

EDEC Online Exam: Technical Requirements

Dear candidate,

The EDEC Committee aims to provide you with the safety and convenience of an online platform, while retaining the integrity and quality of an on-site supervised exam. The online format of the EDEC theoretical Part I and Part II (Part III is not included) exam is:

- Identical in content and questions format to previous on-site paper-based exams. This means that the exam will consist of:
 - Part I (90 minutes): 50 Multiple Choice Questions (MCQs).
 - Part II (60 minutes): 10 Clinical cases.
- Accessible anywhere in the world as it will be offered online.
- Taken on the candidate's own device (computer only) and monitored by a human proctor online through ProctorU®.

Therefore, we hereby provide you with a guideline that includes accurate information to get ready for the exam day and all steps you need to follow to take it.

Please read it carefully as it sets out the whole procedure and will help you prevent any possible issues during the exam day.

Should you have any doubt, please do not hesitate to send us an email to: education@esicm.org.

Good luck!

Martin Balik
EDEC Committee Chair

GET READY FOR THE EXAM

Surroundings

The environment you decide to take the exam **must** meet the following requirements:

- The room must be quite in order to avoid any distraction.
- You must be alone in the room.
- The workspace must be clear of all materials and unauthorised supports: books, notes and other written materials as well as devices: tablet, watches, recording equipment, calculators and mobile phones. **The proctor* will supervise you have cleared all before the exam.**
- Taking pictures, writing notes, taking screenshots or trying to copy/paste any element of the exam content are strictly prohibited.
- There should be no background noise from radio, television or other devices.
- You must be dressed appropriately, with your face visible to the proctor all the time. Only one break will be allowed between Part I and Part II.

**proctor: an invigilator who will supervise and assist the candidates during the whole exam.*

Failure to adhere to the rules set out renders your exam result invalid.

Technical requirements

Verify that your computer meets the requirements before registering for the EDEC exam. It cannot be taken if these requirements are not met. The following materials are required:

- A strong and stable **Internet Connection**.
- A webcam, speaker and microphone (**no headset/earphone**).
- Smartphones or tablets are not allowed to take the exam.

Your computer camera and microphone will need to be on during the exam. The camera will be used not only to monitor you, but also to check your identity and survey your surroundings.

Please check all the technical requirements you will need to take the exam. They are available following this link: <https://support.proctoru.com/hc/en-us/articles/24692181239309-Equipment-Requirements>

It is highly recommended that you check all the system requirements and verify you have the necessary equipment to take the exam.

BEFORE THE EXAM DAY

Book your exam time slot

You will receive a letter via email with the link to sign up and create an account with ProctorU. It will allow you to book your exam time slot. You will need a new user account, CYIM is the institution to select. Please **proceed with your booking two weeks before the exam day** in order to ensure you have the time slot which is more convenient for you.

Failure to book a time slot will mean that you are unable to take the exam.

ProctorU is a company specialized in invigilating exams remotely. Proctors will be directly monitoring during the exam and assisting you with any technical problems. Please watch the following short videos that provides you with more information of proctoring actions and the exam platform :

Proctor tutorial: <https://meazurelearning.wistia.com/medias/x8sicg86fm>

Exam platform tutorial. Tools and functionalities: <http://mcqonline.medicalcongress.online/tutorial/>

Test your equipment

Before the exam, please test your equipment with ProctorU, this ensures that you should not have a problem on the day.

Be reminded to:

- Make sure you have downloaded the ProctorU extension for either Chrome or Firefox.
- Connect to your [Proctor U account](#).
- Click on “Test your equipment”. You will find this option on the top right hand-side of the screen.
- Allow the use of your camera and microphone.
- Wait for the results.
- Contact [Proctor U help center](#) via chat if you experience any problems. You will find answers to your problem or be able to contact directly a dedicated support team.

EXAM DAY

It is highly recommended that before the exam session begins you:

- Restart your computer completely. Remember that **smartphones and tablets are not allowed** to take the exam.
- Ensure you have no technical problems. All issues must be solved well in advance of the appointment time.
- Close all unnecessary browsers and unallowed applications explain in the previous section.
- Have ready the requested documents for the identity check (ID or passport and invitation letter with all the information you will need to take the exam).
- Turn your camera and microphone on and wait to start the proctor checking and verification.

Follow the steps indicated below to start the exam:

1. **Proctor checking and verification:** The proctor will check your **ID or passport**, the environment and the equipment. It can take some minutes. The proctor will verify that everything is correct before you start the exam. **Please, be informed that this checking time is not included in the 2.5 hours exam.**
2. **Start and submit the exam:** As soon as you have the validation of the proctor you will be able to start the exam with Part I, continue with Part II and **will have 2.5 hours to complete and submit it.**

On the exam day, please ensure you log-on at your pre-booked time previously.

Candidates that are late will not be eligible to set the exam

Remember:

1. Please ensure that you have your ID (or passport) and invitation letter as this will be needed to check your identity the exam day.
2. Set the exam located in a private, well-lit room with no one else around you.
3. Clear your workspace from all materials. Your **are not allowed to take notes** during the examination.
4. Close all third-party programs and unplug any secondary monitors.
5. Remove any non-religious head coverings.
6. Only one short break between part I and part II of no more than 10 minutes is allowed.

Proctor check and verification

1. **Log in to your ProctorU account 2-3 minutes** before your scheduled appointment and click on Start Session.
2. **Pre-checks:** You will be required to accept exam guidelines and terms of service. The browser will prompt you to share your screen, a required part of being proctored online. You will be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.
3. **Photos & Authentication:** You will take a photo of yourself as well as your ID (or passport) for identity verification purposes.
4. **Chat box download:** You will be prompted to download and run a LogMeIn Rescue applet file that will bring up a chat box allowing you to text with your proctor. If prompted, be sure to click “open” or “allow” to give the file permission to run. When the chat box indicates “waiting,” it means that you are in the queue waiting for your proctor.

- **TIP:** *If your status shows “waiting,” do not re-download the applet file as that will put you back at the end of the queue.*

Keep the chat box open during the exam.

2. **Proctor Connection & Confirmations:** Your proctor will greet you and confirm that you passed your identity verification steps. You will review the exam rules with your proctor and they will ask to see any permitted resources that your instructor has allowed you to use during your exam.
3. **Remote System Check:** Your proctor will ask to take remote control of your mouse and keyboard via the LogMeIn Rescue applet in order to make sure no unpermitted software are running. You will be able to see everything that your proctor is doing during this step, and it will be impossible for them to access any files without your knowledge.
4. **Camera check:** Your proctor will ask you to show the 4 walls of your room as well as your desk space via your webcam. You may or may not also be asked to show your computer monitor with your smartphone phone or mirror. After this verification, your proctor will make sure your smartphone is out of reach.

5. **Navigating to the Exam & Password Entry:** Your proctor will then direct you into your exam platform.
6. **Take Your Exam:** Your proctor will release control of your computer and you will begin your exam when you are ready. If you need any help, **you can contact the proctor via the chat box anytime during the exam.** Please be reminded to **keep the chat box open** during the whole exam.

Your webcam view and your screen will be recorded. A proctor will be monitoring and assisting you during the whole exam.

Start the exam

1. Once the proctor checking and verification are completed you can start the exam with Part I.
2. Please be reminded that you have **90 minutes to complete this first part.**
3. Take your time to read each question, but you are **not allowed to read it aloud.**
4. In case of doubts, you can skip a question and continue. You can tag it /flag it as a reminder that you can go back and respond.
5. There is a zoom option to enlarge the pictures, graphs and curves provided.
6. Review all answers before submitting Part I.
7. Once you finish Part I, you are allowed to have a break of no more than 10 minutes.
8. You can proceed with Part II and will have **6 minutes to respond each of the 10 cases** proposed.
9. Review all answers and submit Part II once you finish.

Submit the exam

1. Alert the proctor when you finish the exam via **chat box**. They will oversee the submission process. Please consider:
 - If you finish the exam on time, you do not need to submit. It finishes automatically.
 - If you finish before the established 2.5 hours, you need to submit it.
2. Log out your exam site and browser by clicking on the “log out button”.
3. After reviewing your results, your proctor must observe you log out of the exam website and close out of all browser tabs.