

## Rural Generalist Anaesthesia (RGA)

### Standardised Structured Scenario-based Assessment (SSSA)

#### Overview

The exam will be conducted via Zoom and you are required to ensure your invigilator is aware of the process and your IT device has the minimum IT specifications

This exam cannot be sat using a tablet, iPad, iPhone or similar.

The viva will be held over a two (2) ninety (90) minute sessions consisting of 8 questions in total, 4 in each session. You could have a bye station either at the start, during or end of your session. You will have a break of 2-4 minutes between viva stations so that we can swap you out of one exam room into the other.

Each viva will be conducted by a single examiner.

#### Viva Exam:

Candidates are required to

- a. present for eight (8) vivas of thirteen (13) minutes each with a two (2) minute reading time.
- b. Each viva will run for 13 minutes with a 2 minute reading time at the start of the viva. As soon as each viva concludes you will be moved to a waiting room.
- c. Four (4) vivas will be conducted one after the other in one session (2 min reading – Viva – 2 min reading – Viva -2 min reading – Viva- 2 min reading – viva - session concludes)
- d. each viva will be conducted by one examiner and there may be a third person in the room who will be observing
- e. Candidate will be placed in a holding “Zoom room” at the start of the exam. Depending on your roster, you will either be admitted to the first exam room/station or will be in a bye room.
- f. At the conclusion of the assessment, all assessment material / documentation must not be removed from the assessment room. The Invigilator will collect the A4 paper sheets used by the candidates and the assessment material and destroy them as soon as possible.

**Break** Restroom breaks are permitted during break time only. Additional time will not be provided and the virtual assessment (Zoom) room must not be exited at any time and will continue to be monitored by a member of staff.

**Venue** The location needs to meet the requirements as advised to you.

**Invigilator** Ensure the details provided for your invigilator are correct as they will be the point of contact during the examination.

**IT Details** Ensure your device has the minimum IT Specifications

## RGAs - SSSA

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### On the day

All the details for your exam will be sent to you by email.

#### **Registration:**

- a. Candidate (& invigilator) to arrive at or prior to the registration time sent to you, this will allow enough time to register for the exam, address any last-minute technical issues and other information on the examination.
- b. To register you will need to have a valid photographic identification (e.g. driver's licence or passport) for verification of identity.
- c. switch off your mobile phones and/or any other electronic devices to the invigilator
- d. surrender any item in their possession to their invigilator prior to commencing the assessment
- e. You are allowed to carry a transparent bottle of water into the exam room.

#### **Exam rules**

- f. you cannot copy any material associated with the assessment, if you are found with unauthorised materials it will be a breach of the Academic Code of Conduct
- g. no unauthorised material such as reading material, reference books, mobile phones, etc. is permitted in the exam room
- h. you are not permitted to access any websites or any area on the computer other than the virtual assessment (Zoom) room, during the assessment
- i. during the bye session, you must stay at your computer with the camera and microphone on
- j. if you need to leave the room during the assessment, you will only be allowed to leave under supervision, during the scheduled break between sessions.
- k. if you need to attract the invigilator's attention, raise your hand
- l. any suspected incidents of misconduct will be reported to the RGA Assessment team and may lead to results being declared null and void

#### **Set up**

- m. Set up the table with your laptop, headphones and paper & pens for the examination.
- n. ensure you have a clear and clutter free desk so as to not distract the candidate from the exam.
- o. Log into the Zoom application and enter the meeting at the time mentioned in your letter. This time is at least 30 minutes prior to the start of your examination.
- p. The moderator will walk you through the process again and check that all the IT connections are working.

#### **Quarantine**

You will either be quarantined before or after the examination. During this time you are still under exam conditions and not allowed to use any communication devices. As soon as the candidates from the previous/next session have completed their tasks you will be released from quarantine. You may use the bathroom during this period.

### **Candidate Card**

You will be sent via email a candidate card for each session of the exam that will reflect your roster at the exam – this advises you on the progression of viva stations during the exam. The moderator and examiner may also ask you to show this piece of paper for reference. Please print a copy and take into the exam room with you.

Below is a sample of the candidate cards

<p><b>2023 RGA-SSSA</b> Sunday 03/12/2023</p> <p><b>Candidate 901</b></p> <p>Session 1 - A</p> <p>table 1</p> <p>table 2</p> <p>table 3</p> <p>table 4</p> <p>Bye</p>	<p><b>2023 DRGA-SSSA</b> Sunday 03/12/2023</p> <p><b>Candidate 901</b></p> <p>Session 1 - B</p> <p>table 5</p> <p>table 6</p> <p>table 7</p> <p>table 8</p> <p>Bye</p>
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### **IT Specifications**

- Secure Internet Connection with 20Mbps down and 10Mbps upload speed) measured at <https://www.speedtest.net/>
- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- A webcam or HD webcam – integrated camera or on a laptop
- Speakers and a microphone - integrated or USB plug-in
- Windows PC with Single Screen
- Headset
- Download and install the Zoom application from <https://zoom.us/download>

*ANZCA recommends the use of a USB headset to reduce feedback and better sound quality*

## 2. Other information on the day

### Commencing the assessment

It is the responsibility of the candidate to keep track of the starting time. Once the candidate has entered the virtual assessment room (via Zoom) a College staff member will be responsible for time management. Candidates and invigilators (should you have one) should follow the room monitors instructions.

### During the assessment

Navigating away from the virtual assessment (Zoom) room i.e., accessing other areas of their computer, email or internet sites, or the duration of the assessment is strictly prohibited.

Should you have an invigilator, they must remain in the room with their candidate to observe but should remain out of view of the camera.

### Late arrival

If the candidate is not in the virtual assessment (Zoom) room at least 30 minutes prior to the commencement of the reading time, the candidate is to notify the ANZCA staff of the delay.

An incident report is to be filled as a record the late arrival and associated reasons and ensure that the RGA Assessment team receives the report within two (2) days following the conclusion of the assessment.

### Restroom breaks

Restroom breaks are permitted during the break between sessions only unless absolutely required.

Additional time will not be provided, and the virtual assessment (Zoom) room must not be exited at any time and will continue to be monitored by a member of staff.

### The end of the assessment

At the conclusion of the assessment, Invigilators must collect the A4 paper sheets used by the candidates and the assessment material and destroy them as soon as possible.

Candidates are not to leave the examination area until advised by ANZCA staff member that they are allowed to leave. During this period, the candidate is still under exam conditions and is not allowed access to any electronic devices or be in contact with non-exam persons.

### 3. Managing Incidents on the day

It is the candidate's responsibility to resolve any unforeseen problems which occur during the assessment on their end. Please advise your examiner as soon as there is a problem. Each virtual assessment (Zoom) room will have a Room Monitor that will be available throughout the duration of the assessment.

Use of a mobile phone during the assessment process is not permitted. Candidates' mobile phones must be switched off during the assessment and placed in a position visible to the examiner. Should there be an incident, the examiner will direct you to switch on your phone to enable a response if ANZCA needs to make contact.

Should you have an invigilator, they will need to keep their mobile phone on vibrate so they can contact the exam team to convey and fix the issue.

#### Technical difficulties

- If you experience any technical difficulty during the assessment, please reconnect using the same virtual assessment (Zoom) room details.
- If the audio does not work, the examiner will be aware and take the necessary steps
- If connection through virtual assessment (Zoom) the exam team will directly call the candidate or invigilator's mobile to speak to the candidate.
- Any lost time due to technical issues will either be made up at the end of the scenario or at the end of the rotation.
- The room monitor will manage this process and keep the candidate, invigilator and assessor informed.

#### Incidents on the day

Candidates or invigilators concerned about the conduct of the assessment at any point are requested to complete an Incident Report and send this to the RGA Assessment team within two (2) working days following conclusion of the assessment.

Examples of misconduct or other incidents may include:

- a candidate not following assessment protocol
- candidate with unauthorized materials in their possession
- disturbances (e.g., noisy invigilator, candidate, or environment) and
- disruptions (e.g., loss of power or computer malfunction).

#### Emergencies

In the event of an incident that interferes with the administration of the assessment (e.g., power failure or external noise that affects the concentration and performance of the candidates), the candidate is to contact RGA assessment team immediately.

The candidate will complete an Incident Report with the details/ Any time lost due to an emergency or incident beyond the control of a candidate and / or their invigilator will be added to the candidate's assessment time at the direction of the RGA assessment team.

