

Document Title: Examination Facility Specification

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Examination facility specification

General Requirements

An NQEMT Examination centre must have sufficient capacity to accommodate candidates and examination personnel. Throughout the period of examinations, the centre must provide the following facilities:

- Appropriate rooms necessary for the conduct of the different types of examination
- Equipment necessary for the different types of examination
- An administration room for examination personnel
- Designated car parking space near the examination rooms for examination personnel
- Toilet facilities
- Holding area

	MCQ	SWA	OSCE
Environmental	<p>All PCs should be connect to the Internet via CAT5 cable or similar. A WiFi connection is not acceptable.</p> <p>The network infrastructure must be capable of supplying an appropriate bandwidth to allow a simultaneous download of an approx 5Mb file to each user without causing undue delay.</p> <p>The preferred computer for examinations is a laptop PC as this will have its own power supply in the event of a power failure. If desktop PCs are being used a suitable solution which would enable users PC to remain powered on until mains power is restored is required. Likewise laptop batteries must be sufficiently charged prior to the exam to enable them to remain on in the case of a power outage.</p> <p>The computer desks should be positioned far enough apart to deter candidates from looking at each other's screen.</p> <p>Candidates should not be facing each other during the exam. The recommended layout is to have the PCs and desks positioned in a U shape. The candidates sitting at each computer or desk should be facing the outer walls of the room. This deters candidates from looking around while also allowing PHECC staff to monitor candidates.</p>	<p>The room must be of sufficient size so that candidates are not crowded.</p> <p>The desk or writing surface should measure at least 600 x 500 mm.</p> <p>One desk per candidate required spaced no less than 1 metre apart.</p> <p>Candidates should not be facing each other during the exam. The recommended layout is classroom/exam centre style in rows.</p> <p>The room should have a clock/timer that is clearly visible.</p>	<p>The OSCE rooms must be of sufficient size (approx 3.8 x 2.6 metres).</p> <p>Adequate number of rooms (1 per OSCE Station) located in an immediate area.</p> <p>One room to have hand washing facilities.</p>

	MCQ	SWA	OSCE
Technical	<p>Microsoft Windows operating system - Windows XP or Vista</p> <p>Microsoft Internet Explorer 5 or later - although this does not need to be the default browser. Provided you have Internet Explorer 5 or later installed, you can open a secure assessment with other browser. .NET Framework 1.1.</p> <p>MDAC 2.6 or above.</p> <p>At least 50Mb of free disk space, though only around 1Mb or less is needed permanently.</p> <p>An account specially created for running exams. This account MUST have full administrator rights to the PC. Username and passwords must be given to PHECC IT Officer.</p> <p>Windows Messenger application must be disabled on the PC in particular the "msmsgs.exe" process must be shut down.</p> <p>Any background monitoring software (keystroke recording software etc.) must be disabled. The correct date and time must be applied to the PC.</p> <p>All PC's must be of a reasonable age and condition that would suggest mechanical failure should not occur.</p> <p>At a minimum, two additional PCs must be available for use. These can be used if another PC fails or can be used for parts such as a replacement mouse or keyboard.</p>		<p>Sufficient speakers must be setup around the circuit to enable examiners to clearly hear the instructions played on the OSCE timer.</p> <p>Speakers must have a standard headphone jack to enable them to connect to laptop which will be used to deliver the timer.</p> <p>Each OSCE station must have at least two power points/sockets. One of these is required for the tablet PC the other is required for medical equipment.</p> <p>If additional power supplies are needed for equipment used in the OSCE station power blocks must be provided.</p> <p>A power point/socket positioned centrally on the OSCE circuit will be required in order to collect candidate data through the use of WiFi.</p>