



ACRRM



# MCQ ASSESSMENT

INVIGILATOR GUIDE

2024

Australian College of Rural and Remote Medicine Level 1, 324 Queen Street  
GPO Box 2507  
Brisbane QLD 4001

Ph: 07 3105 8200 Fax: 07 3105 8299  
Website: [www.acrrm.org.au](http://www.acrrm.org.au) ABN: 12 078 081 848

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ACRRM acknowledges Australian Aboriginal People and Torres Strait Islander People as the first inhabitants of the nation. We respect the traditional owners of lands across Australia in which our members and staff work and live and pay respect to their elders past present and future.

## Table of Contents

1. Roles and Responsibilities .....	4
2. Information.....	4
3. Assessment Procedure.....	5
4. Managing Incidents .....	7
5. Contractor obligations.....	8
Appendix 1: Invigilator Script.....	9
Appendix 2: MCQ Answer Sheet.....	10

## 1. Roles and Responsibilities

The responsibilities of each invigilator are to provide candidates with the opportunity to demonstrate their medical competence under fair and uniform testing conditions and to ensure the integrity of the assessment process. This includes ensuring that the assessment is administered according to process, rules and regulations specified in this document, appropriate supervision of candidates and ensuring candidates remain undisturbed during the assessment.

As candidates are only permitted to access the assessment platform on their device, it is essential that invigilators have full visibility of the candidate's computer screen for the duration of the assessment.

An invigilator is responsible for the following:

- read this Invigilator Guide and adhering to the rules and processes stated
- provide the candidate with their details to forward to ACRRM including:
  - job title
  - place of work
  - mobile number (for direct contact with the Assessment Team prior to and during the exam)
  - email address (which is accessed regularly)
- return the Invigilator Confirmation Form by the required date
- ensure availability on the day of the assessment for the entire duration of the exam, including not being on call or having any other concurrent commitments
- ensure that there are no conflicts of interest in invigilating the candidate, including not being a close relative of the candidate, close work colleague, an ACRRM registrar, nominated supervisor or educator who has assisted with the preparation of the candidate for the assessment
- ensure all requested material is printed in advance and taken with you on the assessment day
- complete and submit the required [Tax Invoice](#) for payment, within one week after the assessment

### *Invigilators working as a team*

If there are multiple candidates at a venue, the nominated invigilators will work together as a team in supervising the candidates and sharing duties.

If there is more than one invigilator present at each assessment centre, invigilators may have a short five-minute break each hour outside the assessment room. At least one invigilator must be directly supervising the candidate and the assessment computer.

One invigilator can invigilate a maximum of three candidates. All three candidates must be situated so that they cannot see each other's screens, and the invigilator must have full view of each screen.

## 2. Information

### *Confirmation of assessment arrangements*

Once all arrangements are finalised, invigilators will receive an email containing details such as date and time of the assessment and briefing session. All times stated are in Australian Eastern Standard Time (Queensland time) therefore local time adjustments may need to be made.

### *Assessment login details*

The MCQ assessment is conducted using an online assessment platform. The login details to access the exam will be included in the MCQ Login Details email that is sent to all candidates and their invigilator in the lead up to the exam assessment day. It is essential that invigilators have this information with them on the day of the assessment.

### *Assessment Material*

Assessment material will be displayed on the assessment platform. Candidates will have functionality to make notes and flag any questions within the system.

Material for invigilators to bring to the venue:

- 20 sheets of blank A4 paper
- Three pens
- MCQ Invigilator Guide
- MCQ Login Details email

### *Mobile phones*

Invigilators are required to have a fully charged mobile phone with them on the day of the assessment. This must be the mobile phone that has been provided to the Assessment Team. ACRRM will use the mobile numbers provided to contact invigilators, if necessary, on the day of the assessment. Any changes to contact details must be communicated to the Assessment Team immediately.

To enable prompt communication with the Assessment Team the mobile phone must be on vibrate mode during the assessment and placed in a position visible to invigilators. Use of a mobile phone for calls or messaging unrelated to the assessment during the assessment is not permitted.

### *Items not permitted in the assessment room*

Candidates are not permitted to access any material or electronic device in the assessment room.

In particular, the following items are NOT permitted:

- printed or handwritten documents or notes
- medical notes, textbooks or devices that give internet access
- food of any kind (unless for medical reasons)
- mobile phones or other electronic communication or recording devices

Invigilators are not permitted to bring food of any kind (unless for medical reasons) or any personal material into the assessment room, such as but not limited to MP3 players, radios, cameras, iPods, iPads, or computers as the invigilator is required to supervise the candidate (unless advised otherwise) at all times during the exam.

Printed books (that are not medical texts) for the invigilator to read during the assessment are permitted.

Candidates and invigilators are permitted to bring a clear plastic bottle of water.

### *Invigilator payment*

An invigilator's time is remunerated by ACRRM candidate, per assessment session. [A Tax Invoice](#) is provided, which should be submitted to the Assessment Team within one week following the assessment.

## **3. Assessment Procedure**

### *Arrival time*

The mandatory arrival time prior to the scheduled start time of the assessment:

- invigilators at least 30 minutes
- candidates at least 30 minutes

This is to allow enough time to address any technical issues.

### *Invigilator arrival procedure*

- Ensure the exam venue (including restroom) is accessible and the room is set up with a table, chair and that air-conditioning/heating, and lighting are in reasonable working order. If possible, arrange for a clock showing accurate (local) time. Ensure there are no 'hidden' materials accessible to candidate
- Place on candidate desk: 20 sheets of blank A4 paper and three pens
- Invigilator to verify the candidate's identity by checking valid photographic identification (e.g., driver's licence or passport)
- Ensure that no unauthorised person enters the assessment room at any time during the assessment. This includes those claiming to be candidates who are not registered to participate
- Ensure you have this document handy and follow the appendix - *Invigilator script*

### *Candidates' arrival procedure*

- Exhibit photo identification as required to the invigilator
- Switch off and surrender mobile phone and/or any other electronic devices to the invigilator
- Surrender any item in their possession to the invigilator as specified previously under - Items Not Permitted in the Assessment Room
- Switch on the computer/laptop being used for the exam and ensure it is in working order with internet access
- Conduct a final device check and report any issues to the Assessment Team immediately via the invigilator
- Once the final device check is successful, open the MCQ Login Details email and click on the link to access the assessment platform
- Enter the Login ID and Password and select the exam to be taken

### *Commencing the assessment*

It is the responsibility of the invigilator to ensure their candidate is logged into the assessment platform and ready to start on time. The Assessment Team must be notified immediately should any delays be anticipated or occur.

### *During the assessment*

Navigating away from the assessment platform i.e., accessing other areas of the computer, email, or internet sites, but not limited to, for the duration of the assessment is strictly prohibited.

The invigilator must remain in the room with their candidate at all times to observe the candidate.

### *Late arrival*

If a candidate is late arriving to the venue the invigilator must immediately notify the Assessment Team and record the late arrival and associated reasons on the *Incident Report*. The report must be received by the Assessment Team within two (2) days following the conclusion of the assessment. Additional time may be provided depending on the circumstances that caused the delay.

### *Restroom breaks*

Restroom breaks are permitted. A candidate must be accompanied by their invigilator, who will wait outside. Where there are multiple candidates, only one candidate is permitted to have a restroom break at a time. The invigilator should have a back-up person nominated to monitor the other candidates during this time. The platform must not be exited and additional time will not be provided.

### *The end of the assessment*

At the conclusion of the assessment, the automatic timer will stop, and the candidate will be required to click the 'submit exam' button. The answers will be uploaded automatically (internet connection is required), and the candidate

will be advised that the exam has now finished. Once answers have been uploaded the assessment platform can be closed.

All assessment material / documentation must remain in the assessment room. Invigilators must collect any paper sheets written on by a candidate and any assessment material (if applicable) must be destroyed at the conclusion of the assessment.

#### **4. Managing Incidents**

It is the invigilators' responsibility to assist candidates in resolving any unforeseen issues that occur during the assessment.

The Assessment Team will be available on the assessment day to assist with any information or support that may be required and can be called on the number provided in the MCQ Exam Login details email.

It is essential that the Assessment Team be able to contact an invigilator at any time during the assessment. As such, invigilators are required to have their mobile phone with them for the entire duration of the assessment. This must be the mobile phone which number was provided on the Invigilator Confirmation form.

##### *Technical difficulties*

If any technical difficulties are experienced during the assessment, the candidate can reconnect to the assessment using the same credentials and click "connect." If the issue cannot be resolved in time for the start of the exam or at any time during the exam, the candidate will be advised of further instructions. Any lost time due to internet outage will be automatically compensated by the software.

##### *Assessment incidents*

Invigilators or candidates concerned about the conduct of the assessment are required to complete an [Incident Report](#) and submit to the Assessment Team within two (2) business days following the conclusion of the assessment.

Examples of misconduct or other incidents may include, but not limited to:

- an uncooperative invigilator or candidate (e.g., not following assessment protocol)
- candidate with unauthorised materials in their possession
- disturbances (e.g., noisy invigilator, candidate, or environment)
- disruptions (e.g., loss of power or computer malfunction)

Invigilators are not expected to deal with candidates who are uncooperative or showing signs of misconduct, and general disturbances should be avoided. An invigilator should:

- allow candidates to continue to complete the assessment unless there is a significant incident or misconduct. If an invigilator is uncertain of the course of action, they should ring the Assessment Team immediately on the number provided in the MCQ Login Details email.
- confiscate any unauthorised material – under no circumstances is it to be returned to the candidate.
- report all forms of misconduct or disturbances, to the Assessment Team immediately or within two (2) working days using the Incident Report.

##### *Unforeseen circumstances*

In the event of an incident that interferes with the administration of the assessment (e.g., power failure, evacuation or external noise) that may impact the candidate's ability to undertake the assessment, the Assessment Team must be immediately contacted.

The invigilator will also:

- instruct the candidates to stop their exam (if unable to start/continue)

- attempt to resolve the issue, where possible
- seek advice from the Assessment Team for the appropriate course of action

The invigilator will immediately notify the Assessment Team by phone and complete an *Incident Report*. Any time lost due to an emergency or incident beyond the control of a candidate and / or their invigilator will be added to the candidate's assessment time at the direction of the Assessment Team.

## 5. Contractor obligations

An invigilator is required to meet the following obligations:

### *Intellectual property*

The invigilator:

- a) acknowledges that the ownership of any Intellectual Property Rights in Agreement Material is vested in the Company as and when it is created.
- b) assigns any such Intellectual Property Rights to the Company.
- c) must return any Agreement Material to the Company on reasonable notice from the Company.
- d) must not infringe the Company's Intellectual Property Rights in the Agreement Material.

*Intellectual Property* shall include confidential information, trade secrets, drawings, designs, techniques, methodologies, computer software, programs, processes, logos, copyrights, trade or service marks, patents, registered designs, and other information and rights capable of being protected under Australian or other laws relating to intellectual property no matter how recorded or stored and any applications for same.

### *Confidential information*

Except in the proper performance of the Services during the continuation of this Agreement:

- a) The Contractor and any Approved Persons shall keep strictly confidential and shall use their best endeavours to prevent the publication or disclosure of all confidential information or knowledge, which they may acquire during the term of this Agreement, or may have already acquired concerning the business affairs, trade secrets, business opportunities, property, customers, clients, or principals of the Company.
- b) The Contractor must only use Personal Information held or controlled by them in connection with the Services or this agreement only for the purposes of fulfilling their obligations under this agreement.
- c) This restriction shall continue to apply after the termination of this Agreement without limit in point of time but shall cease to apply to knowledge or information which may come into the public domain, without breach by the Contractor or any Approved Person of this restriction, or breach by any third party of any other confidentiality obligation.
- d) Upon termination of this Agreement, the Contractor shall deliver to the Company all documents, manuals, records, papers or electronic data recording in the possession or control of the Contractor or any Approved Person and relating in any way to the business or affairs of the Company or its customers and suppliers, or this Agreement or the Services, and shall not retain any copies of such documents.



## Appendix 1: Invigilator Script

An invigilator is required to use the following formal scripts:

### *When the candidate arrives*

- please have your ID/s ready for me to verify
- please ensure all electronic devices including mobile phone are switched off and are to be left with me for the duration of the exam
- you are permitted a clear bottle of water, but no food is permitted, unless for medical reasons and as approved by the Assessment Team
- no unauthorised materials such as reading material are permitted in the exam room and must be left in your bag. Your bag will remain in ....., a secure area and will not be accessible to anyone
- if there is an incident that occurs during the assessment you must complete and submit the Incident Report to the Assessment Team within two (2) working days
- please follow me.....

### *When the candidate is seated*

- you must remain in the assessment platform for the entire duration of the assessment (3 hours) and are not permitted to access any other websites or applications on your computer
- if you need to leave the room during the assessment, you will only be allowed to leave during the reading time and under my supervision
- any suspected incidents of misconduct will be reported to the Assessment Team
- it is a breach of Academic Code of Conduct to access any unauthorised materials or have any in your possession

### *Question queries*

- If you query any question, please answer to the best of your ability and then submit an email to the Assessment Team with feedback following the assessment

### *Restroom break*

- if you require a restroom break, I will accompany you

### *At the end of the assessment*

- please leave any notes on the table
- sharing any form of information related to the content of this assessment will constitute a serious breach of the Academic Code Conduct and be dealt with accordingly