Australasian College
for Emergency Medicine

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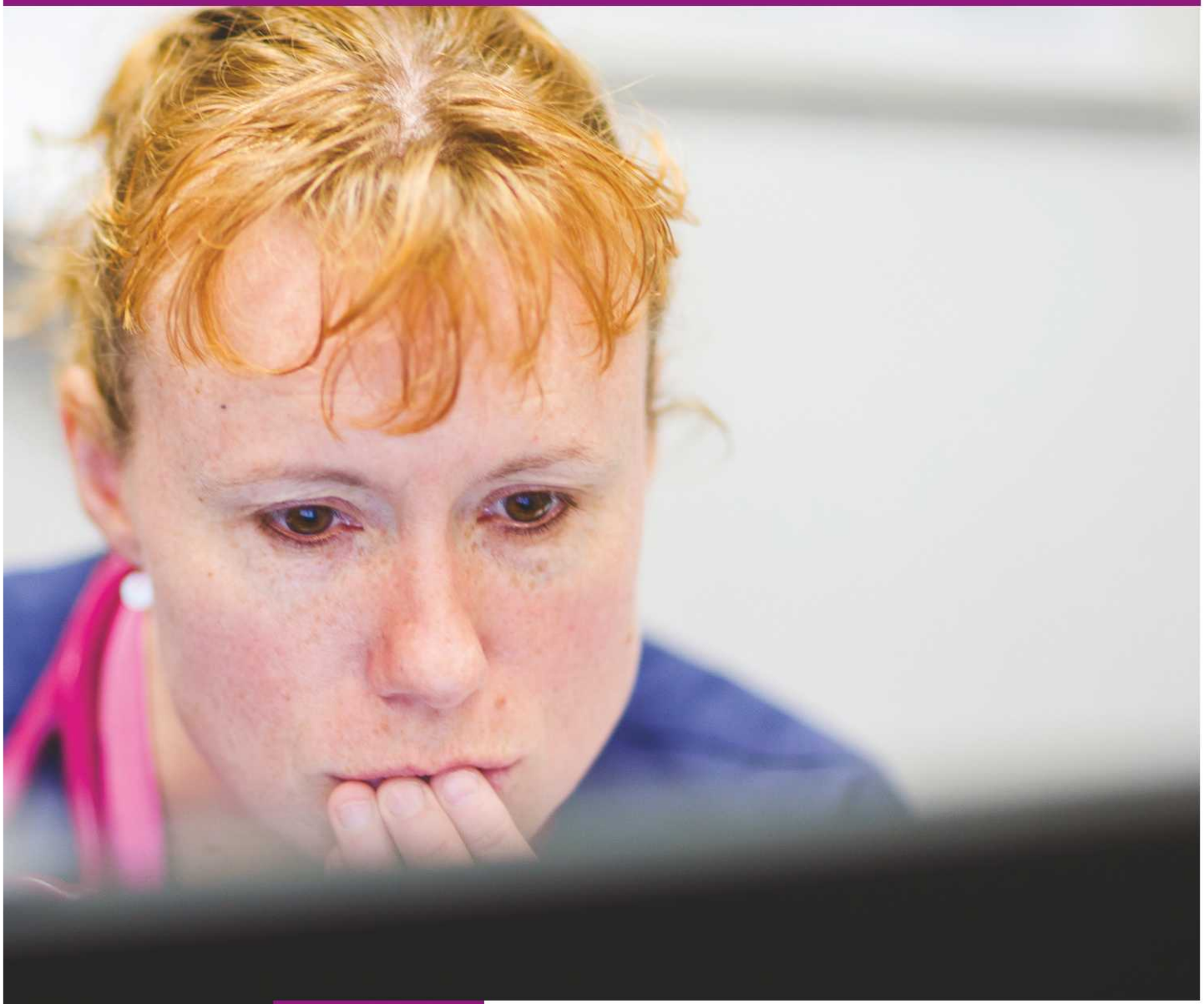
Please read and follow these instructions carefully
Do Not Touch the computer until directed



November 2019

SAQ Online Examination Instructions for Candidates

Document review	
Timeframe for review:	Every two (2) years, or earlier if required

Responsibilities	
Document authorisation	Executive Director, Education & Training
Document implementation	Manager, Assessment
Document maintenance	Assessment Team

Revision History

Version	Date of version	Pages revised / brief explanation of revision
1	July 2018	Document Created
2	February 2019	Document Updated
3	November 2019	Document Updated

Before you begin your examination

On the day of the exam, you will be logged into the online exam by Cliftons invigilators who will have your login details. Exam invigilators will guide you to your allocated computer. Once you are seated, your screen will display your name on the top right hand corner and an 'Attempt exam now' button.

Do Not Touch the Computer yet

If your screen does not look like this, please alert an invigilator immediately.

1. Check your examination is correct.

2. Check your name is correct.

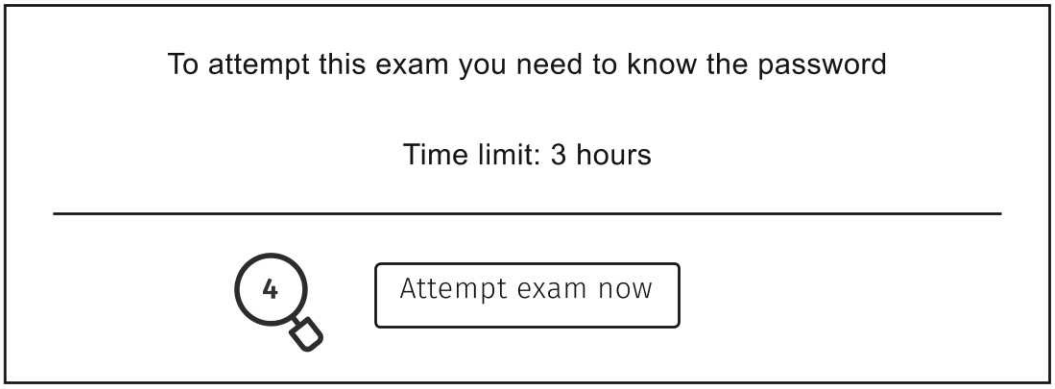
3. Check you have an Attempt exam now button.

If your name is NOT correct, please alert an invigilator immediately.

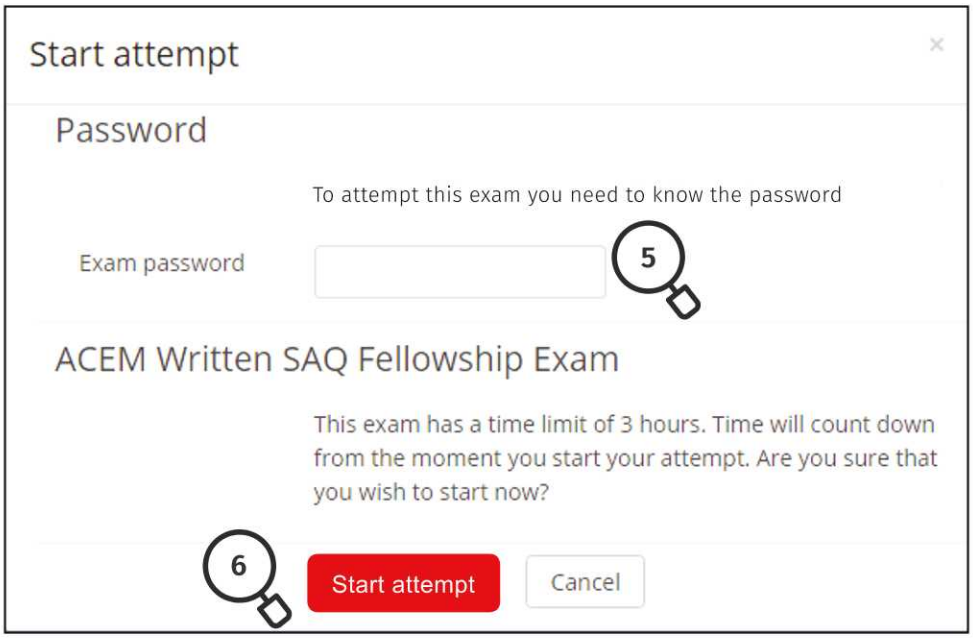
Please wait for the Invigilator's Instructions BEFORE clicking Attempt exam now

Starting the Examination

Once the invigilator has completed all exam announcements and provided the instruction to start the exam, click on the 'Attempt exam now' button.



4. Click Attempt exam now - a pop-up box will appear.



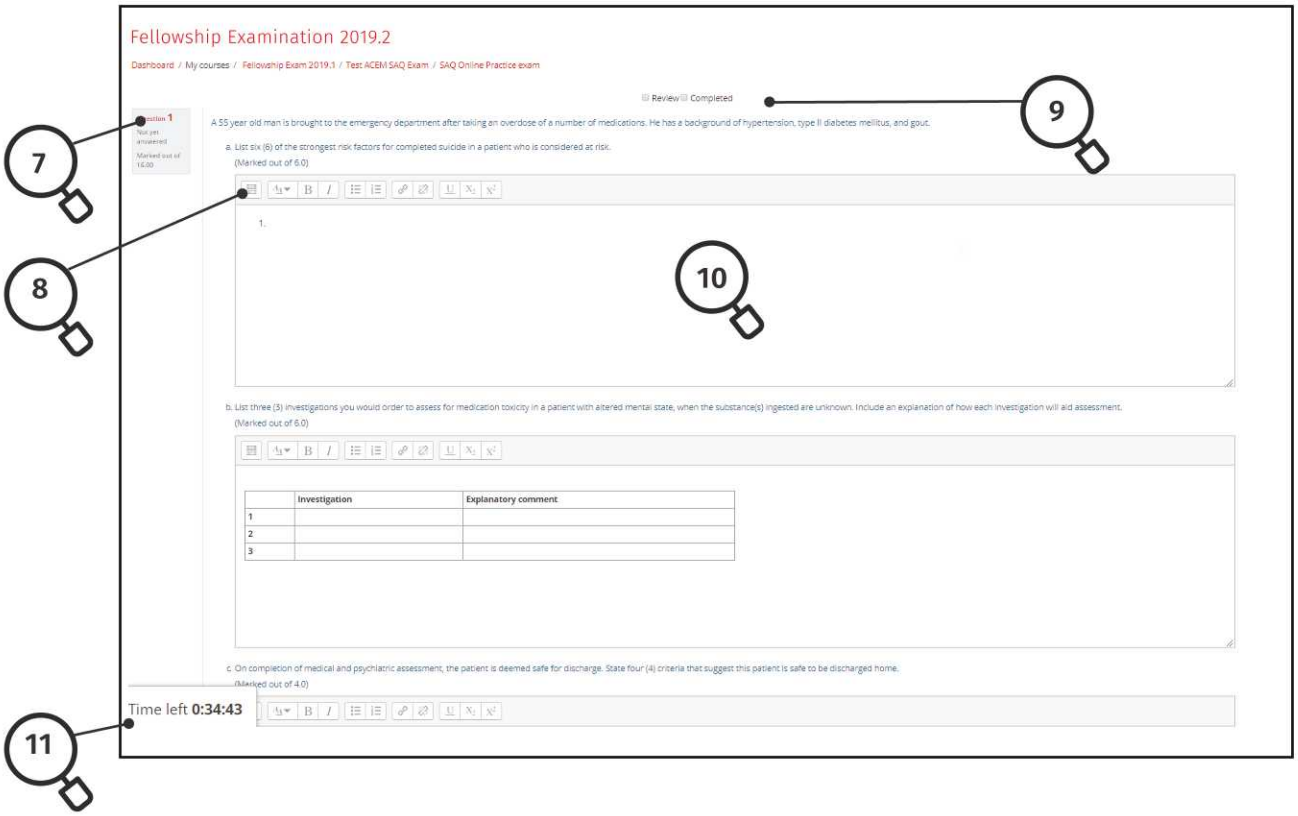
5. Enter the exam password. The password is displayed at the front of the room.

6. Click Start attempt to begin the exam.

The answer page

You can now begin to answer the exam questions by typing in the text space and using the tool bar icons if needed. The main features of the SAQ Eaxm question pages are shown below.

If your screen does not look like this, please alert an invigilator immediately.



7. Exam question number. Sub-questions are displayed below.

8. Tool bar. Click the first icon to expand the toolbar to reveal more icons.

9. Tick these to manually flag this question for review or completion later.

   ☐ Review ☐ Completed

10. Text box. Type your answer here. Note the tool bar - see 8

11. Exam Timer. Counts down from the start of the exam to 0:00:00

Your answers will be automatically submitted when the timer reaches 0:00:00

Entering your answers

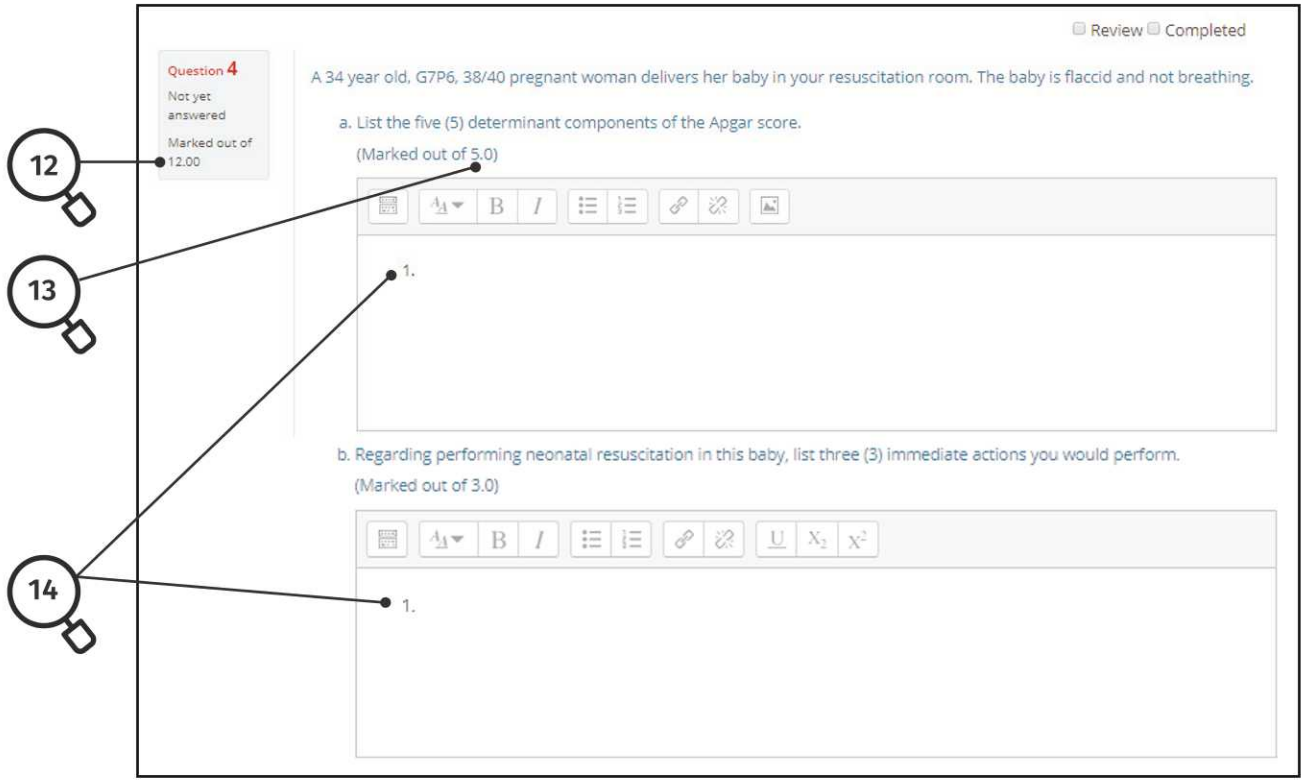
There is one page for each main exam question. The main information for each exam question is located at the top of each exam page.

If there are several parts of the question to answer, these will be displayed with relevant information down the page.

The total number of marks available for each question part is displayed near the question number on the left-hand side of the page. Marks for each part of a question are also displayed on the screen.

If the question asks for the answer in a list, as in the example below, a number or a bullet point may be pre-populated in the text answer box. To continue adding list points:

- Hover your mouse next to the first point and click
- Type your answer for the first point
- Press the ENTER key to add another point to the list.



12. Total marks for this question, including sub-questions.

13. Marks for this sub-question.

14. Pre-populated list.

Your answers are automatically saved during the exam. Clicking or any number in the navigation block also saves your answers.

Next page

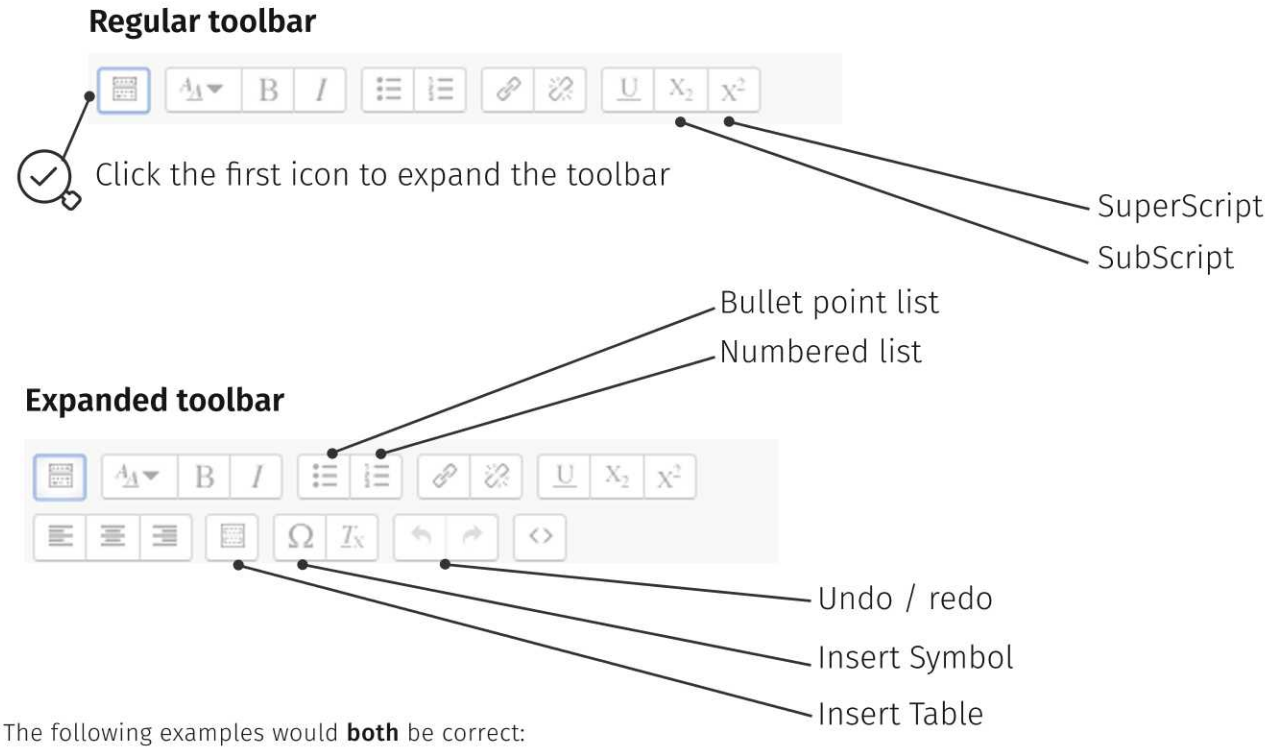
Using the toolbar

Each question answer area has a toolbar which allows you to format your exam answers. Click on the left-hand icon of each toolbar to expand the toolbar and view all the functions available.

You do not need to be familiar with all the toolbar functions, however you can experiment within the SAQ Practice Exam space. Most of these icons should be familiar to you from everyday use (Bold, italics, etc).

Important instructions for superscript and subscript

- Type the part of the word or symbol before the subscript or superscript. eg CO
- Click the subscript (X_2) or superscript (X^2) button in the toolbar.
- Type the number or letter you want to subscript or superscript eg 2 (it should appear as subscript or superscript).
- Click at the end of the subscripted or superscripted letter or number.
- Click the subscript (X_2) or superscript (X^2) button to turn it off.
- Click the space bar.
- You should now be able to continue typing using the standard font.



The following examples would **both** be correct:

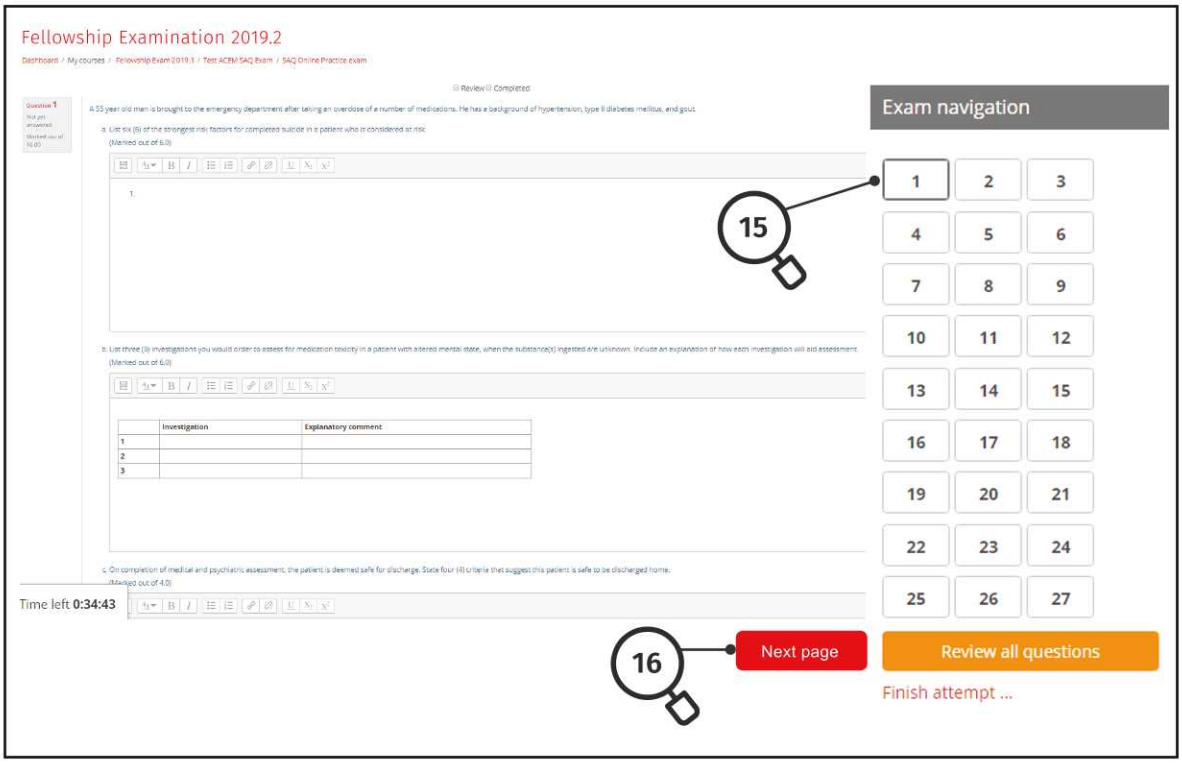
CO2	or	CO_2
HCO3	or	HCO_3
beta	or	β
alpha	or	α
time	or	Δt
41C	or	41°C

The use of formatting is NOT required for an answer to be correct

Navigating and saving answers

The SAQ exam contains 27 pages of questions. On the right hand side of the page you will find the navigation block which displays each question number.

Within the navigation block, the first question will be highlighted with a black border. This symbolises that question 1 is currently viewed. In the same way, as you progress through the exam, the question box corresponding to the question you are answering will be highlighted by the black border in the Exam navigation block.



15. A dark border indicates the current question eg: 1 2 3

16. To progress through the exam, click Next page or any other number.

You can click on any number at any time to go directly to that question.

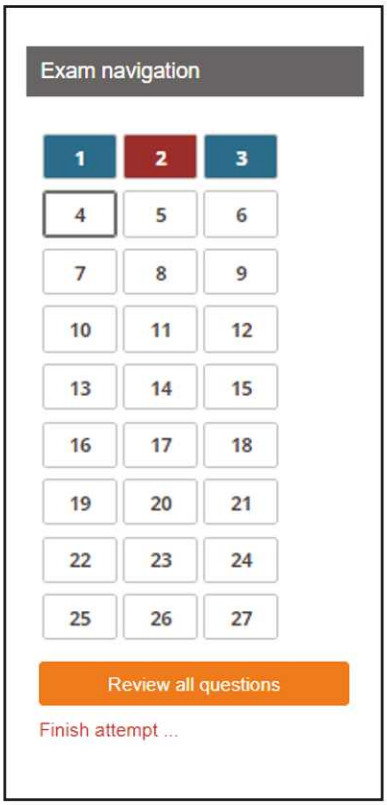
Your answers are automatically saved during the exam. Clicking or any number in the navigation block also saves your answers.

Next page

The Navigation block up close

You can also use the navigation block as a guide to see questions you have visited, questions you have flagged as completed, or flagged for review.

The navigation block example below displays how colour can be used to ensure no questions have been accidentally missed.



1 Blue - manually **flagged as complete**

2 Red - manually **flagged for review**

4 White with a dark border - current question being viewed

5 White - questions which are not currently clicked

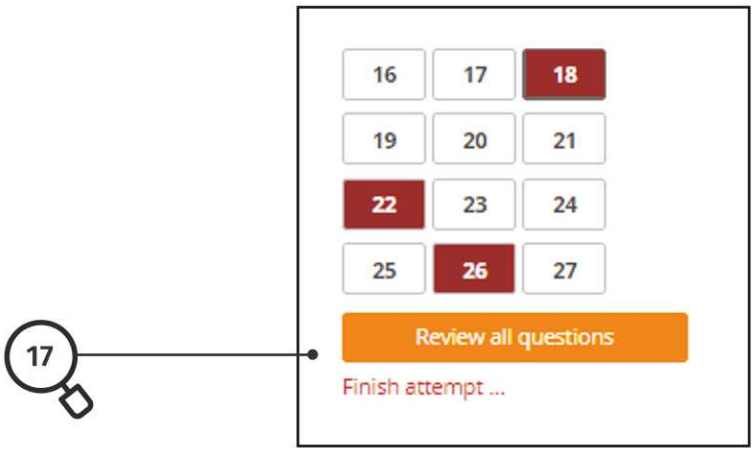
Questions flagged as "review" or "completed" are still saved and submitted

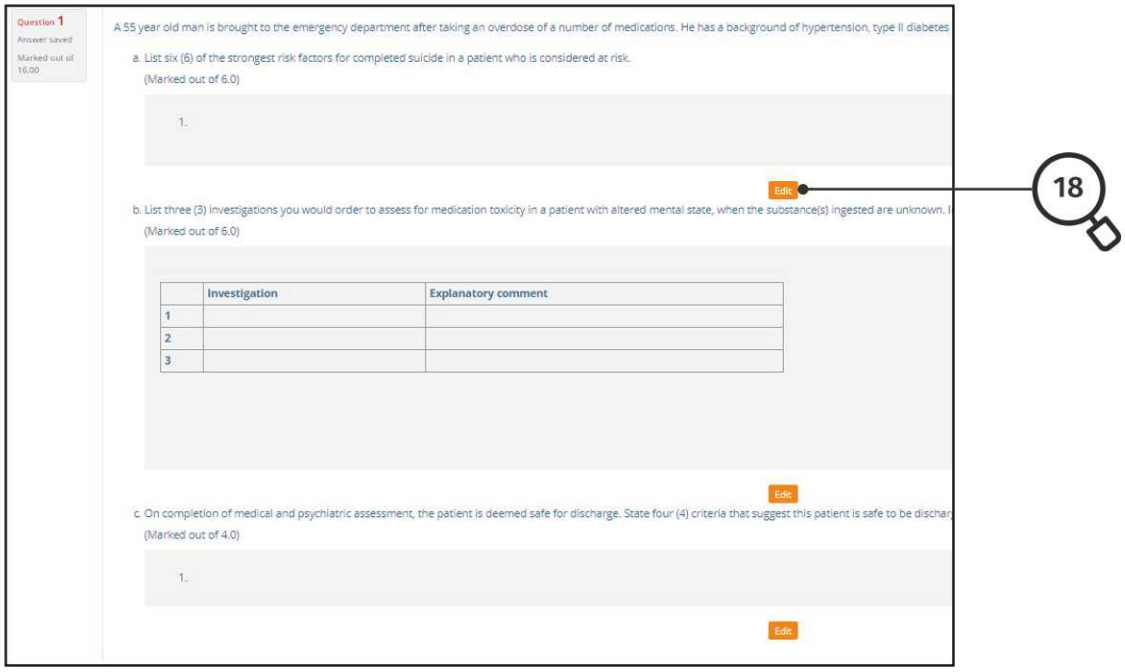
To remove a flag, simply untick that box on the relevant question page

Reviewing your answers

If you are still within the exam time limit, you may review all your answers on one page. Click the review button at the bottom of the navigation block.

On the review page, you can scroll down to view your answers in the grey highlighted spaces.





17. Review all Questions.

18. Edit your answer for this question.

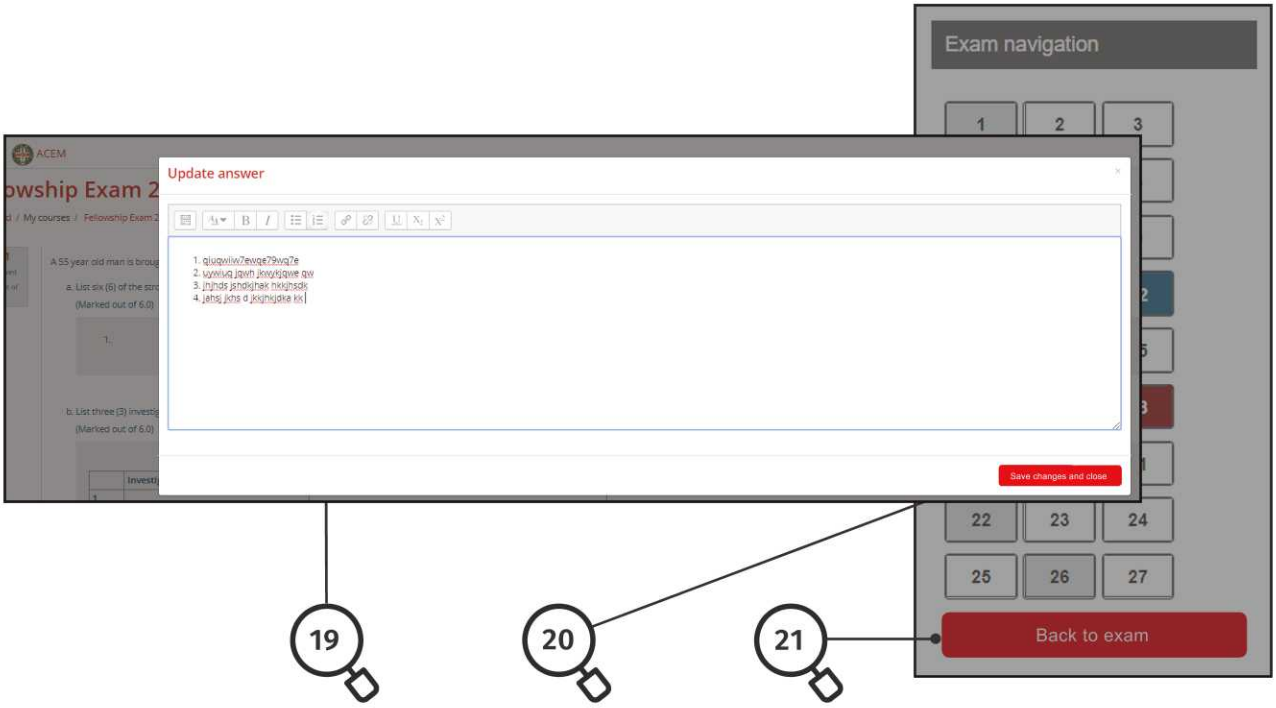
You can click Edit **to edit your answers directly from the review page.**

Editing your answers

If you click Edit, a popup box with your saved answer will appear.

Once you click Save changes and close you will be returned to the review page.

From the review page, you can return to individual exam questions by clicking Back to exam



19. Update answer pop-up box.

20. Click the Save changes and close button and return to the review page.

21. Return to the individual exam question pages.

Remember to save your edits!

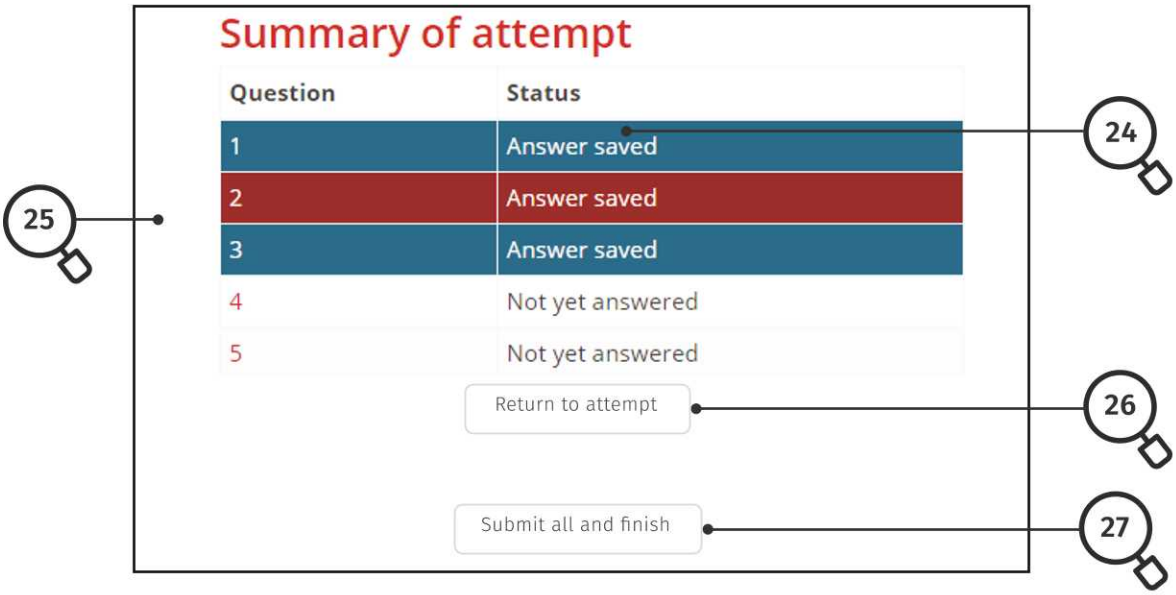
Viewing the summary page

When you have finished, and there is time remaining, you can submit your answers by clicking Finish attempt..

The Summary of attempt page lists each question and your answer status.

If you have any “Not yet answered” questions in the Summary table click the “Return to attempt” button to go back to the exam and answer that question. Ensure each question number has a status of Answer saved. If the summary of attempt table displays Not yet answered it is your responsibility to check each answer is saved. You can also return to answer questions by selecting the red question number displayed in the summary table.

Please note that the blue “completed” and red “for review” colours are for your use only, to determine if you want to return to the question and review it. As long as the question has 'Answer saved' in the Status column of the Summary table, the answer entered will be saved.



23. Finish attempt and view the Summary page.

24. Status of each answer. Flagged as "completed" by you or flagged "for review" by you.

25. Click any number to return to your answer for that question.

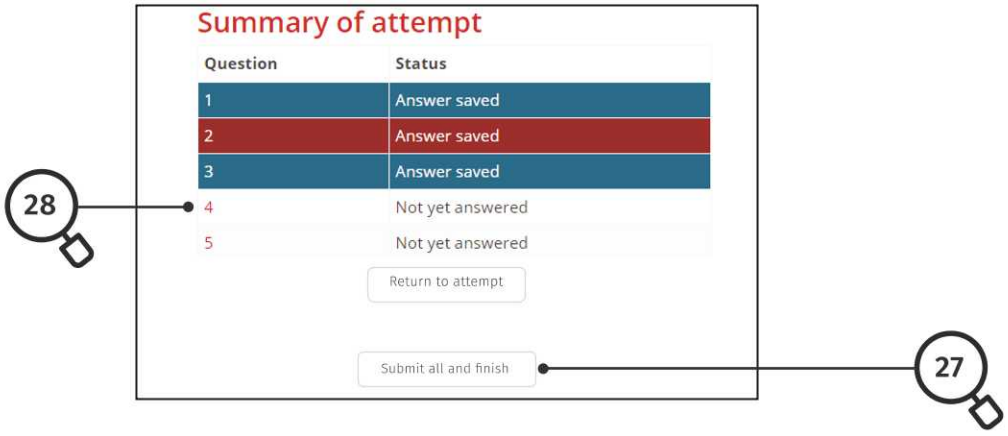
26. Return to attempt and use the navigation.

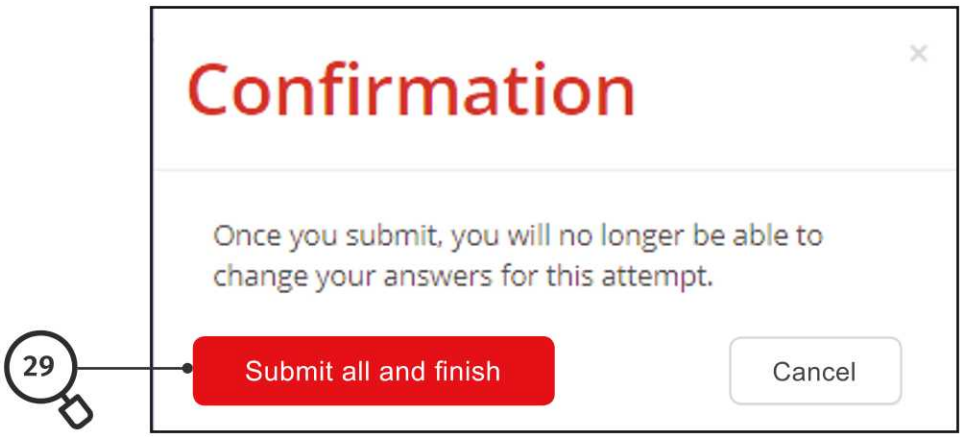
27. Submit **all** your answers and finish the exam.

Please read the summary carefully! You must ensure your answers are saved!

Submitting your exam

Once you click Submit all and finish, a popup box will appear.





27. Submit **all** your answers and finish the exam.

28. Click any number to return to your answer for that question.

29. Confirmation of your decision to Submit all and finish.

The following message confirms your submission.

Attempts	Status
1	Finished

You cannot change any answers if you click the confirmation in 29

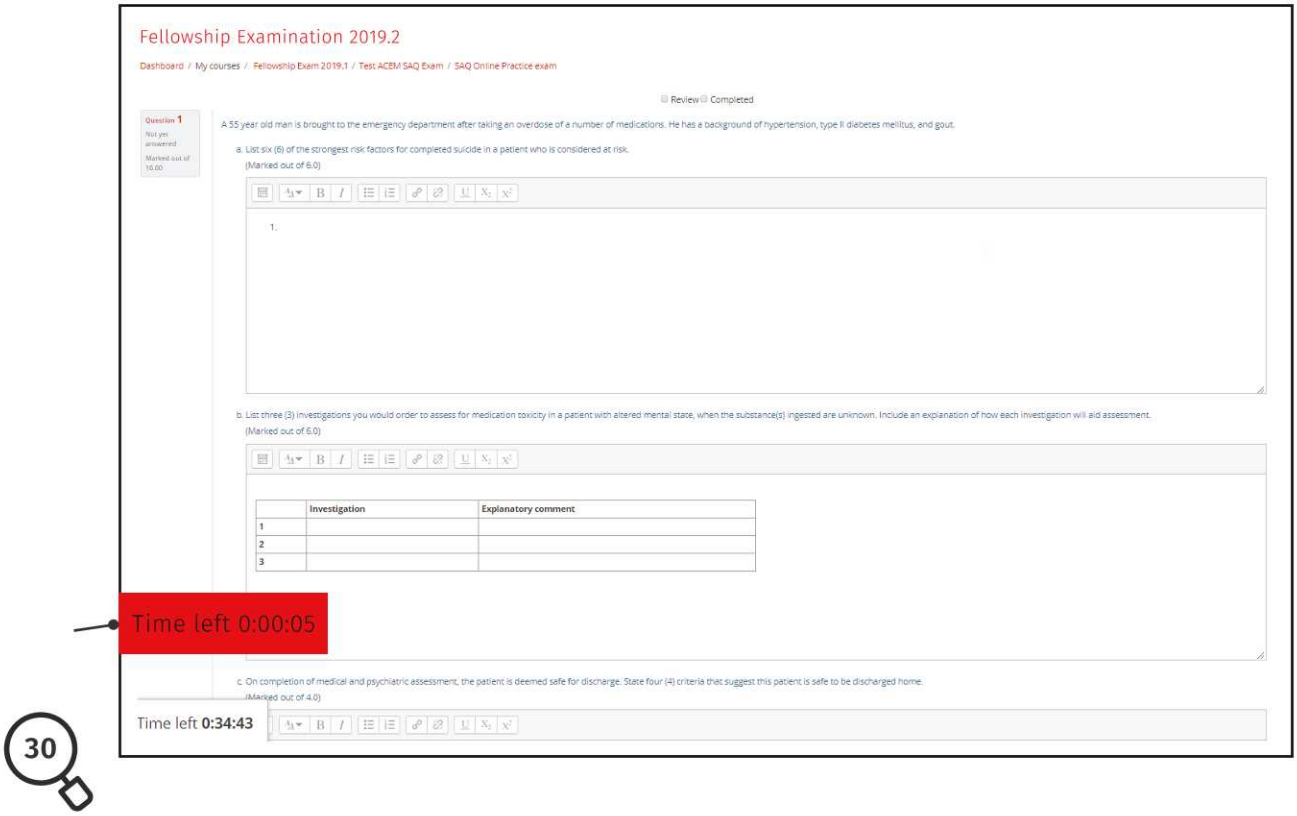
Time expiry and automatic submission

The exam time counter, located at the bottom left-hand corner of your screen will start to turn red as soon as there are 15 seconds or less remaining in the exam. This gives you a reminder that time is nearly up.

If you are still completing the exam when your time expires, your answers will automatically be submitted.

You cannot continue entering answers or edit answers after automatic submission.

If you wish to review and edit your examination answers before they are automatically submitted, allow time for this. See page 13 for instructions on manual submission of the examination.



30. Five seconds or less. When your time expires you will see Time left **Time is up!**

The following message confirms the automatic submission.

Attempts	Status
1	Finished

When your time is up, you cannot enter any more answers!

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