



**Harper Adams  
University**



ANIMAL MEDICINES TRAINING REGULATORY AUTHORITY

# **Online written exams**

**(see separate guidance from AMTRA in relation  
to the online viva)**

# **Instructions and Information for Candidates and Employers**

Updated 11 April 2022

## Contents

Introduction .....	4
What is remote invigilation?.....	4
Where will my data be held and how long are recordings stored? .....	4
How do I access the exam?.....	4
How long will the exam last? .....	5
Preparing for the exam .....	5
On the day of the exam .....	6
At the end of the exam .....	6
Frequently asked Questions .....	7
Appendix 1 - Technical Requirements .....	8

## Introduction

This document provides instructions and information for candidates (and employers) who plan to undertake an AMTRA assessment online, via remote invigilation, either in the workplace or at the candidate's home.

## What is remote invigilation?

This is where an AMTRA exam is carried out at the candidate's home (or other chosen location) using online screen sharing software (via a web browser and webcam) to record and monitor a candidate's actions during an exam. The system is able to view the candidate, their environment and their computer/laptop screen at all times during the exam. This closed book assessment must be completed under **exam conditions**. This means you cannot seek any assistance to answer questions or access any other notes or learning materials, with the exception of your most up-to-date NOAH Compendium of Data Sheets for Animal Medicines. The assessment is covered by Harper Adams University's Assessment Regulations.

## Where will my data be held and how long are recordings stored?

The recording of your exam will be stored until the module results have been ratified by the exam boards. After this time the recordings will be deleted.

Recordings of your exam will be viewed and audited as required by staff at Harper Adams University; this data may also be shared with AMTRA.

## How do I access the exam?

You will have been sent enrolment instructions from [animalswd@harper-adams.ac.uk](mailto:animalswd@harper-adams.ac.uk) and in return you will have received your student number and password. This allows you to access learning material on The Learning Hub and also access your student e-mail account. Make sure to have this student number and password to hand. You will also have been notified of the date and exam start time. You will access the exams on a platform called Questionmark OnDemand (Qmark) which hosts the exam – guidance will be emailed to your HAU email account on how to access the platform. On completion of the exam you will also be sent an exam submission message to your HAU e-mail account.

## How long will the exam last?

There are a number of different AMTRA exams, one for each module; time durations can be seen in the table below. If you think you may be eligible for extra time in an exam, please contact [animalswd@harper-adams.ac.uk](mailto:animalswd@harper-adams.ac.uk) at least one week before your exam to arrange this.

Exam Type	Time duration
Base paper	1 hour 30 minutes
Companion Animal	1 hour 30 minutes
Avian	1 hour 30 minutes
Equine	1 hour 30 minutes
Farm Animal	2 hours
Vet Nurse Top-up	2 hours

## Preparing for the exam

You will be notified at least a week before the exam is due to take place to check your equipment and ensure you will have access to the following during your scheduled exam time slot:

- An internet connection
- A supported web browser: (Google Chrome, Microsoft Edge - both require the additional installation of the Proctorio Extension) – **see Appendix 1 - Technical Instruction on how to install this.**
- A webcam
- A photographic ID (Passport, Photocard driving licence, UK CitizenCard)
- Access to your most recent paper copy of the NOAH Compendium of Data Sheets for Animal Medicines. You should have received a copy from AMTRA.
- Scheduled time in a suitable room to complete the exam, it must be well lit, quiet and private. No one else is allowed into the room during the test. This can be in your work place or at home. Ensure others know not to disturb you during your exam.

You will be e-mailed details of your exams and a 'systems access test' on the Questionmark OnDemand (Qmark) platform. **This will be sent to your Harper Adams email account.**

You **MUST** undertake this short test. This is so you are able to check that all of your access information works correctly and also so you can see the format of the exam and become familiar with it.

**If you do not complete the systems access test you will not be set up for your official exam at the schedule timeslot.**

## On the day of the exam

It is advisable to start your computer and open a web browser a minimum of 10-15 minutes beforehand, just to make sure you have plenty of time to check everything is working correctly. The test will appear in Qmark at your allocated exam time. You may need to refresh the screen at the start time if you cannot see the exam in your list of assessments.

You **cannot** leave your desk for the duration of the exam, so it is advisable that you prepare to sit the exam in a refreshed state, having taken a comfort break just before you commence.

Check you have:

- Your student number and password to hand
- Your photocard ID to hold up the webcam to record your identity
- A paper copy of the NOAH compendium

## At the end of the exam

When you are happy you have completed all of the questions you will need to click the 'Submit' button. Until this point you are able to navigate back and check your answers to other questions. Once you have submitted your answers, your screen will go blank. This is the end of the exam, and you can log out. If you have not finished the exam at the allocated finish time the exam will automatically time out and save your submissions.

## Frequently Asked Questions

### Q. Can I leave the room during the exam?

No, candidates are not permitted to leave the room and return during the exam, unless in an emergency, in which case the exam may be void.

### Q. Why do I need a hard/paper copy of the NOAH compendium, can't I use their website?

A. It is important you have a paper copy as you will not be able to access any other webpages during the exam.

### Q. What happens if I lose internet connection during my exam?

If you lose connectivity your exam answers will be saved up until that point, so what happens next will depend how far along in the exam you were. If you have gained enough marks to pass the exam your attempt will be recorded as a pass. If not, your exam will be rescheduled to the next exam slot. If your internet connection is not reliable it might be worth changing location for your next attempt. The support staff at Harper Adams will not have the ability to help fix issues with your Internet connection so if you are worried this could be a problem you should check with your service provider in advance.

### Q. What do I do if I have problems during the exam?

Please click here to identify who to contact: <http://harper.ac.uk/amtrasq>

If you have a query about the exam which is not dealt with by this guide, please contact the University in the first instance by email [animalswd@harper-adams.ac.uk](mailto:animalswd@harper-adams.ac.uk) or telephone +44(1952) 815042. The core hours of this team are 0900-1700hrs UK time, Monday to Friday.

### Q. Why do I need a student e-mail address?

You will need your student ID/username and password to access this exam and to communicate any issues you may have for verification purposes. If you have any email-related issues please go directly to [servicedesk@harper-adams.ac.uk](mailto:servicedesk@harper-adams.ac.uk)

### Q. How do I log in to my e-mail?

Accessing the HAU email can done via the main website:

<https://www.harper-adams.ac.uk/>



Click on the icon

Follow the 'Current Student' link

Finally click the 'Check my email' link to sign in with HAU credentials (student ID and password). The format of your student email address is studentnumber@live.harper.ac.uk e.g. [19724500@live.harper.ac.uk](mailto:19724500@live.harper.ac.uk)

## Appendix 1

### Technical Requirements – Minimum Requirements

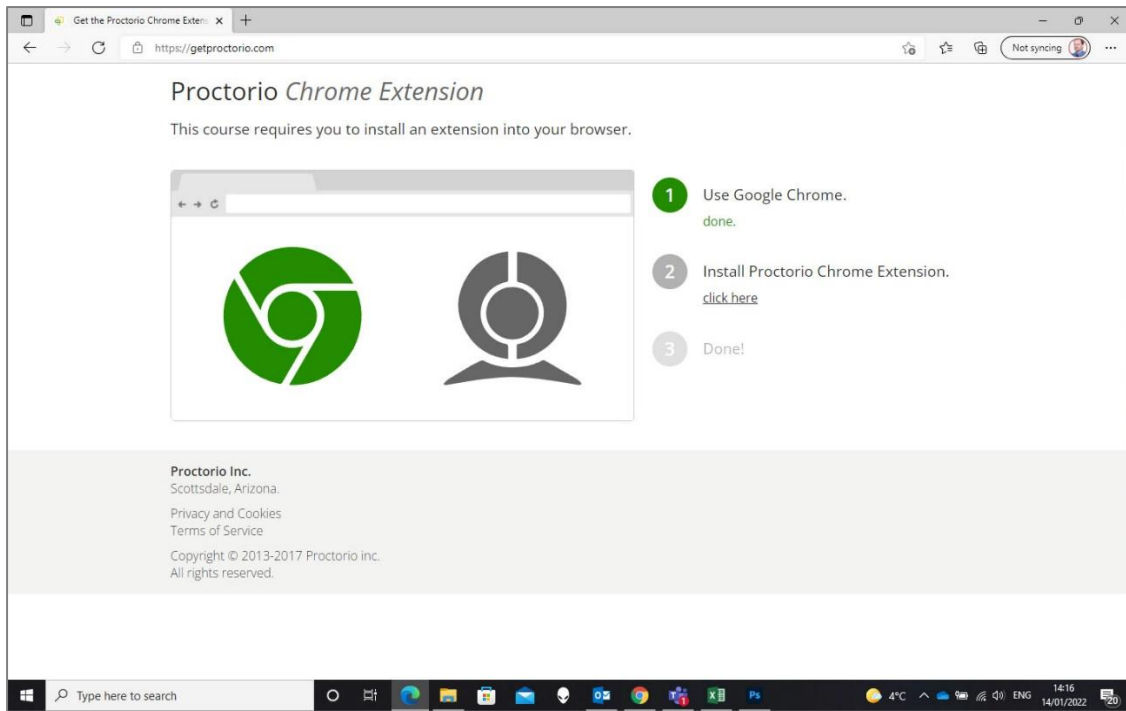
The following are the technical requirements for a candidate’s device to attempt a Record and Review assessment. In general, Record and Review Proctoring assessments require:

- An internet connection
- A supported web browser:
  - Google Chrome
  - Microsoft Edge
  - **Both require the additional installation of the Proctorio Extension**
- A webcam
- A microphone

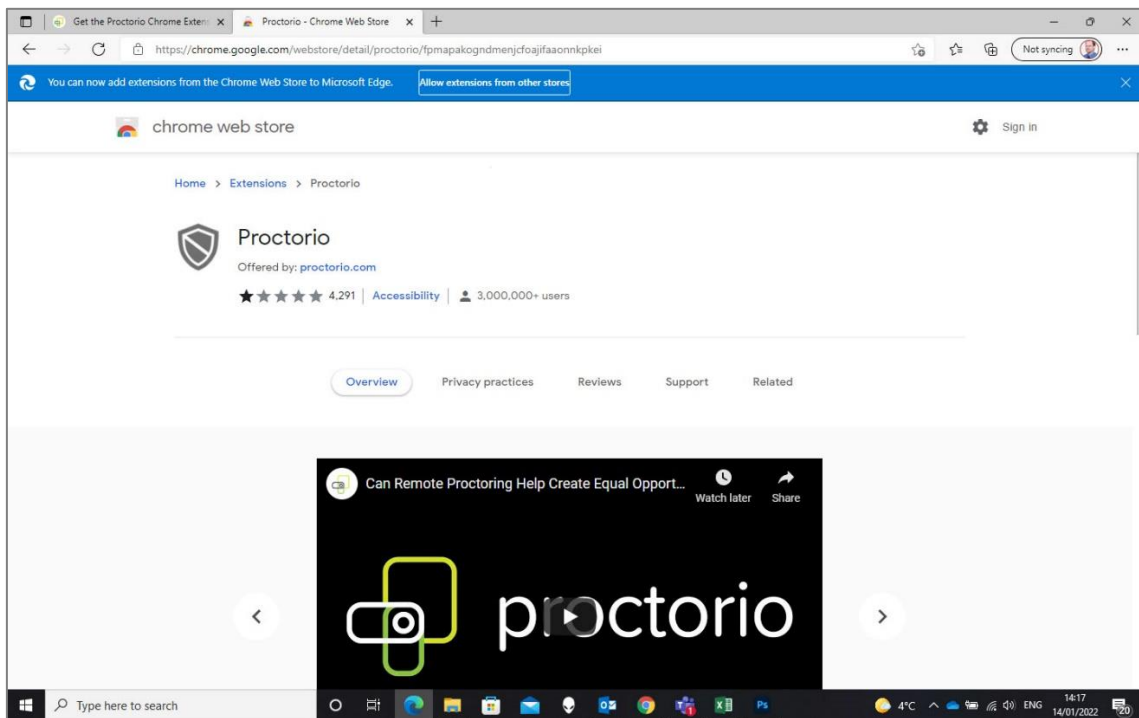
	<b>Windows</b>	<b>Mac</b>
Browser	Chrome with Proctorio Extension	Chrome with Proctorio Extension
Operating System	Windows 7+	macOS 10.11+
Processor	Intel Pentium or better	Intel
Free Disk Space	250 MB	250 MB
Free RAM	2 GB1	2 GB1
Upload Speed	0.092 Mbps - 0.244 Mbps2	
Microphone	Any Microphone, either internal or external	
Webcam	320x240 VGA resolution (minimum) internal or external	

#### System Checks Before the Exam is Scheduled

- As a candidate or participant, you need to have the Google Chrome or Microsoft Edge web browser installed on your PC.
- Next open the browsers and head over to [getproctorio.com](https://getproctorio.com) to install the Proctorio extension by selecting the **Click here** button.

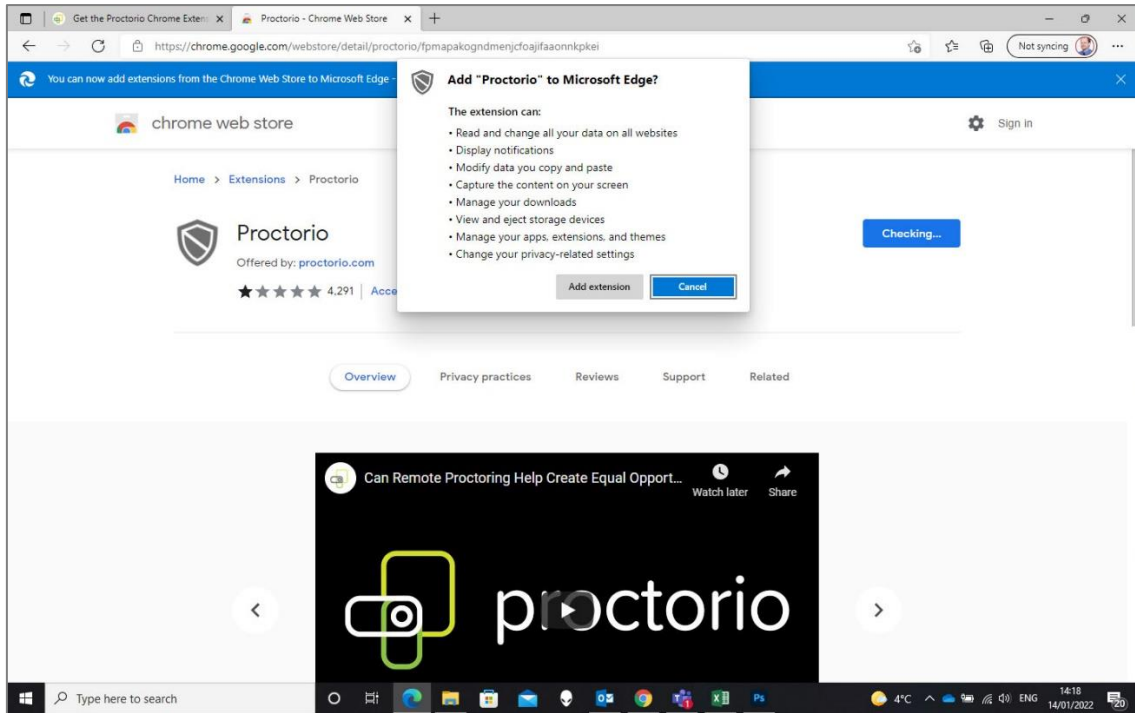


- If you are using Microsoft Edge you will also need to enable the browser to use Chrome extensions



- Click the **Add to Chrome** followed by **Add extension**



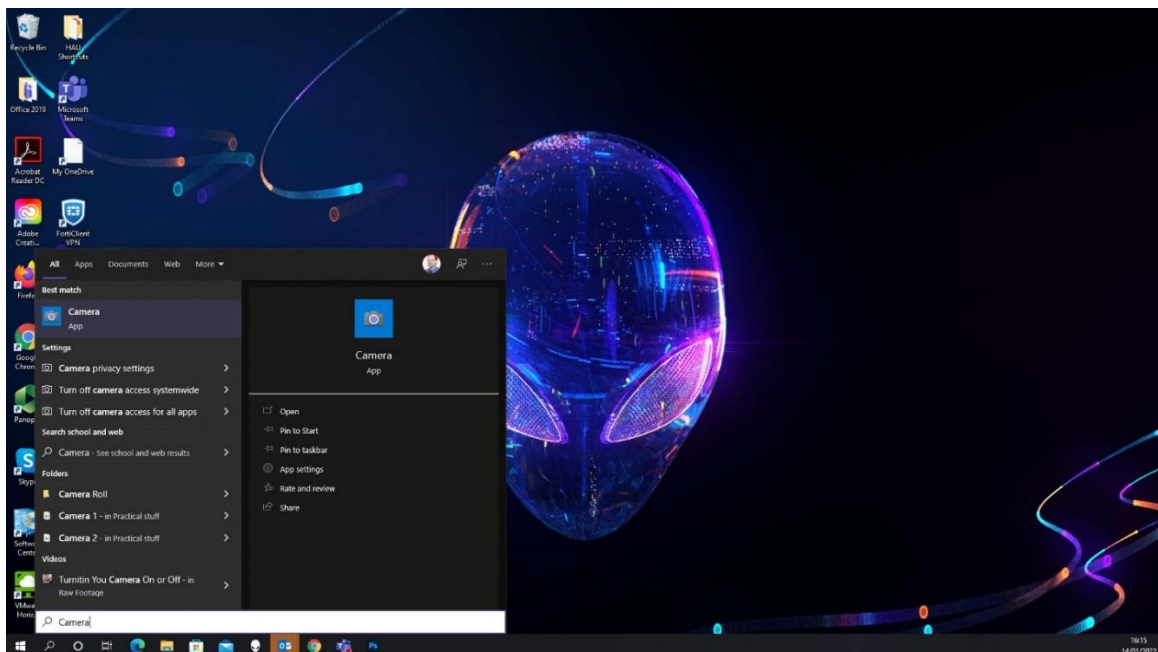


Make sure you have a properly working webcam and microphone and that you are using the latest version of the browsers:

For Windows computers

### Check to make sure your camera is working

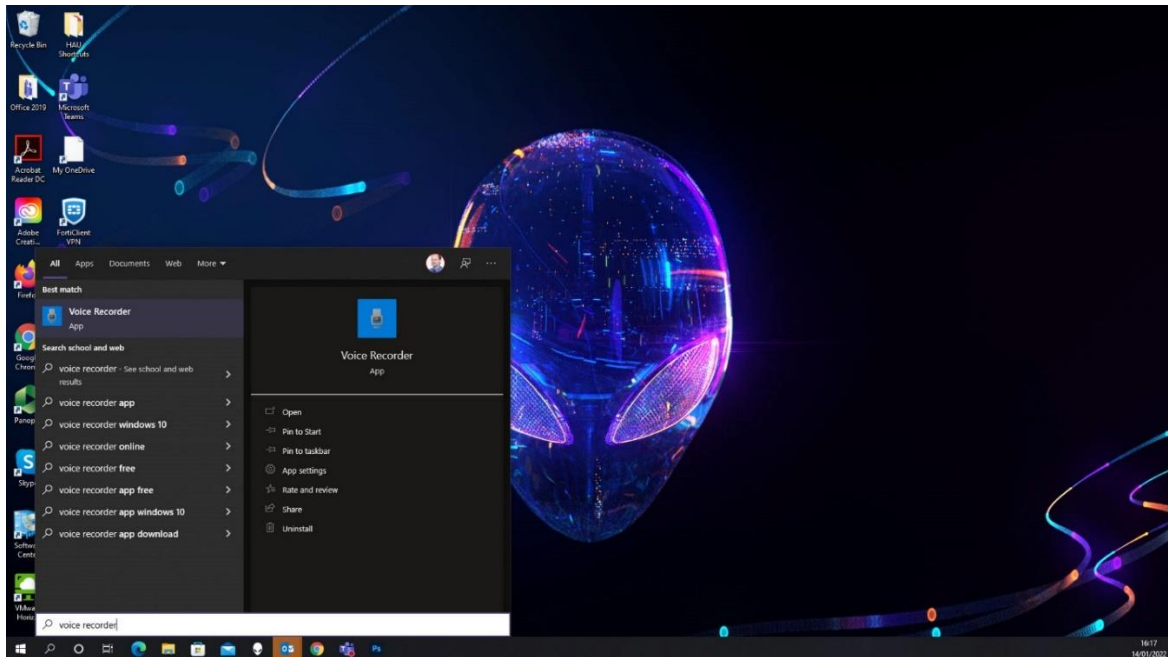
- Click the Windows (Start) button
- Type the word camera. Click on the Camera App



- You should see yourself on camera. If you do, your camera is working.

## Check to make sure that your microphone is working

- Click the Windows (Start) button
- Type the word Voice Recorder. Click on the Voice Recorder App



- In Voice Recorder, click on the blue Record button record for a few seconds then click stop.



- Play the new file that was recorded on the left-hand pane.
- If you hear yourself, then you have a properly configured microphone.

## For Apple computers

### Check to make sure your camera works

- Click the Photobooth icon on your dock or from the applications folder.
- The camera should come on automatically. If you see yourself, the camera is working properly.

### Check your microphone works

- Click Apple icon in the top left corner of the screen.
- Click System Preferences
- Under system preferences, select Sound either by clicking it or by searching for it in the search text box.
- Select the Input tab.
- The list of recording devices will appear. Make sure that the "Internal Microphone" is selected. Try speaking into your microphone and look for bars moving beside Input Level while you talk. If they are, your mic is working properly

- If the camera or microphone are having any issues, please fix those issues before starting your exam.
- If your camera or microphone fails the pre-check, please set their permissions to allow.

