Frequently Asked Questions (FAQs)

RADIOLOGY ELECTRONIC EXAMINATIONS

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e-AIT (Applied Imaging Technology)

PART 2
e-MCQ (Radiology and Pathology)
e-Film Reading

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THE CHANGE TO ELECTRONIC EXAMS

1. **Why change to electronic exams (e-Exams) format?**

   The introduction of e-Exams will minimise variability and increase robustness of exams, reduce marking timeframes and improve quality assurance and review processes for examiners.

   The easy to use e-Exams interface will offer candidates a modern exam experience with a level of flexibility not previously available from the old paper-based exams.

2. **Will the e-Exams be more expensive for trainees?**

   It is quite likely that exam fees will need to increase as the resources required to meet the new format, venues and support services will inevitably be more expensive than the current arrangements.

   The College, however, will endeavour to minimise these costs and the fees charged will be based only on cost recovery. The fees are tax deductible and in some jurisdictions may be met, in part or in full, by employers.

3. **Is there an option to handwrite the exam?**

   No.

4. **Can the e-Exam be taken in a language other than English?**

   No.

5. **Can I sit for my e-Exam remotely from my hospital/home?**

   No. RANZCR e-Exams are high stake exams that are conducted in a monitored, standardised, secured and invigilated environment.

ENROLMENT AND PREPARATIONS

6. **How do I enrol for the e-Exam?**

   Exam application forms are available from the RANZCR website at http://www.ranzcr.edu.au/training/exams/radiology-examinations/exam-fees.

7. **What resources can I use to familiarise myself with the e-Exams?**

   Each e-Exam will have support resources available. For more information, check the specific section of this document for the e-Exam you are enrolled in.

8. **If I fail my e-Exam, what are my options?**

   If eligible, you will be permitted to re-sit at the next scheduled sitting.

e-EXAMS VENUE

9. **How will I know my confirmed e-Exam venue?**

   Your venue details will be provided in your exam verification email.

10. **Can I change my venue preference after I have submitted my application form?**

    No.

11. **Where will the e-Exams be held?**

    All e-Exams will be held at a Cliftons Training Centres.

    Currently e-Exams will be offered in 3 venues: Sydney, Auckland and Perth. In future, the number and location of venues will vary with each exam cycle relative to trainee numbers and equity of travel options.

12. **Why are the e-Exams held at a Cliftons venue?**

    There are many reasons for this decision: standardised state-of-the-art IT technology, secure network and high-speed internet access, on-site IT support, flexible room sizes, registration and invigilation support. Also, Cliftons centres have a proven track record for conducting exams of a similar nature.

13. **Who invigilates the e-Exams?**

    e-Exams are invigilated by trained Cliftons personnel.

14. **Will there be a College representative onsite at the e-Exams venues?**

    Yes. A College staff member from the Training Assessment and Accreditation (TAA) team will be present to ensure exam processes are followed and contingency plans implemented if required.

    Please note that TAA staff members are not available for software/hardware/clinical questions.

15. **What will be provided in the exam room?**

    Paper and pen will be supplied and then collected by the invigilator at exam completion, prior to all candidates leaving the room.

16. **Can I use a timing device in the e-Exam?**

    No. Progression and timing information is clearly displayed on the screen.

    The on-screen remaining time section will blink to notify you when you have 5 minutes left to complete the exam.

17. **What is provided in the way of refreshments and food?**

    Each exam venue offers continuous tea, coffee and biscuits prior to and between exams.

18. **Can I take food and drinks into the exam room?**

    Food and drinks are not permitted in the exam rooms. Water will be provided at the front of the exam room and sweets available at the computer desk.

REGISTRATION AT e-EXAMS VENUE

19. **When does registration open?**

    Registration opens 45 minutes before the commencement of the e-Exam. You must allow sufficient time to complete registration before the registration desk closes.

20. **When does registration close?**

    Registration closes 15 minutes before the commencement of the e-Exam. At this time registered candidates will be taken to the exam rooms.

21. **What happens if I arrive late at the e-Exam venue?**

    You will not be allowed entry to the e-Exam once the exam has started.

    Please note ad hoc special cases will be considered by the TAA staff member on the day at the examination venue.

22. **What do I need to bring with me on the exam day?**

    To register for the e-Exam you will be required to present a current photo ID and a printed hardcopy of your exam verification email.

23. **What happens if I forget my identification documents?**

    You will be refused entry.

    Please note that ad hoc special cases will be considered by the TAA staff member on the day at the examination venue.

e-EXAMS PLATFORM

24. **Do I need a user name and password to log-in for the e-Exam?**

    Yes.

25. **How do I obtain my user name and password?**

    Your user name will be sent to you in your exam verification email. Your password will be issued at the Cliftons registration desk on the day of your exam.

26. **Are e-Exams secure?**

    Very secure. The exam system comprises of multiple layers of security to ensure that candidates' results are not compromised.

27. **Can I get extra exam time if I experience hardware or software difficulties during the e-Exam?**

    Yes. The equivalent amount of lost time will be added to your exam time.

28. **When do the 2 hours start from?**

    After all candidates have successfully logged in and the confirmation process has been completed, the invigilator will start the exam. At this point the 2 hour exam period commences.

29. **What happens if I finish the e-Exam early?**

    Candidates are not permitted to leave the exam room prior to the end of the exam period.

30. **Do I need to save each question before progressing to the next?**

    No. All your answers are automatically saved every 30 seconds or by moving to previous/next question.

31. **Can I go back and review questions after I answer them?**

    Yes. All questions can be reviewed and revised at any time during the exam period.

32. **If I log out during the exam, can I log back in?**

    It would be wise not to log out until near the exam completion time in case you wish to reconsider your answers. If you inadvertently log out, please inform the invigilator.

33. **Am I allowed to go to the toilet during the e-Exam?**

    Yes. You are advised to change your monitor to display the Exam Instructions page before you leave the room. No additional time will be added for toilet breaks.

34. **Should I be concerned about my typing skills?**

    The e-Exams are not a test of candidate's typing skills and sufficient time has been allocated to answer all questions. If required, the link below may be useful to improve typing skills: http://www.powertyping.com.

35. **What is a captive browser?**

    A captive browser provides a high level secure environment for the e-Exams. This means that some keyboard keys such as Alt, Ctrl, Windows button and Function keys (except for F5) are disabled.

36. **Can I format my answer text using bolding, underlining, copying, pasting, etc.?**

    Text formatting tools are not available and keyboard shortcuts such as [Ctrl+C], [Ctrl+V], [Ctrl+X] and [Ctrl+Z] are also disabled. You can use dashes, numbers or letters to help structure your answer text.

37. **Is a spell checker available in the e-Exams?**

    No.

38. **Is the size of the answer text boxes fixed?**

    No. The answer text boxes automatically expand to fit your text entry.

39. **How are the e-Exams marked?**

    e-Exams are marked online behind a secure system, enabling efficient standardised marking. Double marking will be implemented for some e-Exams.

40. **If I'm having problems logging in or experience hardware/software difficulties, what should I do?**

    Alert your invigilator immediately.

41. **What do I do with my luggage and/or personal belongings during e-Exams?**

    Candidates will be asked to leave all personal belongings, including all electronic devices (e.g. mobile phones, laptops, tablets, etc.), at the front of the exam room. No personal belongings will be allowed at the examination terminal.

    You will be required to keep your photo ID visible at all times on your desk throughout the exam.

42. **Can I browse the Internet or access other programs on the exam terminal during e-Exams?**

    No. As an added security measure, captive browsers are used on all exam terminals to monitor keystrokes and mouse clicks.

43. **Can I keep my electronic devices (e.g. mobile phones, laptops, tablets, etc.) with me during e-Exams?**

    No. All electronic devices must be switched off and placed at the front of the room.

    Any candidate in possession of an electronic communication device at the time of the exam, or found with or giving information to other candidates recorded or otherwise, during, or after, the exam, will be deemed to have failed the entire examination series and will be required to re-sit at an alternative series.

    For more information go to:
    http://www.ranzcr.edu.au/resources/professional-documents/policies

44. **What happens if a candidate is suspected of misconduct during the e-Exams?**

    A formal process involving the invigilators and onsite TAA staff members will be implemented.

    For more information go to:
    http://www.ranzcr.edu.au/resources/professional-documents/policies

Part 1 e-Anatomy (Paper 1 and 2)

45. **In preparation for the e-Anatomy exam, how can I familiarise myself with the exam platform?**

    In addition to this FAQs document, read the **User Guide** which contains screenshots outlining step by step instructions on how to use the e-Anatomy exam platform. http://www.ranzcr.edu.au/training/exams/radiology-examinations/part-1-examination

46. **What is the question format?**

    Paper 1 (write short notes) will consist of 15 questions of equal value.

    Paper 2 (identification, diagrams and explanations) will consist of 8 cases, with 3 questions each (total of 24 questions).

47. **Can I include drawing in my answers for Paper 1?**

    No.

48. **Will there be a drawing component for Paper 2?**

    No.

49. **How much time is allocated for each e-Anatomy Exam?**

    2 hours

50. **Will there be reading time?**

    5 minutes reading time is available for Paper 1 only.
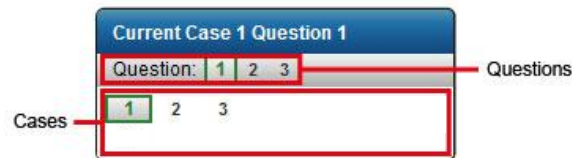
Part 1 e-AIT (Paper 1 and 2)

51. **In preparation for the e-AIT exam, how can I familiarise myself with the exam platform?**

    In addition to this FAQs document, read the **User Guide** which contains screenshots outlining step by step instructions on how to use the e-AIT exam platform. http://www.ranzcr.edu.au/training/exams/radiology-examinations/part-1-examination

52. **What is the question format?**

    Paper 1 will consist of 3 cases:
    * Case 1: three questions on radiation biology and safety
    * Case 2: three questions covering basic physics technology
    * Case 3: four questions on CT, MRI, US and Nuclear Medicine.

    Paper 2 will consist of 100 MCQ questions, with 5 distractors. Diagrams and images may be provided as part of a question and the candidate may be required to pick the most appropriate option in relation to the diagram or image.

53. **Will scientific calculators be provided?**

    Yes. An online scientific calculator will be provided within the e-Exam platform for both Paper 1 and Paper 2.

54. **How much time is allocated for each e-AIT Exam?**

    2 hours

55. **Will there be reading time?**

    5 minutes reading time is available for Paper 1 only.

Part 2 e-MCQ

(RADIOLOGY AND PATHOLOGY)

56. **In preparation for the e-MCQ exam, how can I familiarise myself with the exam platform?**

    In addition to this FAQs document, read the **User Guide** which contains screenshots outlining step by step instructions on how to use the e-MCQ exam platform and watch the **Video Demonstration**. http://www.ranzcr.edu.au/training/exams/radiology-examinations/part-2-examination

57. **What is the question format?**

    The question format will consist of a stem (a question or statement) and five items (answers) [labelled A to E]. Candidates are asked to determine the single most correct answer.

58. **How much time is allocated for each e-MCQ Exam?**

    2 hours

Part 2 e-FILM READING

59. **How many questions will there be in the e-Film Reading Exam?**

    There will be 8 questions of equal value, with each question based on an individual patient's case.

60. **How much time is allocated for each e-Film Reading Exam?**

    2 hours

61. **How should I answer the e-Film Reading Exam questions?**

    Enter your answer into the text boxes under the four prescribed headings: Findings, Likely Diagnosis, Differential and Further Investigation or Management.

    As reference, please read the Radiology Written Report Guidelines at http://www.ranzcr.edu.au/quality-a-safety/qudi/written-report-guidelines.

62. **Does every question need information entered under all four headings?**

    No, some cases will not have a Differential nor any specific Further Investigation or Management.

63. **What imaging tools are available when viewing images?**

    Magnifying Glass, Zoom In, Zoom Out, Zoom to Window, Pan Image, Window Width & Window Level, Cine on Mouse, Invert, Rectangular ROI, Elliptical ROI, Angle Measurement, Distance Measurement, Rotate Left, Rotate Right, Flip Horizontal and Flip Vertical.

    The DELETE keyboard key can be used to restore images to original state after manipulation. For e-Exams purposes, not all imaging tools/functions are required.

64. **Do the cases contain the same number of slices/images as viewed in a clinical environment?**

    No. For exam purposes, image file sizes have been reduced to the anatomical regions relevant to the question.

65. **How long does it take for images to load?**

    Images are stored locally (cached) on your exam terminal and you should be able to start viewing them almost instantaneously.

    For cases with large numbers of images, the full load time may take up to 30 seconds.

66. **In preparation for the e-Film Reading exam, how can I familiarise myself with the exam platform?**

    In addition to this FAQs document, read the **User Guide** which contains screenshots outlining step by step instructions on how to use the e-Film Reading exam platform. http://www.ranzcr.edu.au/training/exams/radiology-examinations/part-2-examination

    You will also have access to an **Online Practice Exam** for a specified 3-week period prior to the exam, with 5 sample questions. The purpose of the Online Practice Exam is to provide candidates with familiarity of the PACS viewer within the e-Film Reading exam platform.

67. **How do I access the Online Practice Exam?**

   All enrolled candidates will be emailed a link and login credentials approximately 4 weeks before the exam date.

68. **Why is the Online Practice Exam closed one week before exam date?**

   The Online Practice Exam is closed one week prior to the exam date to allow the setting up and testing of the exam platform with the real exam questions.

69. **What are the computer requirements to access the Online Practice Exam?**

   For Windows (PC) computers:
   - Operating System: Win XP, WIN Vista , WIN 7, WIN 8
   - Recommend minimum 2GB of RAM
   - Internet explorer (minimum version 8)
   - Firefox (latest version)
   - Silverlight (latest version)

   For Mac computers:
   - Operating System: X 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion)
   - Recommend minimum of 2GB of RAM
   - Safari (latest version)
   - Firefox (latest version)
   - Silverlight (latest version)

   We recommend a minimum screen resolution of 1280x720. A good internet connection is required to load images. For slower internet connection, images may take time to load.

   The performance of the Online Practice may vary, depending on your hardware and software.

70. **What happens if I don't have Silverlight on my computer?**

   You will need to download and install the latest version of Silverlight from the link below and follow the instructions on the screen: http://www.microsoft.com/getsilverlight