



QUICK START GUIDE FOR EXAMINERS - 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 also 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 the details linked above.

- 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 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 exam guidance:

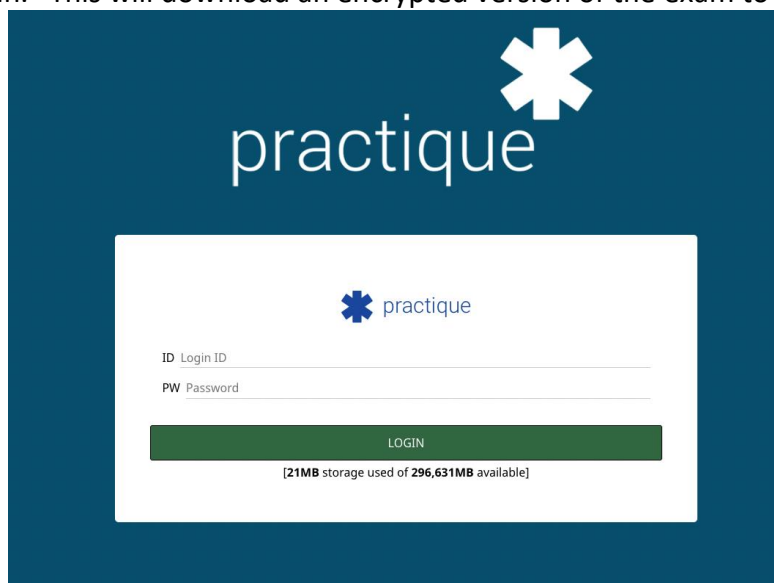
- Ensure your mobile phone is nearby in case of technical issues but do not use it unless needed. We will contact you via your mobile to provide technical support if needed.
- Earphones / headsets may be used to enhance sound quality (check these with your Chime Check).

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 candidate throughout the duration of the station - **this includes Marking Time** so please be mindful to remain silent during this time. You can use the Mute function if necessary.

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 the scheduled exam start time.
- Go to the following URL: <https://acrrm.practique.net/html5/>
- Close any other tabs or applications on your computer (particularly Zoom).
- Use the login details provided to you by email
 - e.g. login ID: EX10
 - e.g. password: EX10
- Click “Login.” This will download an encrypted version of the exam to your device.



- Select the appropriate session from the drop-down box



Note: If you are scheduled to more than one session, you will see multiple sessions to select from. Please check that you select the correct session by checking the time displayed in the title.

- Then 'Take Chosen Exam'

Take chosen exam

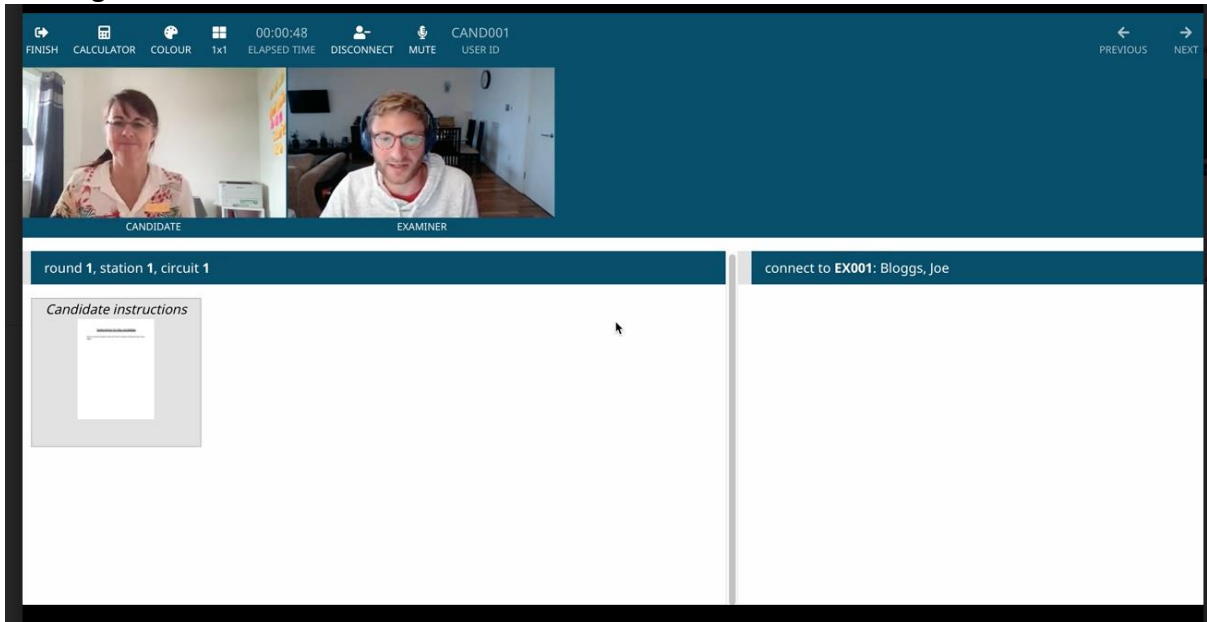
- Enter the 6 digit pin (provided to you by email) to enter the exam.

Getting started:

Waiting Room

- You will now enter the 'waiting room'.
- The waiting room is simply early access to the first station at the start of each session on the exam day. It allows the system administrator to check that all candidates and examiners have logged into the exam correctly.
- The waiting room is only present for the 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 can click on and view your instructions and resources (the candidate can't do this until the exam starts).
 - you'll be connected to the candidate via video link.
 - you can confirm with your candidate that your audio and video are working and that you can see and hear them both (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:

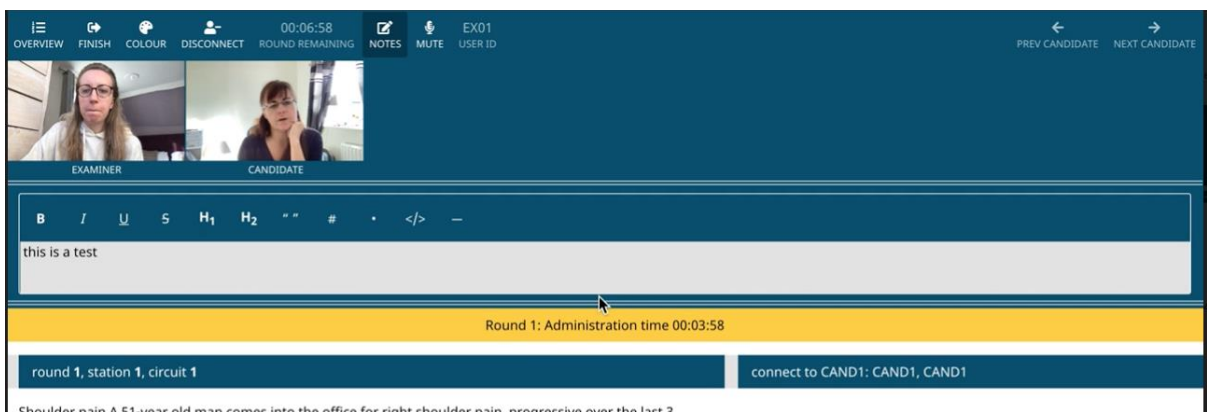


Beginning the exam online:

Start of the exam and exam format

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

They can begin reading by clicking on their Candidate Instructions to enlarge them.



- Reading time for the candidate:
 - Yellow banner will read: Reading / Connection Time
- Assessment time:
 - Yellow banner will read: Assessment Time
- Allocated marking time (candidate remains silently in station):
 - Banner will read: Marking Time



- When Marking Time concludes, you will automatically move and connect to your next candidate, and repeat the steps above - noting that there will not be a waiting room at any of your next scenarios, you will begin Reading Time immediately.
- At the completion of the last scenario please click on 'finish' to end the exam.
- Do not log out before completing all candidates or if one of your candidates has to retake a station if they have experienced significant internet disruptions.

You can mute yourself if appropriate, most typically within Marking Time (remember to unmute yourself again).

Accessing resources:

- Double click on your Examiner notes and any resources provided to see them in full screen.
- All resources have zoom, scroll, pan and other functions available. 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 you will automatically reconnect to the candidate in the active round.

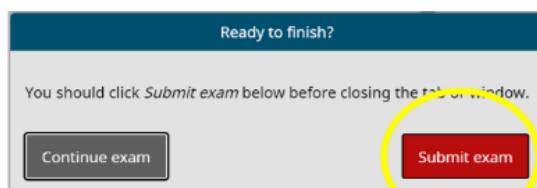


Moving between candidates:

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

End of the exam:

- Once all four stations are complete, logout by clicking "Finish" and "Submit Exam"
- Note that if you have not finished marking, click "continue exam"



Re-Takes and remarking



Significant connection failure during a station may result in the 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 candidate. Any marks previously submitted for the candidate will remain accessible to you.

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

If you need to amend any of your marks, you will also be able to navigate backwards and forwards to the relevant mark sheet AT THE END of the session (in a break time). Please note that this option isn't available whilst the exam is running with the timer.

All mandatory questions must be answered before submitting exam. The ‘Overview’ button in the top right corner will reveal a list of the questions in a panel on the left; with the ones you have answered in green, and unanswered questions will be white. Please ensure you have marked all questions as appropriate. If you attempt to submit the exam with unanswered mandatory questions, the system will prompt you to complete them before you finish.

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?
- Closed all other applications that access your camera/audio?
- 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