



QUICK START GUIDE FOR CANDIDATES - StAMPS

Getting ready – pre-exam checks

There are some checks that you need to complete in advance of exam day to ensure the exam runs smoothly.

- Check your minimum device requirements (instructions available [here](#)).

Ensure you undertake these checks on the exact set-up you will use on exam day, i.e. test with the same:

- location,
- device,
- equipment (earphones/headset/speakers/mic),
- internet connection

that you'll use on the exam day.

A summary is provided below but please check back on the details already sent to you.

- Check your device operating system (O/S) is up-to-date and compatible with Practique
- Check you have the correct web browser and version.
- Confirm that you know how to clear the cache of the browser, so that it can run the exam efficiently on the day.
Note: You may be asked to complete this task during the exam so please practice in advance of your exam day!
- Check that you have enough storage space on the device that you will be using.
- Check your internet and network access precisely as it will be on exam day.
- Check that you have the correct video and audio equipment and that these are appropriately set-up.
- Check that your bandwidth will be adequate on exam day.
- Complete the Chime Check.
 - If you "pass" all the Chime Check components then there is nothing additional to do.
 - If you "fail" any components, you should fix these in advance of the exam day.

Note: In advance of joining the exam, it is essential to ensure that you close all other applications that use audio and video connection e.g. Zoom, MS Teams to avoid camera / audio conflict.



On the day of exam guidance:

- Please have your student ID card ready for checking.
- Ensure your mobile phone is nearby (on silent) in case of technical issues but do not use it unless needed. We will contact you via your mobile to provide technical support if needed.
- Ensure you read and understand the Academic Statement of Conduct before the exam. A copy of the statement is provided below.
- Earphones / headsets may be used to enhance sound quality (check these with your Chime Check).

Exam format:

- A banner will display below your video tile indicating which section of the exam you are in (Reading / Assessment / Marking) and how many minutes are remaining (Reading/Assessment time only)
- Your Room Monitor will prompt you as the exam starts and concludes.
- Please note that your video will remain connected to the examiner throughout the duration of the station. Please remain silently connected to your examiner during marking time.

Joining the exam online:

- Please be on time:
 - This means that you need to be ready at your computer with all checks completed at least 15 minutes prior to your scheduled exam start time.
- Go to the following URL: <https://acrrm.practique.net/html5/>
- Close any other tabs or applications on your computer.
- Use your Login ID and password (in your pre-exam email)
 - e.g. login: 98765
 - e.g. password: 98765
- Click "Login." This will download an encrypted version of the exam to your device.



- Select the appropriate exam for the day from the drop-down box
- Then 'Take Chosen Exam'

Take chosen exam

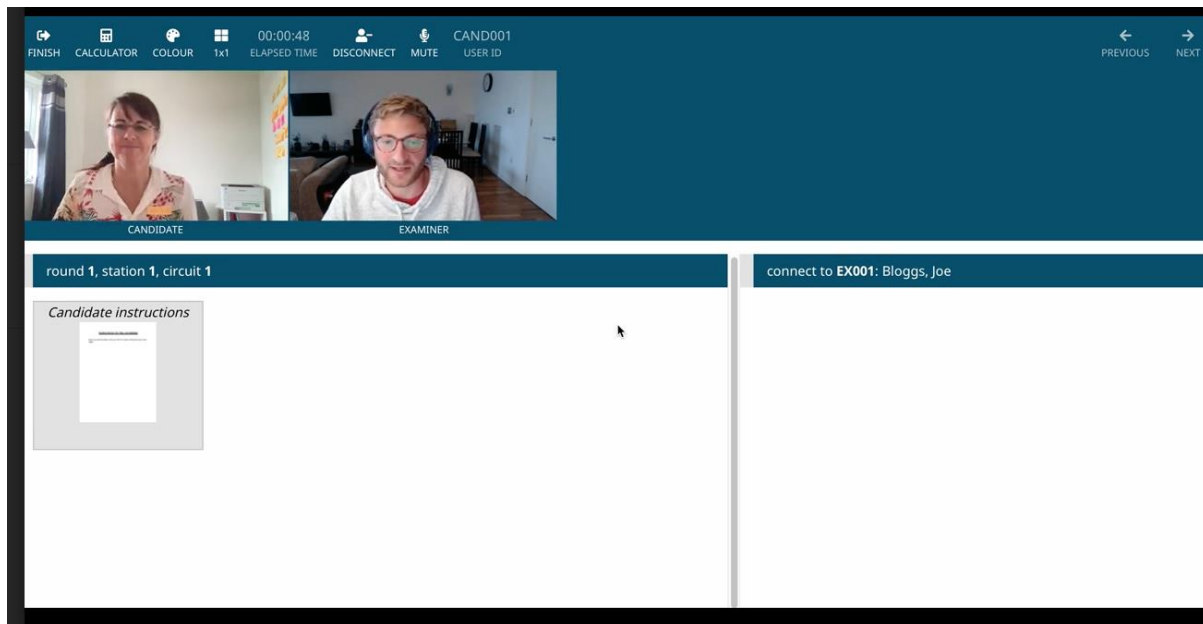
- Enter the 6 digit pin (included in your pre-exam email) to enter the exam.

Getting started:

Waiting Room

- You will now enter the 'waiting room'.
- The waiting room is simply early access to your first station of the day. It allows administrators to check that all candidates and examiners have logged into the exam correctly.
- Have your Student ID ready to show your Examiner/Room Monitor
- The waiting room is only present for your FIRST station.
- While in the waiting room:
 - you can enable mic and video access if you get a 'pop-up' instruction to do so.
 - you won't be able to click on your instructions or resources yet.
 - you'll be connected to the examiner via video link.
 - you can confirm with your examiner that your audio and video are working and that you can see and hear them (and vice versa).
 - you can resize the camera-view by dragging the double white lines under the video.
 - the first station starts when you see the yellow banner displaying that reading time has commenced - see below.

Waiting room view:

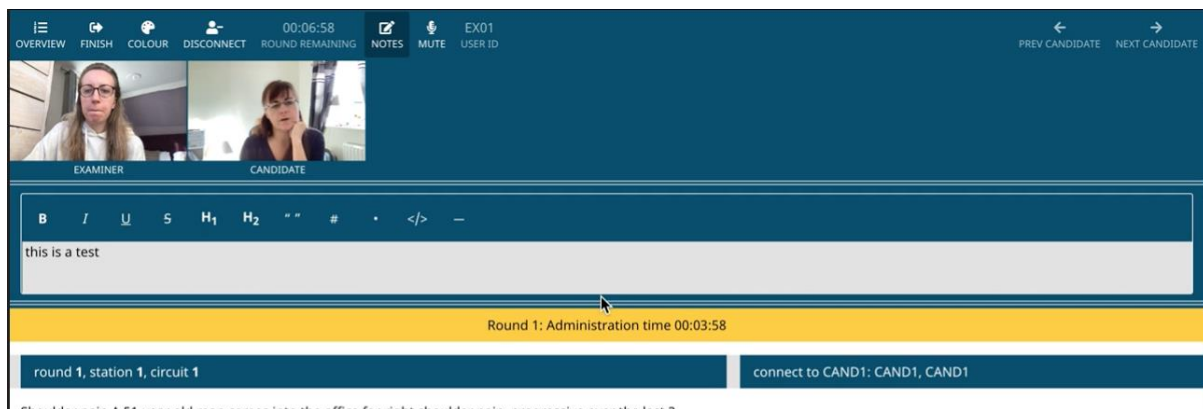


Taking the exam online:

Start of the exam and exam format

When the exam is 'started' by the administrators, your 'Reading time' begins. You will see the yellow banner clearly displaying that you are in Reading Time.

You can begin reading by clicking on your Candidate Notes to enlarge them.



- Conduct your reading time with your Examiner present:
 - Yellow banner will read: Reading / Connection Time.
- Conduct your assessment time with your Examiner present:
 - Yellow banner will read: Assessment Time.
- Remain with your Examiner for allocated marking time:
 - Banner will read: Marking Time.



- When Marking Time concludes, you will automatically move to your next station, connect with your Examiner and repeat the steps above - noting that there will not be a waiting room at any of your next stations.
- At the completion of the last station please click on 'finish' to end the exam.
- Do not log out before completing all stations - if you experienced significant internet disruptions, you will have the opportunity to retake a station.

Accessing resources:

- Double click on your candidate notes and any resources provided to see them in full screen. You will not be able to do this until your examiner is present.
- Please follow any instructions your examiner gives you about when to access resources as there may be additional resources released throughout the exam.
- Resources have zoom, pan and other functions. Click the dropdown for all options or click reset to resume to its original state. Double clicking on a resource will expand it for the size of your screen. Click on the top right hand corner of the resource to minimise once more.
- If you accidentally close the browser, reopen Practique and it will move you back to where you were meant to be.

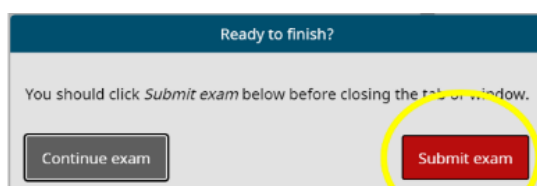


Moving between stations:

- You will automatically move you to your next station at the conclusion of Marking Time.

End of the exam:

- Once all four stations are complete, logout by clicking "Finish" and "Submit Exam"





If you need to retake a station:

Significant connection failure during a station may result in a candidate being granted a rerun / retake of that station. In this event, you will be asked to log back into the session or remain logged in as appropriate. A member of the support team will guide you to navigate back to the round where you examined the candidate. Once you have navigated back to the correct round, click “connect” to rejoin the examiner.

Please note: For minor losses of connection the system will compensate by reducing the marking time by an amount equal to the time lost. This allows for a “buffer” in every station.

Common troubleshooting tips and how to get help:

If you disconnect from the exam at any time or proceed to finish early in error, you will automatically be reconnected after refreshing your browser or logging back in. If you have tried the troubleshooting steps below and still are having technical difficulty please access the contact details below.

If you are having difficulty connecting, have you...

- Cleared your browser cache?
- Refreshed your browser?
- Checked that you have used the correct login details (case sensitive and no spaces)?
- Checked that you have connected the correct video and microphone?

Or contact:

- Name: Assessment Team
- Email: assessment@acrrm.org.au
- Phone: 0436 489 798