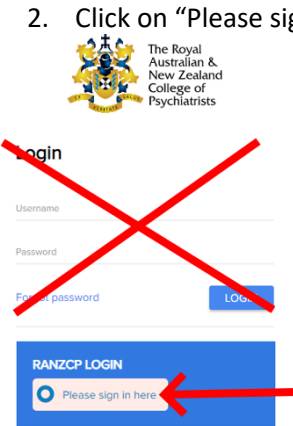

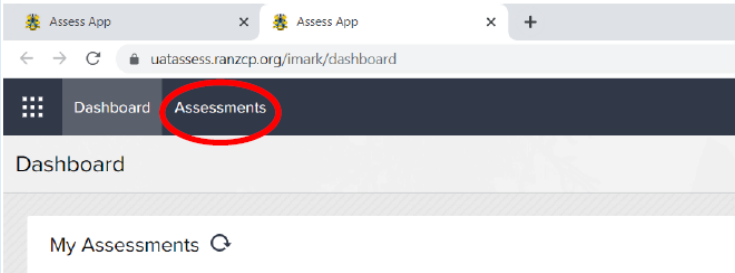
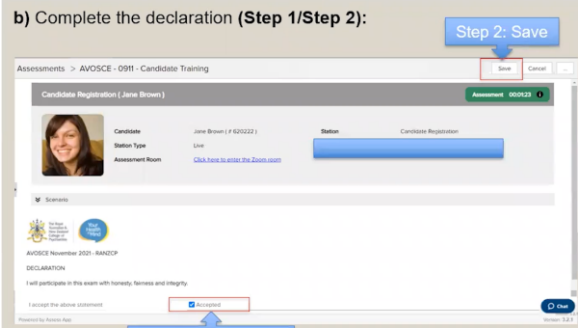
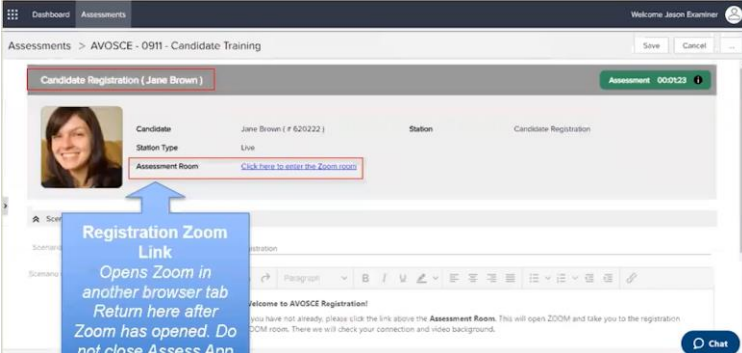


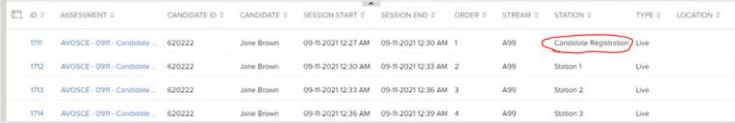
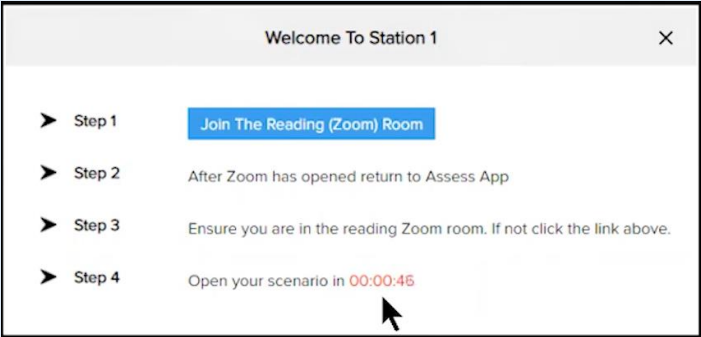

## Candidate

Points to note for the hands-on demo:

- In the practice session, you may be in the zoom rooms with multiple other candidates. NOTE: On exam day, you will be in a zoom room with:  
Reading room – Yourself and your invigilator.  
Assessment room – yourself, an examiner, a role player (for certain stations) and an observer (ad hoc)
- Exam materials are samples only and may be duplicated across the three stations – this is merely to show you what the system will look like on the day.
- You may attend as many practice sessions as possible.
- The first session is a mock registration – click on the Assessment Link to enter the zoom room when in this Assessment link.
- Once the first station is live you should receive pop up notifications to direct you through the stations - try and wait for popups to occur and read them carefully before clicking anything. If a pop up doesn't occur after 30s, use the links provided in the station scenario page.
- Support is available via the chat bubble in AssessApp and via the staff support team in each room. Please remember that these people are here to help you – be kind!!

Stage	Task	Comment
<b>Logon</b>	<ol style="list-style-type: none"> <li>1. Go to <a href="https://assess.ranzcp.org">https://assess.ranzcp.org</a></li> <li>2. Click on “Please sign in here”   </li> <li>3. Enter your College Username and password</li> </ol>	Username and password are the same as those used to enter Intrain or the College website
<b>Access Assessment application</b>	<ol style="list-style-type: none"> <li>1. Click on the iMark icon   iMark</li> <li>2. Click on Assessment tab</li> </ol>	When in doubt, return to Assessment Tab, re-enter the station link and re-join the zoom link provided in the top table.

Stage	Task	Comment																																																							
																																																									
<b>Registration</b>	<p>3.</p> <ol style="list-style-type: none"> <li data-bbox="331 419 1122 555">From the assessment tab click on the Candidate registration link, this should be the first row if sorted by start time earliest to latest – it should also be highlighted red/orange and have a swirl.</li> </ol> <table border="1" data-bbox="383 555 1099 678"> <thead> <tr> <th>ID</th> <th>ASSESSMENT</th> <th>CANDIDATE ID</th> <th>CANDIDATE</th> <th>SESSION START</th> <th>SESSION END</th> <th>ORDER</th> <th>STREAM</th> <th>STATION</th> <th>TYPE</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>170</td> <td>AVOSCE - 0911 - Candidate</td> <td>620222</td> <td>Jane Brown</td> <td>09-19-2021 12:27 AM</td> <td>09-19-2021 12:30 AM</td> <td>1</td> <td>A99</td> <td>Candidate Registration</td> <td>Live</td> <td></td> </tr> <tr> <td>171</td> <td>AVOSCE - 0911 - Candidate</td> <td>620222</td> <td>Jane Brown</td> <td>09-19-2021 12:30 AM</td> <td>09-19-2021 12:33 AM</td> <td>2</td> <td>A99</td> <td>Station 1</td> <td>Live</td> <td></td> </tr> <tr> <td>173</td> <td>AVOSCE - 0911 - Candidate</td> <td>620222</td> <td>Jane Brown</td> <td>09-19-2021 12:33 AM</td> <td>09-19-2021 12:36 AM</td> <td>3</td> <td>A99</td> <td>Station 2</td> <td>Live</td> <td></td> </tr> <tr> <td>174</td> <td>AVOSCE - 0911 - Candidate</td> <td>620222</td> <td>Jane Brown</td> <td>09-19-2021 12:36 AM</td> <td>09-19-2021 12:39 AM</td> <td>4</td> <td>A99</td> <td>Station 3</td> <td>Live</td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li data-bbox="331 683 1122 1045">Need to 'tick' the declaration (Step 1/Step 2):</li> </ol>  <ol style="list-style-type: none"> <li data-bbox="331 1050 1122 1117">When in the Registration 'scenario' page - click on the Assessment room link to access registration</li> </ol>  <p>4.</p>	ID	ASSESSMENT	CANDIDATE ID	CANDIDATE	SESSION START	SESSION END	ORDER	STREAM	STATION	TYPE	LOCATION	170	AVOSCE - 0911 - Candidate	620222	Jane Brown	09-19-2021 12:27 AM	09-19-2021 12:30 AM	1	A99	Candidate Registration	Live		171	AVOSCE - 0911 - Candidate	620222	Jane Brown	09-19-2021 12:30 AM	09-19-2021 12:33 AM	2	A99	Station 1	Live		173	AVOSCE - 0911 - Candidate	620222	Jane Brown	09-19-2021 12:33 AM	09-19-2021 12:36 AM	3	A99	Station 2	Live		174	AVOSCE - 0911 - Candidate	620222	Jane Brown	09-19-2021 12:36 AM	09-19-2021 12:39 AM	4	A99	Station 3	Live		<p>The registration room is where you will have your ID checked, and a basic tech check. In this room you will be required to:</p> <ul style="list-style-type: none"> <li>change your name in Zoom to Cand – First initial. Surname (i.e., Cand-K. Keane) see last page for more details</li> <li>Open chat bubble and type in your name (as above) then minimise chat (this registers you for chat) You should</li> <li>Set up your screen so you can see the Assess App web page and Zoom side by side</li> </ul> <p><b>Key message</b></p> <ul style="list-style-type: none"> <li>Have assess app tab visible in browser as Zoom will create new browser tabs each time, otherwise they may not see the popup</li> <li>Wait for the popups and click on the popup button</li> <li>If lost go back to the assess app tab in browser find the row highlight with swirl icon and click on it.</li> </ul>
ID	ASSESSMENT	CANDIDATE ID	CANDIDATE	SESSION START	SESSION END	ORDER	STREAM	STATION	TYPE	LOCATION																																															
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Stage	Task	Comment
<p><b>Reading room</b></p>	<p>5. Click on the Assess App browser tab with the assessment details</p>  <p>6. Click on the first station for you (note this may not be station 1)</p> <p>7. Follow the popup prompt to enter your reading room</p>  <p>8. Close the zoom browser tab that opened once you are in the zoom room</p> <p>9. Make sure your browser is on the tab with you assess app popup</p> <p>10. Read the scenario remember to check if any resources below the scenario</p> <p>11. Wait for the timer in the popup to get to zero</p> <p>12. Follow the instructions on the view scenario popup button</p> 	<p><b>In Reading time, you will need:</b></p> <p><b>AssessApp</b> in one browser – to view the station materials and timer</p> <p><b>Zoom</b> in another browser – where you will be with the invigilator.</p> <p>You may find it easier to close the Zoom tab at the end of each zoom room – i.e., Close the Registration Zoom tab once you have left so the only zoom tab open is your reading room.</p>
<p><b>Assessment</b></p>	<p>13. When the reading countdown clock reaches zero click on popup button to join the assessment zoom room. You will stay in the same AssessApp page that shows the scenario material.</p>	<p>In the Assessment room you will need:</p>

Stage	Task	Comment
	<div data-bbox="383 137 1095 448" data-label="Image"> </div> <p data-bbox="333 456 1111 730"> 14. Acknowledge the Zoom prompts to leave the reading zoom room and join the assessment Zoom room  15. Once in the Assessment zoom room close the reading room zoom browser tab that was opened  16. When prompted at the end of the Assessment time leave the assessment zoom room and join the next reading room (this will refresh the AssessApp page to show the next available station scenario) </p> <div data-bbox="333 738 1023 971" data-label="Image"> </div>	<ul data-bbox="1205 145 1715 440" style="list-style-type: none"> <li>• To have the assess app browser page visible and active so you can see the countdown clock and the scenario</li> <li>• Have your Zoom window visible so you can see the examiner and/or Role player</li> <li>• Leave your Mic and camera on at all times</li> </ul>
<p data-bbox="107 1018 197 1043"><b>Survey</b></p>	<p data-bbox="333 1018 1117 1082">17. After the last station you will receive a popup to go to the candidate survey, click on the 'Go to candidate survey' button</p> <div data-bbox="383 1086 1095 1323" data-label="Image"> </div> <p data-bbox="333 1331 1055 1426"> 18. Fill out the survey  19. Find the save button (at the top of the page) and click to submit. </p>	<p data-bbox="1155 1018 1615 1043">There is no Zoom room for the survey.</p> <p data-bbox="1155 1090 1727 1153">Save button is at the top so after the last survey question, they need to scroll back up to see it</p> <p data-bbox="1155 1198 1637 1262">Once saved they can log out or close the browser</p> <p data-bbox="1155 1307 1451 1332">Practice Exam is finished</p>

## Naming conventions

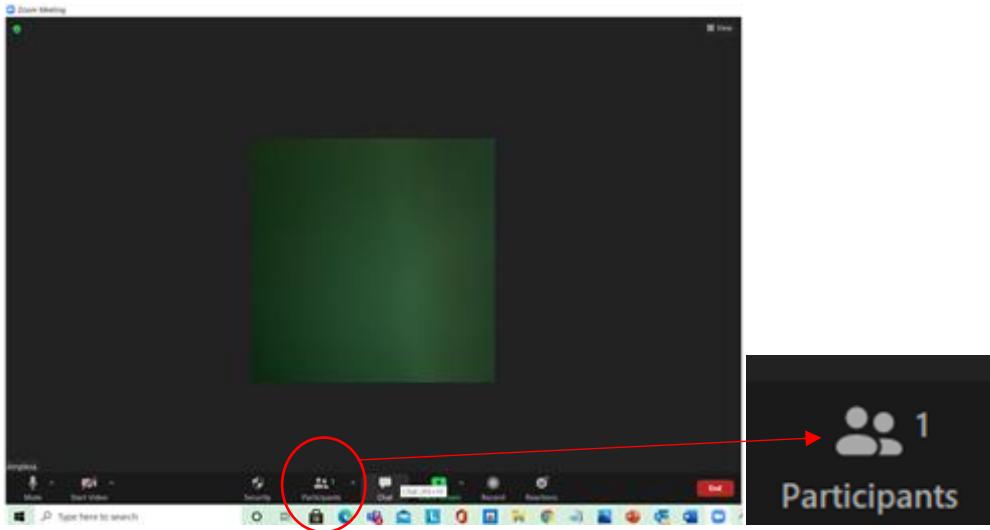
Cohort	Convention	Example
Examiner	Ex[stream][station]- [last name]	Brett Kennedy Stream A01 Station 1  =  <b>ExA01S1-Kennedy</b>
Role Player	RP [stream][station]- [client first name]	Joe Brown Stream A01 Station =  <b>RPA01S1-Joe</b>

Cohort	Convention	Example
Candidate	Cand- [first name initial]. [last name]	John Smith  =  <b>Cand-J. Smith</b>

## Changing name in Zoom

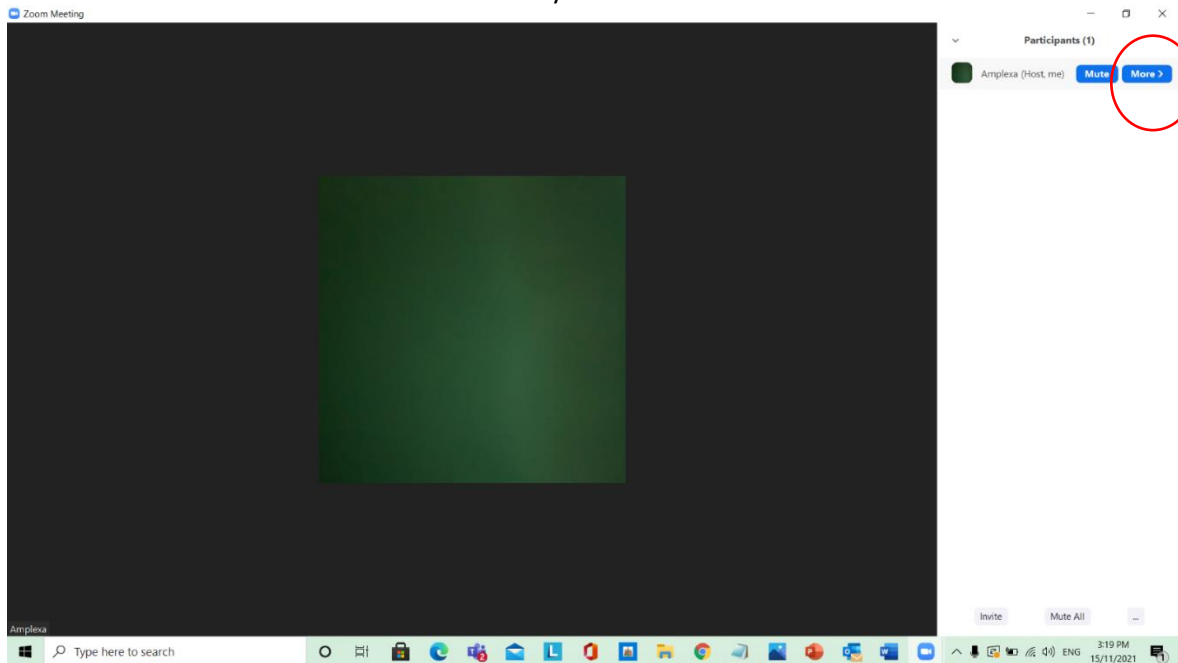
To do this while in the exam:

- a. Click on Participants icon at the bottom centre of the Zoom page

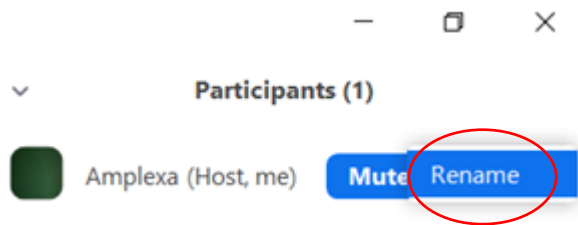


The participants will open in a white column to the right of your screen.

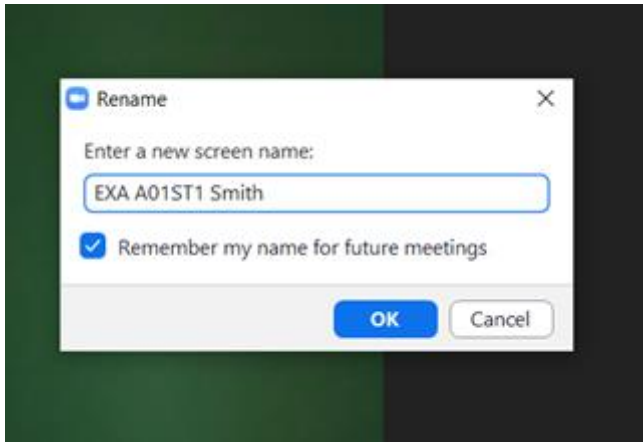
b. Hold the mouse over your name and click the blue 'more' button.



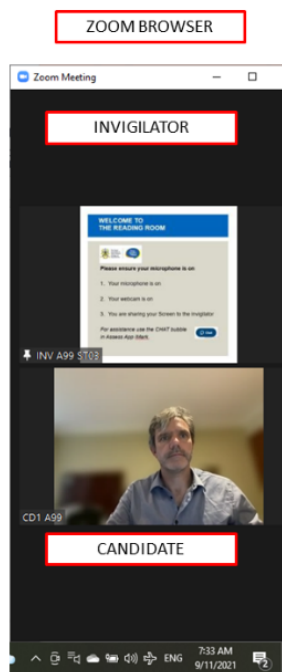
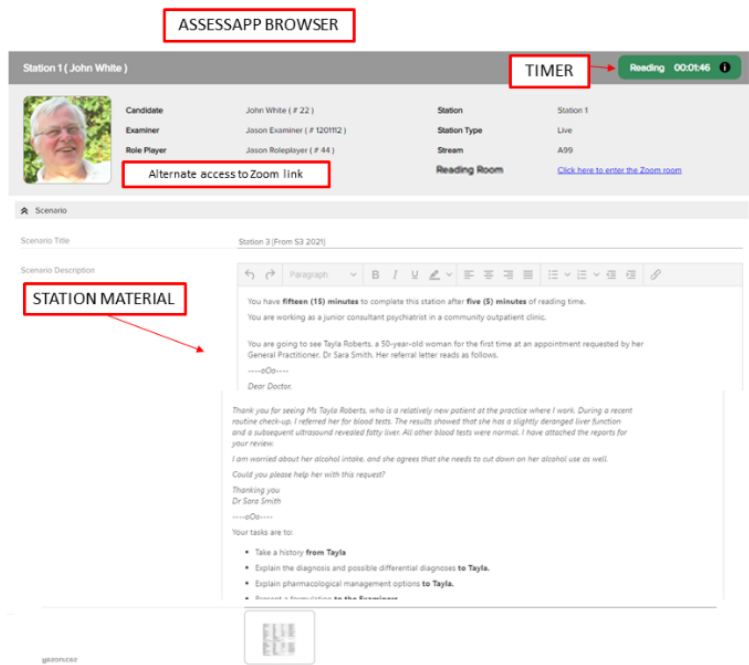
c. Click the 'Rename' button that appears



d. Enter your name as per the AVOSCE Naming convention - Ex[stream][station]- [last name]. Tick the box to save this name for future Zoom use. Click ok.



How to split screen (to show both browsers at the same time)



Watch the following videos to learn how:

- For a windows computer watch this video: [How to Use Split Screen on Windows 10 - YouTube](#)
- For a Mac computer watch this video: [How to Use Split-Screen on Mac! - YouTube](#)

Once you have split your screen, click on the AssessApp to ensure the clock has synchronized.

Remember that your questions, countdown clock and zoom links for the registration, reading and assessment rooms are all in the assess web page and you need to pay attention to that page during the exam.

If your both your Zoom and assess web page end up in the same Google chrome but in different tabs:



- Click to display the Zoom tab and leave the Zoom window open
- Launch another Google chrome window and login to the assess website again
- Arrange your two Google chrome windows side by side as per the videos in step 2 above.