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| **Task** | **Complete** | **Comments** |
| **Day before the exam** |  | ***If your exam is on a Sunday, you may want to do these by the Friday*** |
| 1) Ensure you have been in touch with Hosting Hospital Local Exam Organisers (LEO) to confirm you have their correct contact details. |[ ]  After you receive the report from College with relevant hosting site details, expected 4-5 days ahead of exam day. |
| 2) Ensure you have received Physical Examination Findings Forms (PEFF), including teleconferencing host passcodes, from Hosting Hospital by 3pm (AEST).  |[ ]  RACP has advised hosting hospitals to send by Friday at 3pm if exam date is a Sunday. Hosting Hospitals have been advised to send Reserve Patient PEFFs.  |
| 3) Print PEFFs. |[ ]   |
| 4) Print Candidate attendance sign-in sheet. |[ ]   |
| 5) Print Candidate Etiquette and Consent Forms. |[ ]   |
| 6) Print Candidate Quick Reference Guide (QRG). |[ ]  One for each room a candidate will be in |
| 7) Prepare Candidate name badges. |[ ]   |
| 8) Place exam signage in venue. |[ ]   |
| 9) Ensure hand sanitiser and face masks are available at all locations the candidates will be e.g. sign in area, the exam room, break room etc, and all other local COVID requirements will be met. |[ ]   |
| 1. Conduct internal teleconferencing phone checks:
	1. Phone functional
	2. Volume settings
	3. Handsfree – speaker and microphone working, or headphones available as required
	4. Any additional instructions for candidate prepared (if hospital using own teleconference numbers or there are dial-out requirements, e.g. press 0 first).
 |[ ]  Recommended that all phones provided have speakers or ability to use headphones |
| 11) Ensure back up phones available. |[ ]   |
| 12) Confirm catering requirements and delivery time. |[ ]   |
| 13) Check clocks in candidate rooms are accurate. |[ ]   |
| 14) Check in with invigilators to confirm arrival times and ensure clear on instructions. |[ ]   |
| **Day of the exam - Set-up** |  |  |
| 1. Print two copies of each PEFF (each patient will be seen by two candidates and each candidate will have two different PEFFs)
 |[ ]  If putting PEFFs in an envelope, don’t put both PEFFs for the one candidate in the same envelope as they’ll be getting them at different points in the exam. |
| 1. All invigilators to sign the ‘Annual Participation Agreement for Invigilators’
 |[ ]   |
| 1. Check key contact for Hosting Hospital has email notifications on and phone ready in case of any last- minute changes
 |[ ]   |
| 1. Place pens, notepaper, Candidate QRG and tissues in candidate rooms.
 |[ ]   |
| **Candidate arrival – Invigilator requirements** |  |  |
| 1. If a candidateis participating from home, email them the completed PEFF 30 minutes prior to their interview with the patient
 |  [ ]  |  |
| 1. Check candidate ID, have candidate sign attendance sheet and issue candidate with name badge.
 |[ ]   |
| 1. Ensure Candidates sign the Candidate Etiquette and Consent Form.
 |[ ]   |
| 1. Invigilator (or Local Exam Assistant) to provide pre- exam briefing to all candidates on the day’s procedures.
 |[ ]   |
| 1. Check candidates have brought required stationery and equipment. Have the candidate switch off mobile phone and place it in their bag. Place all other items in their bags and store in a safe place.
 |[ ]   |
| 1. Advise the Hosting Hospital and the College of any no- show candidates.
 |[ ]   |
| 1. Once candidate is in their room, re-check they only have allowed items in the room.
 |[ ]   |
| 1. Orientate candidate with room, phone set up (volume, speaker, etc…) and Candidate QRG.
 |[ ]   |
| **Exam Invigilation** |  |  |
| 1. Provide candidate with relevant PEFF:
	1. face down on the desk, before each candidate-patient interview begins
	2. via email 30 minutes before the interview begins if they are sitting from home
 |[ ]   |
| 1. Dial candidate into candidate-patient interview if required.
 |[ ]   |
| 1. Knock loudly on the door 5 minutes before the end of the candidate-patient interview.
 |[ ]   |
| 1. Knock and open the door at the end of the candidate - patient interview.
 |[ ]   |
| 1. Monitor candidate/s through the open doors during their 10-minute preparation time.
 |[ ]   |
| 1. Assist with any issues that may arise.
 |[ ]   |
| 1. Complete the Incident and Procedural Issues Report as required.
 |[ ]   |
| 1. Knock loudly on the door when the candidate-examiner interview runs over by 3 minutes.
 |[ ]   |
| 1. At the end of each Long Case, collect all papers relating to that case from both the room and the candidate and dispose of securely.
 | ☐ |  |
| 1. Supervise candidates during their 30-minute break.
 |[ ]   |
| 1. Return candidates’ belongings i.e. bags and phones. Ensure no exam materials are taken from the venue.
 |[ ]   |
| 1. Monitor examination timing throughout the day as minor delays can be incorporated. The Exam Day Principles include advice on how to manage any delays.
 |[ ]  Exam Day Principles are included in the Candidate Quick Reference Guide |
| **End of day** |  |  |
| 1. If any illness or misadventure reported on the day, invigilator or local exam assistant to complete the Incident and Procedural Issues Report
 |[ ]   |
| 1. Scan the following signed forms and email to examinations@racp.edu.au:
	1. Candidate Etiquette and Consent form
	2. Candidate Attendance Sheet
	3. Incident Reports and Procedural Issues Reports
	4. Annual Participation Agreement for Invigilators
	5. Hospital Invoice of Costs
	6. this checklist (when complete)
 |[ ]   |
| 1. Delete all PEFFs from hospital computers including emails. Ensure these are deleted from any Deleted Items or Recycle Bins also.
 |[ ]   |
| 1. Dispose of all paper copy PEFFs securely along with any notes made by the candidates.
 |[ ]   |
| Regional Examiner or Local Exam Assistant Name:Hospital Name: |  | Signature:Date: |