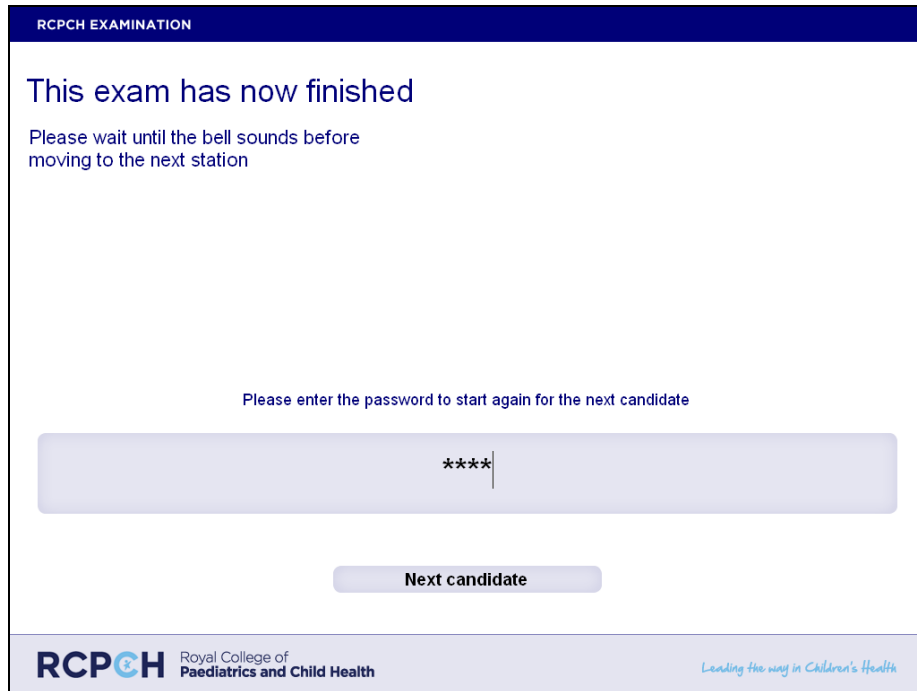
If you do not want to submit your answer at this point just click yes. If you do want to submit your answer press no and then the submit button. The program will automatically move you on to the next question.

We recommend you watch each video before submitting your answer and the program will warn you if you have not watched the video. After pressing okay you will be able to answer the question.

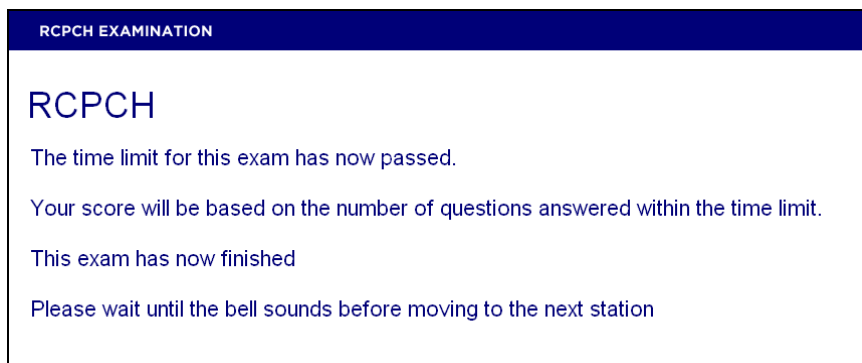


Some of the cases will not have sound; this is usually indicated in the question. Occasionally sound may be intermittent in the clip. This is usually due to personal information being given on the audio and does not indicate a problem with the clip. If you think there is an issue with the audio of a clip please raise your hand to speak to the invigilator.

When you have submitted the answer to the final question the question screen will disappear.



If you run out of time the following screen will show:



If you have any problems during the exam please raise your hand and speak to the invigilator.

If there are any technical issues with the laptop or programme you maybe asked to complete the video station using a 'backup' USB stick. If this happens a backup disc containing a series of videos and questions will be played on a laptop or PC for you. You will be given an answer sheet relating to the set of questions provided and be asked to view each clip and question in the same way as the normal video station format. You will have 22 minutes to complete this and the invigilator present in the room and central time keeper at the exam will ensure that the timing of the station is monitored. The exam will not be the same as the one on the laptops.