

ICBSE

Procedures for the use of Tablet computers in intercollegiate examinations

1. Introduction

The ICBSE after recommendation from IQA Committee have agreed to the use of tablets in showing images during the delivery of OSCE examinations. All Colleges are asked to adhere to the following procedures in relation to the use of tablets to ensure the high standard in delivery of both the IMRCS.

2. Tablets – Make and Model

Make and Model:	Apple iPad Air
Maximum number required per circuit:	5
Number of tablets to be purchased:	7 (5 plus 2 as back-up)

3. Table Mount – Make and Model

Make & Model:	Apple Just Mobile UpStand
Maximum number required per circuit:	5
Number of stands to be purchased:	7 (5 plus 2 as back-up)

4. Review of OSCE scenarios

ICBSE will need to ensure all scenario documentation relating to OSCE stations that use a Tablet have been reviewed so that the scenario information provided to examiners and candidates relating to the Tablet is clear and concise and ensures the smooth delivery of the station.

5. Procedures for College Examinations Staff

Pre-exam procedure:

- a. Exams staff should familiarise themselves with the tablets and the functions listed below prior to the examination
- b. Tablets are for use inside the station only
- c. Tablets should be individually numbered or coded to identify any tablets which may have technical issues
- d. The four-digit entry password should be displayed with the tablet's individual number and code on the back of the tablet
- e. All tablets should be fully charged prior to the exam
- f. All tablets should be placed on a stand in the station
- g. All tablets should be tested prior to the exam to ensure they are functioning correctly
- h. Stations that use tablets should be situated near a power source
- i. An extension lead and charger should accompany each tablet
- j. Two spare tablets are on-site and Exams Staff are aware of their location
- k. If a problem arises with a tablet an incident report form should be completed by the Exams Staff
- l. Two hard copies of the images should be available to the examiner. One for the candidate in the event of malfunction to a device and one for the Examiners use
- m. Images should be uploaded on the tablet the day before the exam.

6. Procedures for Overseas Examinations

- a. The image should be uploaded on to the Tablet before travelling overseas to avoid problems of not being able to connect to Wi-Fi whilst overseas
- b. The Tablet devices should be transported by the Examinations Staff in hand luggage to ensure safe passage
- c. Exams staff should ensure the Tablets have been charged prior to journey and would meet requirements of airport security protocols
- d. Chargers and table stands should also be taken overseas but do not necessarily need to be transported in hand luggage
- e. Each College should ensure sufficient Travel Adapters suitable for the destination country are purchased and taken to overseas exam centres.
- f. Colleges should ensure the overseas examination centres have suitable facilities to accommodate the use of the tablets e.g. sufficient electric sockets in case of battery failure.
- g. Examinations Staff should adhere to points 1-13 in the Procedures for College Examinations Staff above.

7. Images

- a. Images will be supplied by the ICBSE electronically
- b. Only the image for the particular station on the particular examination day should be held on the tablet at any one time.

8. Uploading images

- a. College IT Departments to provide access to an 'Outlook' email account via remote access
- b. Exams Staff to access the email account where the image is located
- c. Open image through the email
- d. Once the image is on the screen click the button at the bottom of the screen which is a square with an arrow pointing upwards from the middle of the square
- e. Click on the 'Save Image' icon
- f. Exit the image (open via email) by pressing the 'Home' button. The image can now be located in your 'Photos'
- g. Go in to 'Photos' via the homepage of the Tablet and select the image
- h. Colleges have the option of downloading the image via iTunes if they so wish. If this is the preferred option guidance can be found here - <http://www.imobie.com/support/download-photos-from-computer-to-ipad.htm>.
- i. Now follow the instructions below to disable the functions.

9. Disabling the Functions

- a. Disable the internet:
 - i. Go to 'Settings' on the home screen
 - ii. Go to 'Wi-Fi'
 - iii. Slide 'Wi-Fi' so the colour changes from green to white
- b. Disable the Bluetooth:
 - i. Go to 'Settings' on the home screen
 - ii. Go to 'Bluetooth'
 - iii. Slide 'Bluetooth' so the colour changes from green to white
- c. Disable the screen saver option:
 - i. Go to 'Settings'
 - ii. Go to 'General'

- iii. Go to 'Auto-Lock'
 - iv. Go to 'Never' so the blue tick appears.
- d. Disable the screen by using Guided Access – Full instructions can be found here <http://www.wikihow.com/Use-Guided-Access-to-Disable-Parts-of-an-tablet-Screen>.
- i. Go to 'Settings' on the home screen
 - ii. Go to 'General'
 - iii. Go to 'Accessibility'
 - iv. Scroll down to 'Guided Access'
 - v. Turn on 'Guided Access' by sliding the button (it should turn green)
 - vi. Select 'Passcode Settings'
 - vii. Select 'Set Guided Access Passcode'
 - viii. Enter a 4-digit Passcode (please ensure you make a note of this code. The code should be memorable for your staff but candidates will not be able to know it)
 - ix. Go to home screen and select 'Photos'
 - x. Select the image so that it appears full screen
 - xi. Click the tablet Home button 3 times in quick succession to start 'Guided Access'
 - xii. Click the tablet Home button 3 times in quick succession again to bring up the screen where you will circle the functions you wish to disable
 - xiii. Use your finger to draw around all the icons at the bottom and all the icons at the top of the screen ensuring all parts of the icons are shaded out.
 - xiv. Disable the hardware buttons. Click on "Options" and then disable the "Sleep/Wake Button", "Volume Buttons" and "Keyboards". If the buttons are green, those functions will work, and if they're white, they will not work. You do NOT want these to work
 - xv. Leave "Motion" on to allow the candidate the option of viewing in portrait or landscape.
 - xvi. Leave the 'Touch function as 'on'. This should be green.
 - xvii. Click 'Start' or 'Resume' in top right-hand corner when you are ready to enter Guided Access mode.
- e. To Exit Guided Access
- i. Click the tablet Home button 3 times in quick succession
 - ii. Enter the 4-digit Passcode
 - iii. Delete the areas you originally disabled i.e. the shaded areas
 - iv. Click 'End' in top left-hand corner of the screen.
- f. If there are two images for the station candidates are permitted to flick between both images. The documentation should clearly outline to the candidate that there are two images.
- g. All tablets should be checked once the image is uploaded and the settings are set correctly so that the tablet is working and/or disabled as desired.

10. **Briefing for candidates**

- a. This examination uses Apple iPad electronic devices for the purpose of viewing images only
- b. All functions have been disabled so that you are only able to navigate the image(s) on the screen and use the zoom function
- c. In the event of a problem please notify the examiner in your station
- d. Any candidate caught tampering with any other function on the tablet will have their results withheld pending investigation.

11. **Briefing for examiner**

- a. Examiners should read the scenario in advance to ensure they are aware of exactly what is being asked of the candidate and what may be required of the Tablet
- b. Examiners will be provided with two hardcopies of the image. One for their own reference and one as back up for the candidate in case of malfunction of the Tablet
- c. In the event of a malfunction to the tablet you should provide the candidate with the hard copy image you have been provided with as a contingency.
- d. Candidates should be reassured they will not be disadvantaged if any malfunction occurs to the Tablet computer.
- e. If the candidate is disadvantaged time-wise they should be allowed to sit the entire station again at the end of the circuit
- f. You should notify a member of the Exams Staff of any malfunction or anomaly to the tablet
- g. If the candidate minimises the screen by mistake then you will need to select the image again by clicking on to the image
- h. The Tablet should be replaced back on to stand when the candidate has finished ready for the next candidate.

12. **Post exam procedures**

- a. Delete image from photos app
 - i. Got 'Photos' on Home screen
 - ii. Select the photo
 - iii. Click on the 'Bin' icon in the bottom right-hand corner
- b. Recharge the Tablet.

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