

RANZCP OSCE

TOP TIPS for EXAMINERS

Examiners are asked to familiarise themselves with the following processes:

Examiners are advised to close all browsers and applications **prior** to opening AssessApp

1. LOG INTO THE ASSESS APP

Goto <https://assess.ranzcp.org>

1. Click on "Please sign in here"

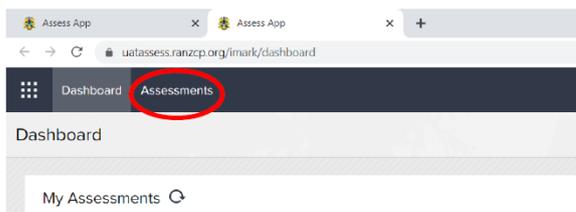


2. Enter your College Username and password

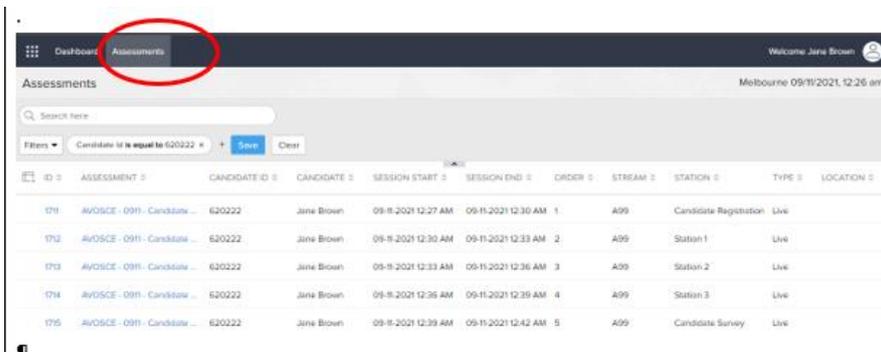
3. Click on the iMark icon



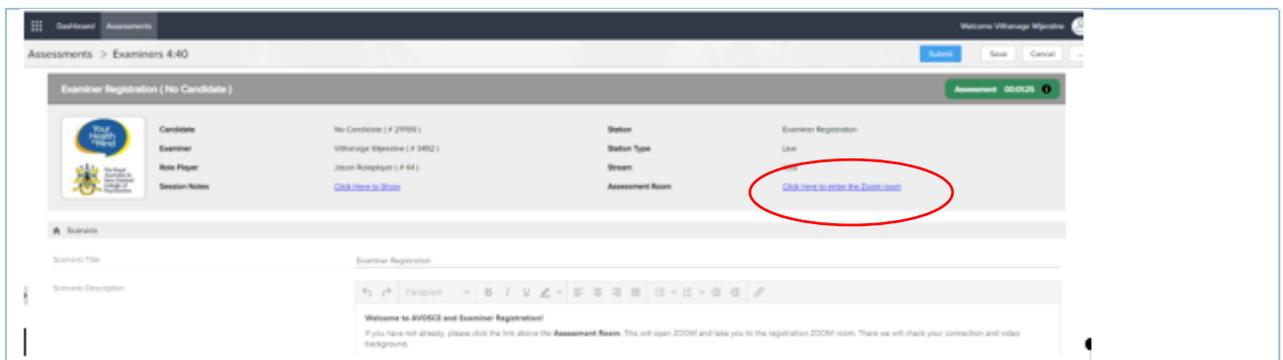
4. Click on Assessment tab



5. From the assessment tab click on the registration row, should be the first row if sorted by start time earliest to latest

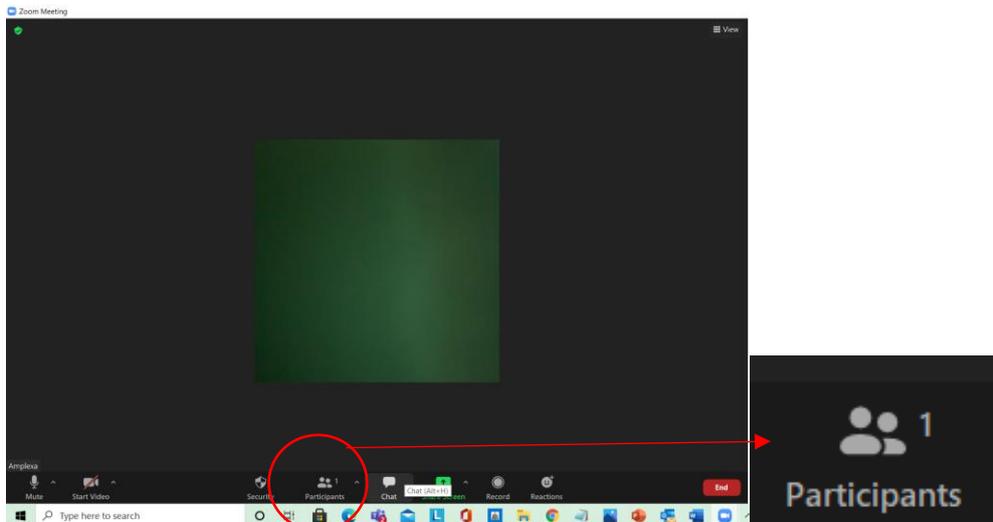


6. In the Registration 'scenario' click on the Assessment room link which is in the top table and says 'Click here to enter the Zoom Room'



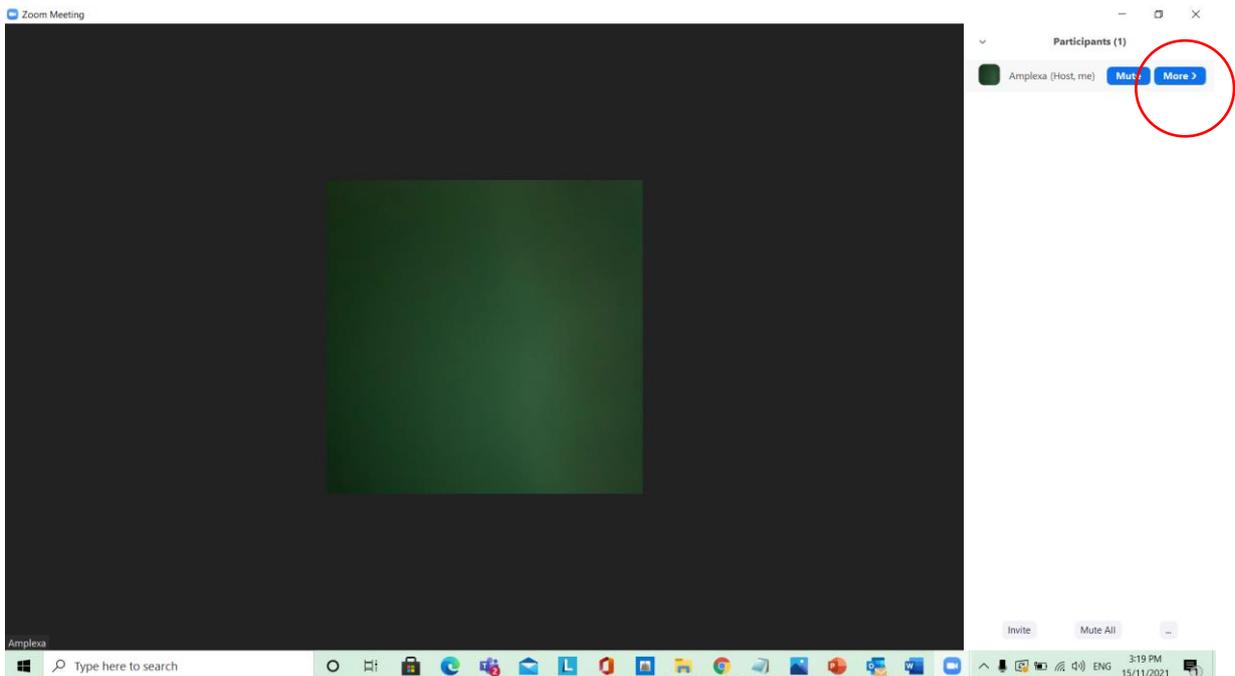
2. CHANGE YOUR NAME IN ZOOM

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

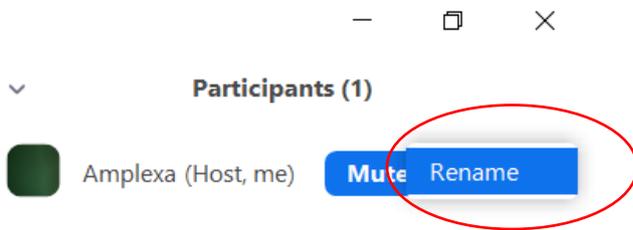


The participants will open in a white column to the right of your screen.

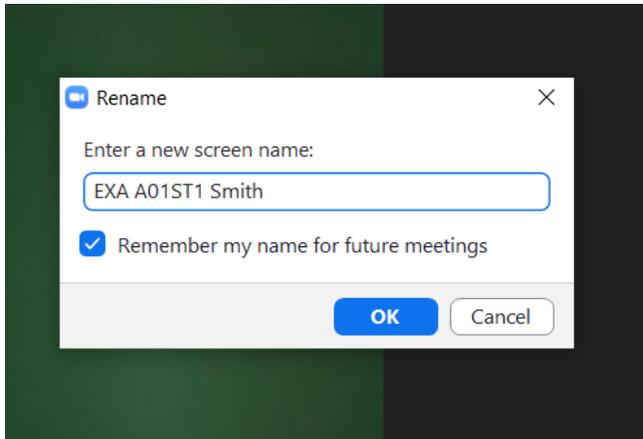
2. Hold the mouse over your name and click the blue 'more' button.



3. Click the 'Rename' button that appears

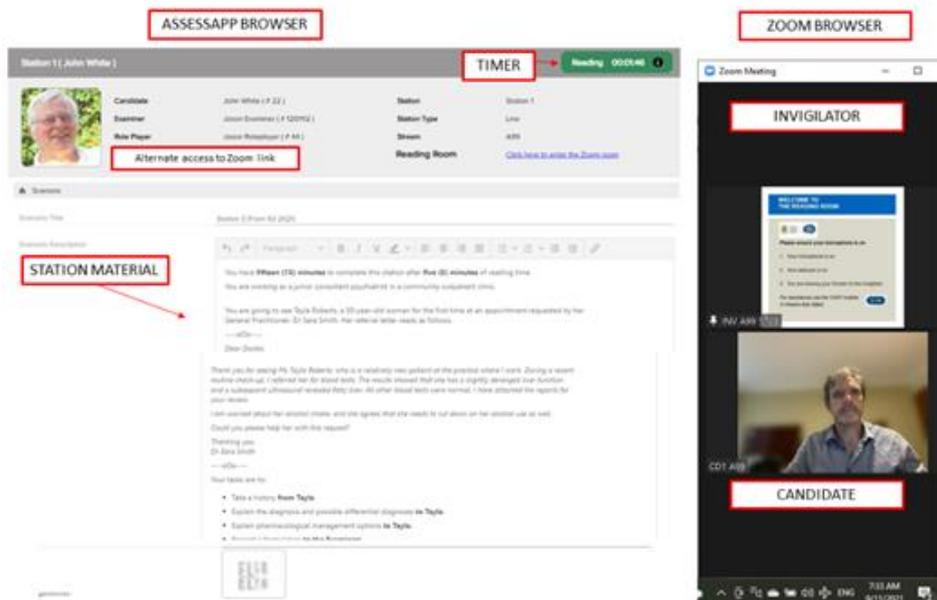


4. Enter your name as per the AVOSCE Naming convention - Ex[stream][station]- [last name]. Tick the box to save this name for future Zoom use. Click ok.



3. SPLIT SCREEN

You will need to have your screen split so that you can see AssessApp and Zoom on your screen at the same time.



Watch the following videos to learn how:

- a. For a windows computer watch this video: [How To Use Split Screen On Windows 10 - YouTube](#)
- b. 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 synchronised.

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 you have both your Zoom and assess web page open in the same Google Chrome browser but in different tabs:



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