

November 2021 AV OSCE

Instructions for Examiners

AVOSCE Platform

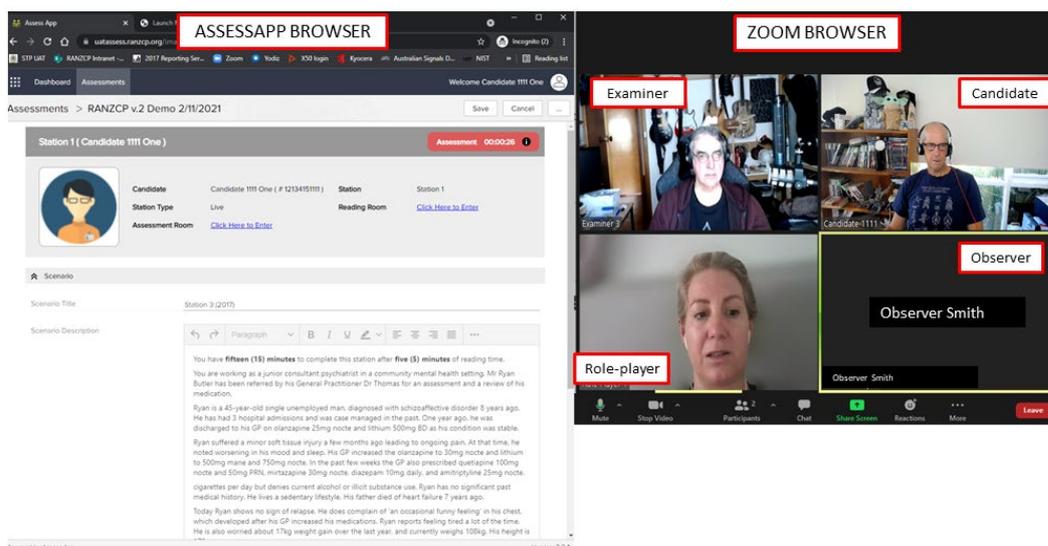
Examiners will be using two web-based platforms to participate in the AVOSCE:

- Assess App – Houses the exam schedule, station materials, marking sheets and links to the Zoom assessment room.
- Zoom – Connects candidates with their examiner and role player (if applicable).

EXAMINERS ARE TO STAY IN THE SAME ZOOM ROOM FOR THE ENTIRE EXAM (this does not include the registration period).

Both the Assess App web page window and the Zoom meeting window will need to be open at the same time throughout the exam. This will allow you to view the assessment materials, mark sheets and connect with the candidate and role player (where applicable).

These windows can be set up so they can be viewed next to each other on a single screen/monitor (see **image below for an example**), or on separate monitors with a dual monitor setup. Examiners are encouraged to set up the platforms as they find best to suit their needs.



Connection Instructions

STEP	DETAILS
1.	Sign into Assess App using the RANZCP provided access link and College login details.
2.	Click on the iMark icon.  iMark

3. Click on the **Assessments** tab (top left corner).

ID	ASSESSMENT	CANDIDATE ID	CANDIDATE	SESSION START	SESSION END	ORDER	STREAM	STATION	TYPE	LOCATION
1711	AVOSCE - 0911 - Candidate ...	620222	Jane Brown	09-11-2021 12:27 AM	09-11-2021 12:30 AM	1	A99	Candidate Registration	Live	
1712	AVOSCE - 0911 - Candidate ...	620222	Jane Brown	09-11-2021 12:30 AM	09-11-2021 12:33 AM	2	A99	Station 1	Live	
1713	AVOSCE - 0911 - Candidate ...	620222	Jane Brown	09-11-2021 12:33 AM	09-11-2021 12:36 AM	3	A99	Station 2	Live	
1714	AVOSCE - 0911 - Candidate ...	620222	Jane Brown	09-11-2021 12:36 AM	09-11-2021 12:39 AM	4	A99	Station 3	Live	
1715	AVOSCE - 0911 - Candidate ...	620222	Jane Brown	09-11-2021 12:39 AM	09-11-2021 12:42 AM	5	A99	Candidate Survey	Live	

ASSESSMENTS Tab

The **Assessments** tab shows a list of candidate's assessments that you will examine, in the order of their scheduled start time. It will also show a link for your Registration, which will be positioned top of the list and must be completed prior to the exam commences.

5. Undertake registration

Your first task (in blue under **ASSESSMENT** column heading) will be EXAMINER REGISTRATION. This will be highlighted red/orange to indicate it is open.

To enter your registration room:

1. Click on the blue link and enter the registration scenario page
2. Click on the Zoom link near the top right corner.
3. Follow the Zoom prompts to join the zoom room. You will be greeted here by a registration staff member.
4. Complete registration and then leave zoom room.
5. You will return to the Registration scenario in Assess App.
6. Scroll down and click on the Examiner welcome video.
7. Watch the video.
8. After you have watched the video, return to the Assessment tab page.
9. Your pre-exam preparations have now concluded.

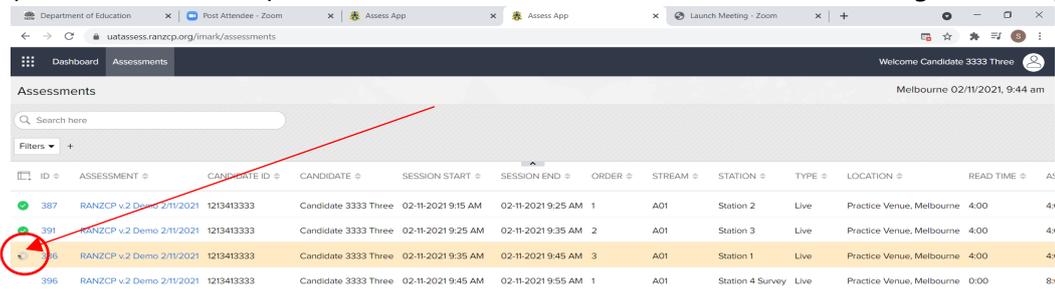
6. Register for Chat

- a. Click on blue chat bubble 
- b. Provide your name (as listed below) NOTE: This registers you for the Chat and allows the support team to locate you if you later require support.
- c. Minimise chat bubble – if needed at a later time, click to maximise and type in request.

7.

Exam commencement

At the scheduled exam start time, the examination of your first candidate will highlight red/orange (and a circle will swirl) to show that the **Assessment and associated Marking Sheet** is open.



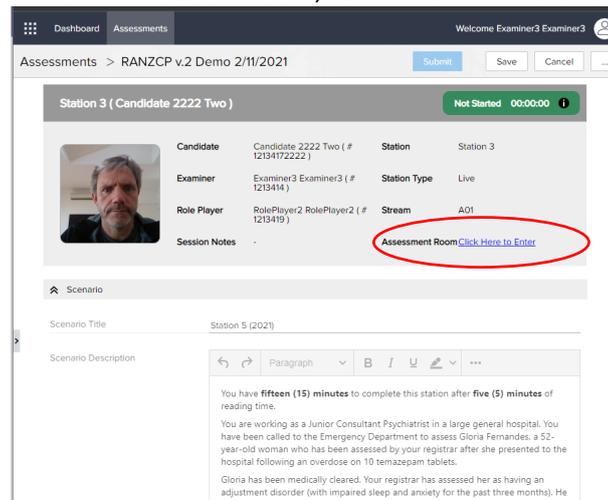
ID	ASSESSMENT	CANDIDATE ID	CANDIDATE	SESSION START	SESSION END	ORDER	STREAM	STATION	TYPE	LOCATION	READ TIME
387	RANZCP v.2 Demo 2/11/2021	1213413333	Candidate 3333 Three	02-11-2021 9:15 AM	02-11-2021 9:25 AM	1	A01	Station 2	Live	Practice Venue, Melbourne	4:00
391	RANZCP v.2 Demo 2/11/2021	1213413333	Candidate 3333 Three	02-11-2021 9:25 AM	02-11-2021 9:35 AM	2	A01	Station 3	Live	Practice Venue, Melbourne	4:00
396	RANZCP v.2 Demo 2/11/2021	1213413333	Candidate 3333 Three	02-11-2021 9:35 AM	02-11-2021 9:45 AM	3	A01	Station 1	Live	Practice Venue, Melbourne	4:00
396	RANZCP v.2 Demo 2/11/2021	1213413333	Candidate 3333 Three	02-11-2021 9:45 AM	02-11-2021 9:55 AM	1	A01	Station 4 Survey	Live	Practice Venue, Melbourne	0:00

8.

- Click on the blue text that is highlighted red/orange (swirl), this will open the Station materials and **Marking Sheet**.
- You will enter the Scenario assessments page.
 - This assessment page has candidate details (at the top of the screen), the station scenario (in the middle of the screen), the **Marking Sheet** (and marking criteria descriptors) for that candidate, a section to log incidents, examiner instructions, and role player instructions.

9.

To access the zoom room, click on the link circled below –



Assessments > RANZCP v.2 Demo 2/11/2021

Station 3 (Candidate 2222 Two) Not Started 00:00:00

Candidate	Candidate 2222 Two (# 12134172222)	Station	Station 3
Examiner	Examiner3 Examiner3 (# 1213414)	Station Type	Live
Role Player	RolePlayer2 RolePlayer2 (# 1213419)	Stream	A01
Session Notes	Assessment Room Click Here to Enter		

Scenario

Scenario Title: Station 5 (2021)

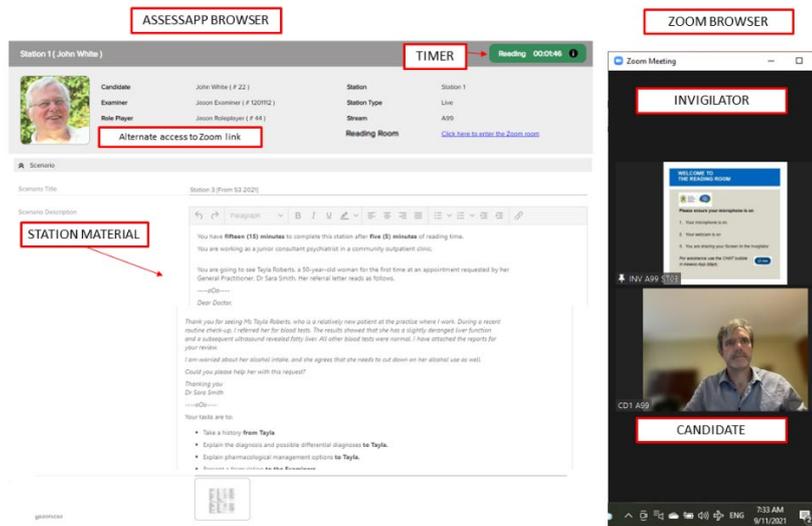
Scenario Description: You have **fifteen (15) minutes** to complete this station after **five (5) minutes** of reading time. You are working as a Junior Consultant Psychiatrist in a large general hospital. You have been called to the Emergency Department to assess Gloria Fernandes, a 52-year-old woman who has been assessed by your registrar after she presented to the hospital following an overdose on 10 temazepam tablets. Gloria has been medically cleared. Your registrar has assessed her as having an adjustment disorder (with impaired sleep and anxiety for the past three months). He

Clicking this link will open the Assessment Zoom room.
(YOU WILL STAY IN THIS ZOOM ROOM FOR THE REST OF THE EXAM – DO NOT EXIT THE ZOOM ROOM). If you lose your connection to the Zoom room, use this link to re-join.

10.

Follow the Zoom prompts to open the Zoom room.

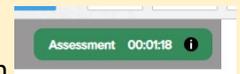
11. Your candidate will be in the Reading room. This is the time to ensure you have set up your screen so you can view the Assess App browser AND the Zoom browser at the same time (see Appendix A – How to set up my screen).



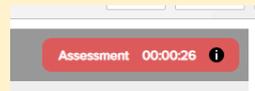
You will need to return to the Assess App Tab to access the scenario materials and then you can see both Assess App and Zoom together. This is the format you need to examine the candidate when they arrive in your zoom room.

EXAM TIMINGS

In Assess App - The Assessment timer can be seen on the top right corner of the screen. You will see a timer for the candidate reading room (5 minutes), the Assessment Room (16 minutes) and the End of Station time (1 minute). **The clock counts downwards.** The assessment room is 16 minutes in duration. Assessment of candidates is not to commence until the clock reaches the 15-minute mark. The extra minute is to allow for the candidate to arrive via Zoom. A candidate may introduce themselves during this one minute, the exam must not start.



The timer will turn RED when there is 1 minute left. Candidates must leave at the end of the Assessment Time – if a candidate is still in the room during the EOS time, ask them to leave the zoom room.



In Zoom - The candidate will join you at the nominated time (Expect a 30-40s delay as they open Zoom).

12. At the end of each candidate's assessment time – **Examiners and Role players must remain the Zoom Room. Please do not exit the zoom room until the exam concludes.**

13.

Marking Candidates

Examiners will scroll down and see the marking domains. Each domain will need to be Expanded to see the full text. To expand, click on the small Arrow/Chevron.

You may commence marking your candidates during the assessment room time.

Scroll to the **Marking Sheet** area (sample of section on next page), complete all fields including the **Global Proficiency Rating** and incident details. NOTE: All fields must be completed. If a zero score is given, you must make a comment.

The screenshot displays a 'Marking Sheet' interface with a list of assessment domains. Each domain has a set of radio buttons for grading: 5 Surpasses, 4 Achieves, 3 Achieves, 2 Below, 1 Below, and 0 Not Addressed. A vertical navigation bar on the left shows a chevron icon next to the 'D. 3.5. EXTERNAL RELATIONSHIPS' domain, indicating it is the current selection. At the bottom, there is a 'Global Proficiency Rating' section and a footer with 'Powered by Assess App' and 'Version:'.

Domain	5 Surpasses	4 Achieves	3 Achieves	2 Below	1 Below	0 Not Addressed
A. 1.1. ASSESSMENT - Data Gathering Content	<input type="radio"/>					
B. 2.4. COMMUNICATION - Findings	<input type="radio"/>					
C. 1.9. DIAGNOSIS	<input type="radio"/>					
D. 3.5. EXTERNAL RELATIONSHIPS	<input type="radio"/>					
E. 1.1. MANAGEMENT - Initial Plan	<input type="radio"/>					
F. 1.12. MANAGEMENT - Long-term, Preventative	<input type="radio"/>					
G. 1.8. FORMULATION (1.0 Medical Expert]	<input type="radio"/>					

Global Proficiency Rating

Powered by Assess App Version:

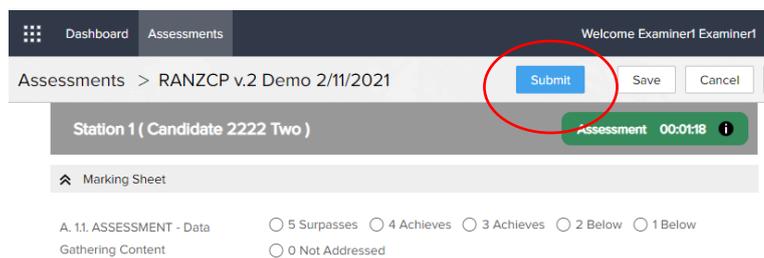
PRINTING MARKSHEETS

Examiners may choose to print the marking sheets. If you want to print the mark sheet, you will need to:

1. Expand all chevrons
2. Click on the three buttons at the top of the screen, next to the save/submit button
3. Select Preview – this will open the Marksheet in a PDF view.
4. Check all the information is visible
5. Print or download from the preview

14. **Lodging incidents**
If required, complete the **Incident** section, including details.
This is where all information on incidents should be logged.

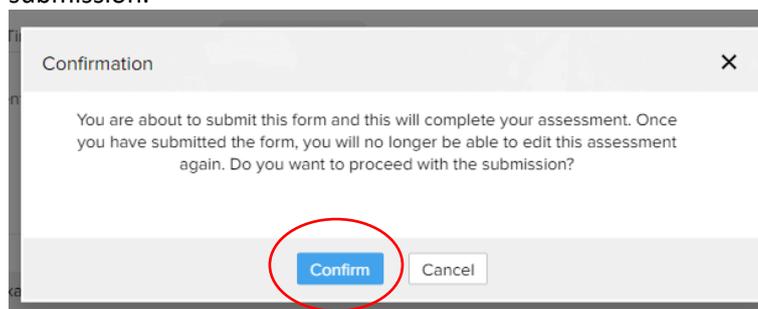
15. Once you have completed your marking sheet, Click the blue **Submit** button.



NOTE: You can click **Save** and come back to this form for this candidate if you have any technical difficulties (not to be used for reflection or recalibration purposes) – once a mark sheet is submitted, it cannot be changed.

You MUST submit the mark sheeting for the relevant candidate before the arrival of the next candidate, noting you have 1 minute end of station and 5 minutes of the next reading room to have it completed by (total 6 minutes).

16. Click on the blue **Confirm** button on the pop-up notification to finalise the **Marking Sheet** submission.



17. **Next Candidate**

Return to the **Assessments** tab (top left of the **Assess App** Browser) to select the next candidate (who will be highlighted) and repeat the above process.

18. At the end of the exam, you will be asked to join a Zoom room for a debrief with your Station Master. This will be the final link in your **Assessments** tab, you will enter the Zoom room via the link in the top section of the page shaded in grey.

Troubleshooting

I cannot submit a Marking Sheet	Save the marking sheet. Go back to the Assess App Assessments tab and re-select the candidate link – check that all the scores are entered as required and click on the blue Submit button.
My timer is different to the candidate/role player	STAY IN ZOOM - Go back to the Assess App Assessments tab and re-select the candidate link, the timer should re-sync.
I have accidentally closed my Zoom room	Go into the Assess App Assessments tab, click into the highlighted candidate link, you will see the Zoom link in the candidate section (shaded in grey) at the top of the screen.
My role player/candidate is missing	Click the dark blue Chat button, you have already registered your name, so you only need to enter your stream name/ station number/role (i.e. examiner), and details of issue. An RANZCP Staff member will provide support.
My computer has frozen/shut down/technical difficulty	Follow these steps: <ol style="list-style-type: none">1. Restart the computer2. Open Chrome/Edge browser3. Click on the provided AssessApp access link4. Enter your college login details as quickly as possible.5. Enter IMark6. Click on Assessment Tab7. Enter the room that is highlighted orange/red8. Click on the Assessment Zoom Room Link9. Follow Zoom prompts to re-enter the room10. Commence the examination11. At the end of the station, complete an Incident form (part of the Marking sheet)12. If this does not work, call the Hotline immediately.

Contact during the exam

The college has support staff on call to assist on you on Exam Day.

Please use the **Chat** function in **Assess App** to communicate any issues or call the Hotline directly:

- Australian Line - + 61 (03) 9236 9170
- New Zealand Line - +64 4830 7188

Participants will register their names in Chat during the registration period, if you need to log a request for support, please include:

- Stream Number
- Station
- Details of Issue

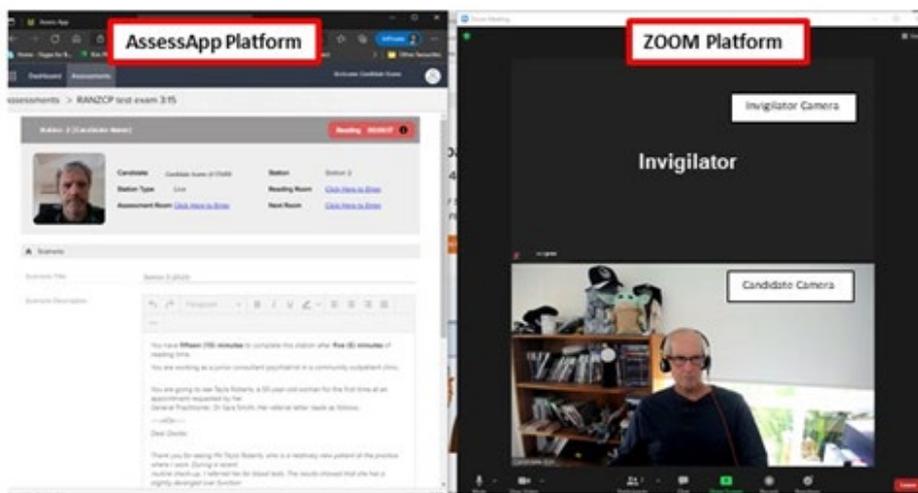
Appendix A – How to set up my screen

Examiners will be using two platforms for the AVOSCE:

- AssessApp – Which houses the schedule, station materials and links to the zoom assessment rooms.
- Zoom – which connects candidates to their examiner and role player (if applicable)

Side by Side view

Examiners using one screen can either minimise both browsers using the icons on the top right of the browser tab, or by splitting the screen, so that each can be viewed next to each other on the single screen (see image)



Split Screen

To Split your screen, follow these instructions:

For a Windows PC - <https://www.digitaltrends.com/computing/how-to-split-your-screen-in-windows-10/>

For a Mac PC - <https://support.apple.com/en-au/HT204948>