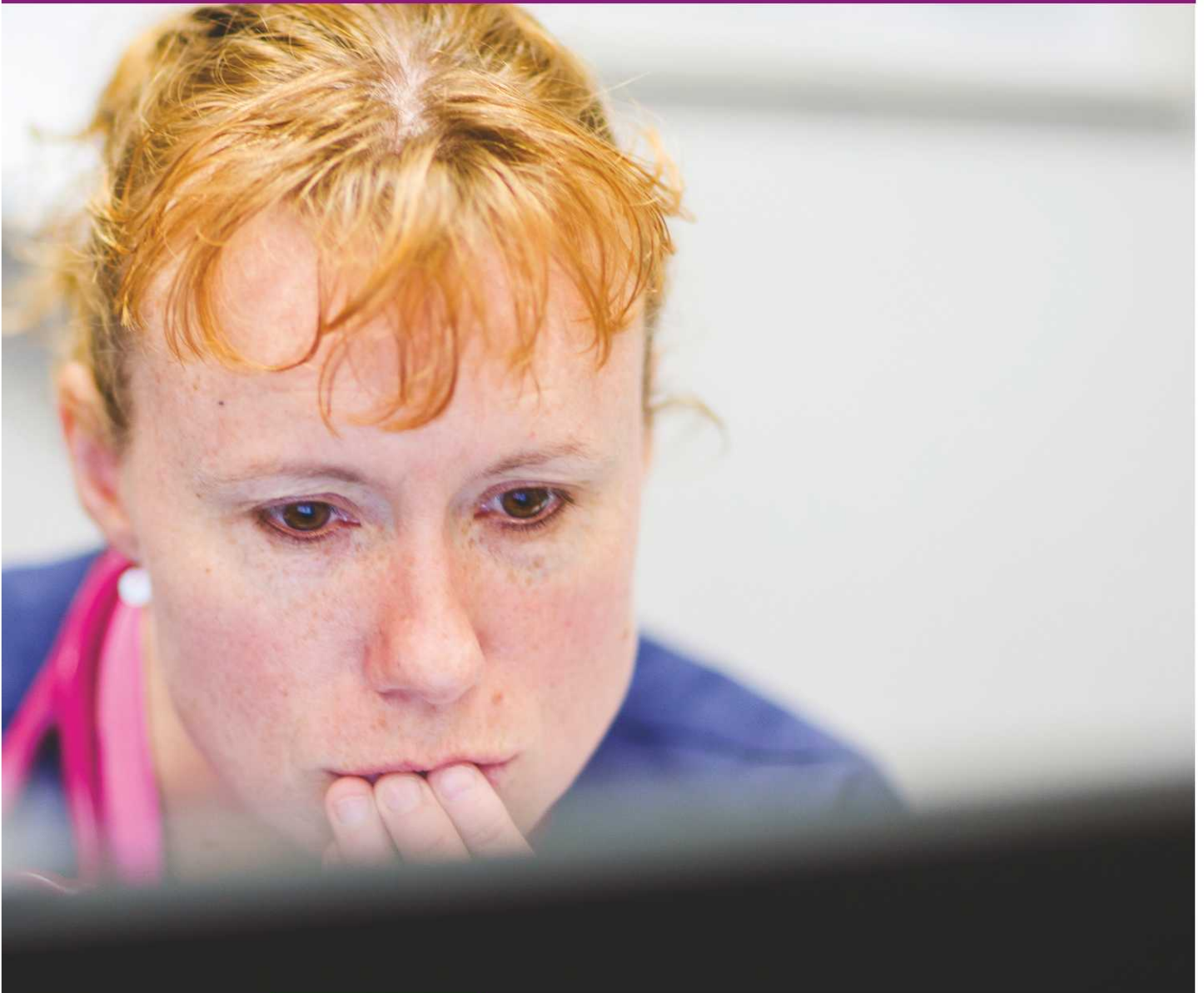




Australasian College for Emergency Medicine

acem.org.au

**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
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1	July 2018	Document Created
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2	February 2019	Document Updated
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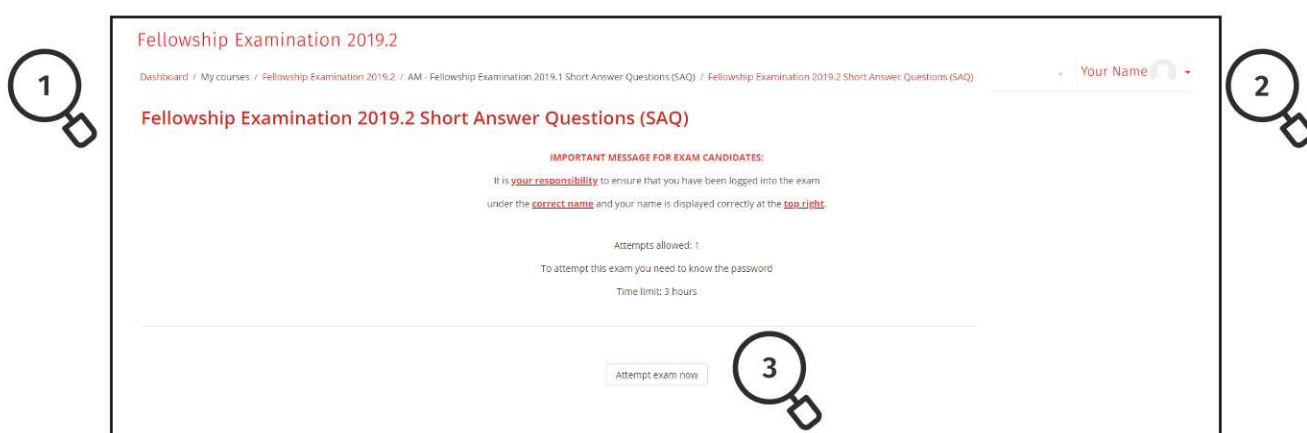
3	November 2019	Document Updated
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Before you begin your examination

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.



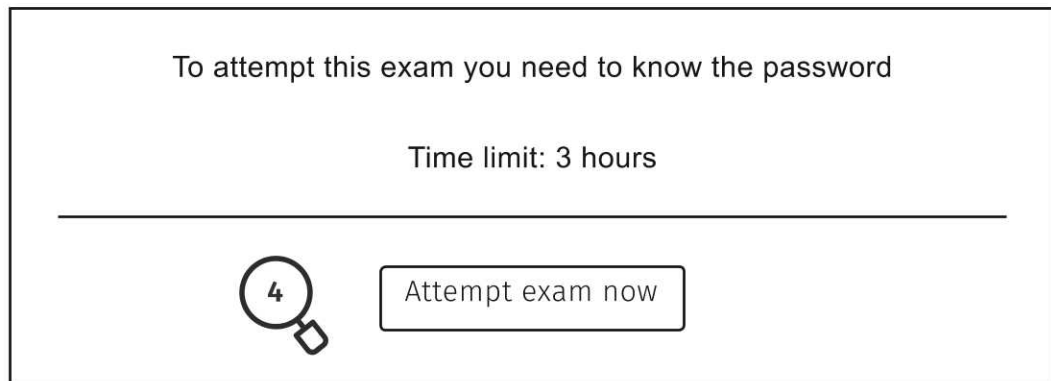
1. Check your examination is correct.
2. Check your name is correct.
3. Check you have an Attempt exam now button.

 **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.



To attempt this exam you need to know the password

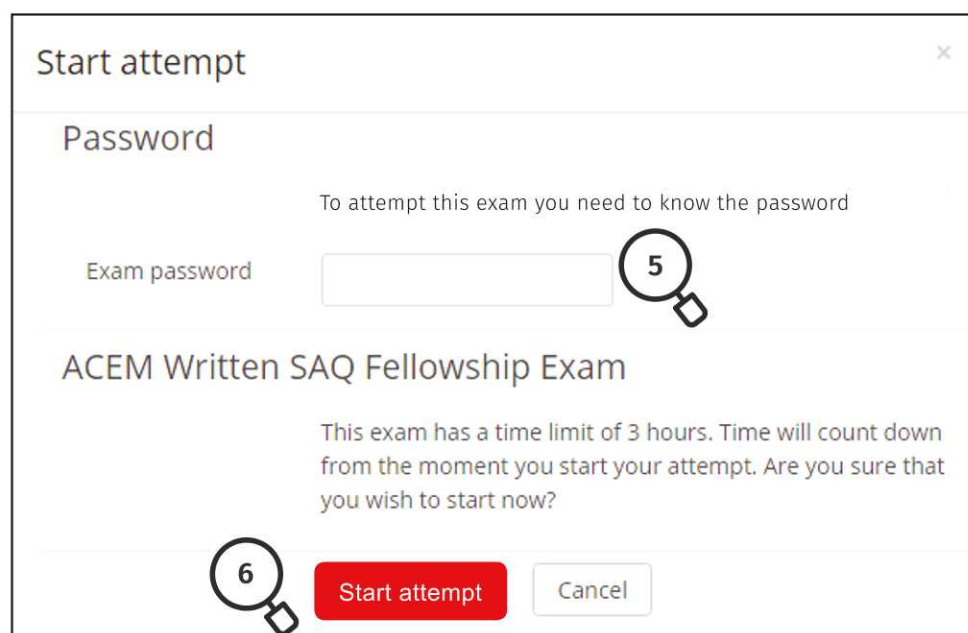
Time limit: 3 hours

4 

Attempt exam now




4. Click  - a pop-up box will appear.



Start attempt ×


Password

To attempt this exam you need to know the password

Exam password 5 

ACEM Written SAQ Fellowship Exam

This exam has a time limit of 3 hours. Time will count down from the moment you start your attempt. Are you sure that you wish to start now?

6 

Start attempt Cancel



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



6. Click  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 Exam question pages are shown below.

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

The screenshot shows the 'Fellowship Examination 2019.2' interface. At the top, there is a breadcrumb trail: 'Dashboard / My courses / Fellowship Exam 2019.1 / Test: ACEM SAQ Exam / SAQ Online Practice exam'. Below this, there are two tabs: 'Review' and 'Completed'. The main content area displays a question about a 55-year-old man with an overdose. The question is divided into three parts: (a) listing risk factors for suicide, (b) listing investigations for medication toxicity, and (c) stating criteria for discharge. Each part has a text input area with a toolbar. Callout 7 points to the question number '1'. Callout 8 points to the toolbar. Callout 9 points to the 'Review' and 'Completed' tabs. Callout 10 points to the text input area for part (a). Callout 11 points to the 'Time left 0:34:43' timer at the bottom left.

Question 1
Not yet answered
Marked out of 15.00

A 55 year old man is brought to the emergency department after taking an overdose of a number of medications. He has a background of hypertension, type II diabetes mellitus, and gout.

a. List six (6) of the strongest risk factors for completed suicide in a patient who is considered at risk.
(Marked out of 6.0)

1.

b. List three (3) investigations you would order to assess for medication toxicity in a patient with altered mental state, when the substance(s) ingested are unknown. Include an explanation of how each investigation will aid assessment.
(Marked out of 6.0)

	Investigation	Explanatory comment
1		
2		
3		

c. On completion of medical and psychiatric assessment, the patient is deemed safe for discharge. State four (4) criteria that suggest this patient is safe to be discharged home.
(Marked out of 4.0)

Time left 0:34:43

- 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.

The screenshot shows an exam interface. On the left, a sidebar contains three question numbers: 12, 13, and 14, each with a magnifying glass icon. The main area displays 'Question 4' with the text: 'A 34 year old, G7P6, 38/40 pregnant woman delivers her baby in your resuscitation room. The baby is flaccid and not breathing.' Below this, there are two sub-questions: 'a. List the five (5) determinant components of the Apgar score. (Marked out of 5.0)' and 'b. Regarding performing neonatal resuscitation in this baby, list three (3) immediate actions you would perform. (Marked out of 3.0)'. Each sub-question has a text input box with a pre-populated list point '1.' and a rich text editor toolbar. Callout lines connect the sidebar numbers to the interface elements: 12 points to the question header, 13 points to the first sub-question, and 14 points to the second sub-question.

- 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).

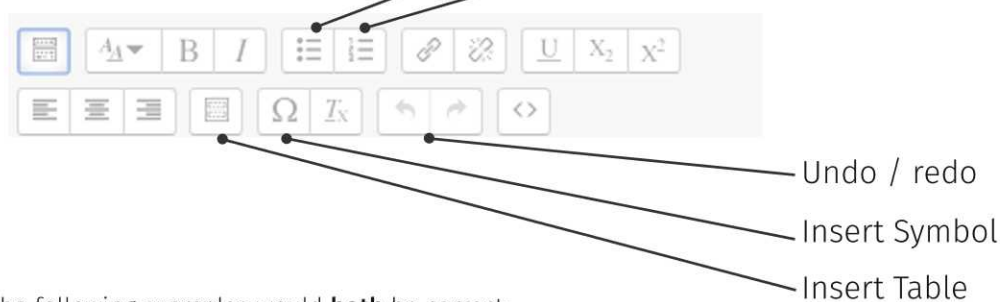
Important instructions for superscript and subscript

- 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.

Regular toolbar



Expanded toolbar



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

CO ₂	or	CO ₂
HCO ₃	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.

Fellowship Examination 2019.2

Dashboard / My courses / Fellowship Exam 2019.2 / Test ACPEM SAQ Exam / SAQ Online Practice exam

Review (0) Completed

Question 1
Not yet attempted
Marked out of 10.00

A 55 year old man is brought to the emergency department after taking an overdose of a number of medications. He has a background of hypertension, type 2 diabetes mellitus, and gout.

15. List six (6) of the strongest risk factors for completed suicide in a patient who is considered at risk.
(Marked out of 6.0)

16. List three (3) investigations you would order to assess for medication toxicity in a patient with altered mental state, when the substance(s) ingested are unknown. Include an explanation of how each investigation will aid assessment.
(Marked out of 6.0)

	Investigation	Explanatory comment
1.		
2.		
3.		

17. On completion of medical and psychiatric assessment, the patient is deemed safe for discharge. State four (4) criteria that suggest this patient is safe to be discharged home.
(Marked out of 4.0)

Time left 0:34:43

Exam navigation

1 2 3
4 5 6
7 8 9
10 11 12
13 14 15
16 17 18
19 20 21
22 23 24
25 26 27

Next page Review all questions
Finish attempt ...

- 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.

Exam navigation

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27

Review all questions

Finish attempt ...

-  Blue - manually **flagged as complete**
-  Red - manually **flagged for review**
-  White with a dark border - current question being viewed
-  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.

The diagram illustrates the review process. A magnifying glass labeled 17 points to the 'Review all questions' button in the navigation block. Another magnifying glass labeled 18 points to the 'Edit' button next to an answer in the question detail view.

Navigation Block:

16	17	18
19	20	21
22	23	24
25	26	27

[Review all questions](#)
[Finish attempt ...](#)

Question Detail View:

Question 1
Answer saved
Marked out of 16.00

A 55 year old man is brought to the emergency department after taking an overdose of a number of medications. He has a background of hypertension, type II diabetes

a. List six (6) of the strongest risk factors for completed suicide in a patient who is considered at risk.
(Marked out of 6.0)

1.

[Edit](#)

b. List three (3) investigations you would order to assess for medication toxicity in a patient with altered mental state, when the substance(s) ingested are unknown. If
(Marked out of 6.0)

	Investigation	Explanatory comment
1		
2		
3		

[Edit](#)

c. On completion of medical and psychiatric assessment, the patient is deemed safe for discharge. State four (4) criteria that suggest this patient is safe to be discharged.
(Marked out of 4.0)

1.

[Edit](#)



17. Review all Questions.



18. Edit your answer for this question.



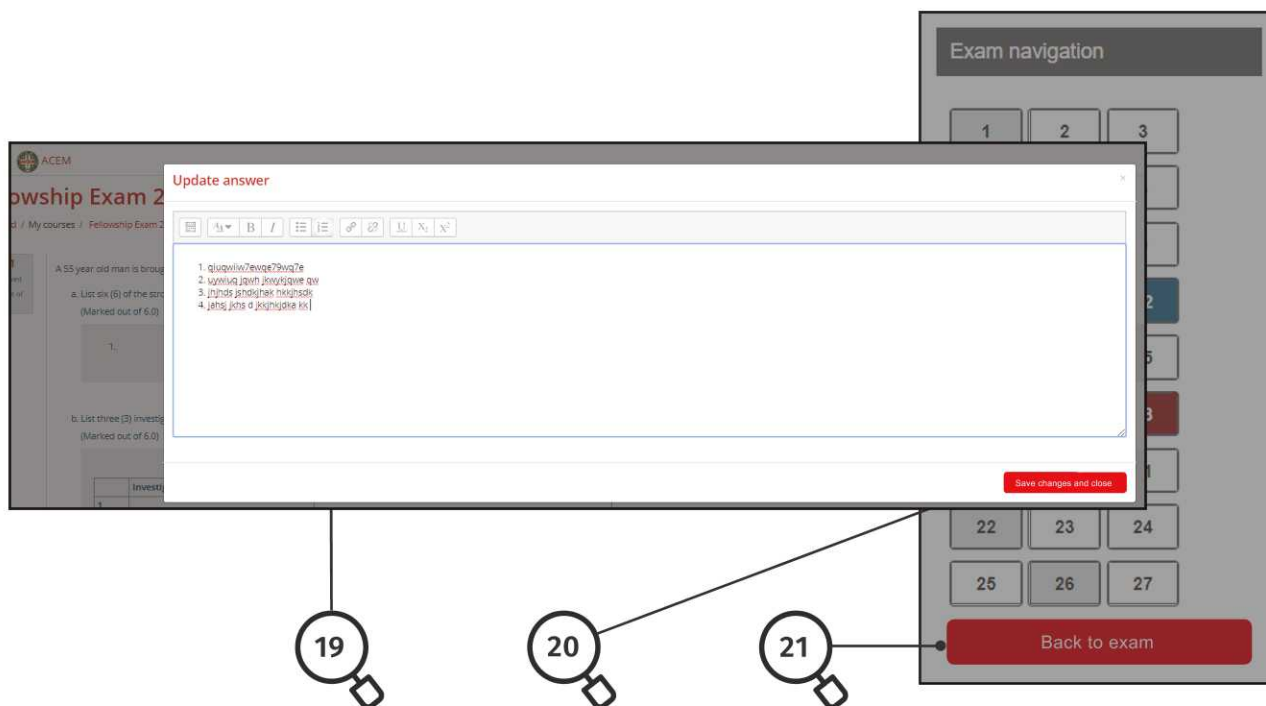
You can click [Edit](#) to edit your answers directly from the review page.

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.

The diagram illustrates the 'Summary of attempt' page. At the top right, a navigation bar contains question numbers 22, 23, 24, 25, 26, and 27. Below these is an orange button labeled 'Review all questions' and a red link labeled 'Finish attempt ...'. A callout 23 points to this link. The main section is titled 'Summary of attempt' and contains a table with two columns: 'Question' and 'Status'. The table lists questions 1 through 5. Questions 1, 2, and 3 are highlighted in blue and have a status of 'Answer saved'. Questions 4 and 5 are highlighted in red and have a status of 'Not yet answered'. A callout 24 points to the 'Status' column. Below the table are two buttons: 'Return to attempt' and 'Submit all and finish'. Callout 25 points to the 'Return to attempt' button, callout 26 points to the 'Submit all and finish' button, and callout 27 points to the 'Submit all and finish' button. A callout 23 also points to the 'Finish attempt ...' link.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered
5	Not yet answered

Return to attempt

Submit all and finish

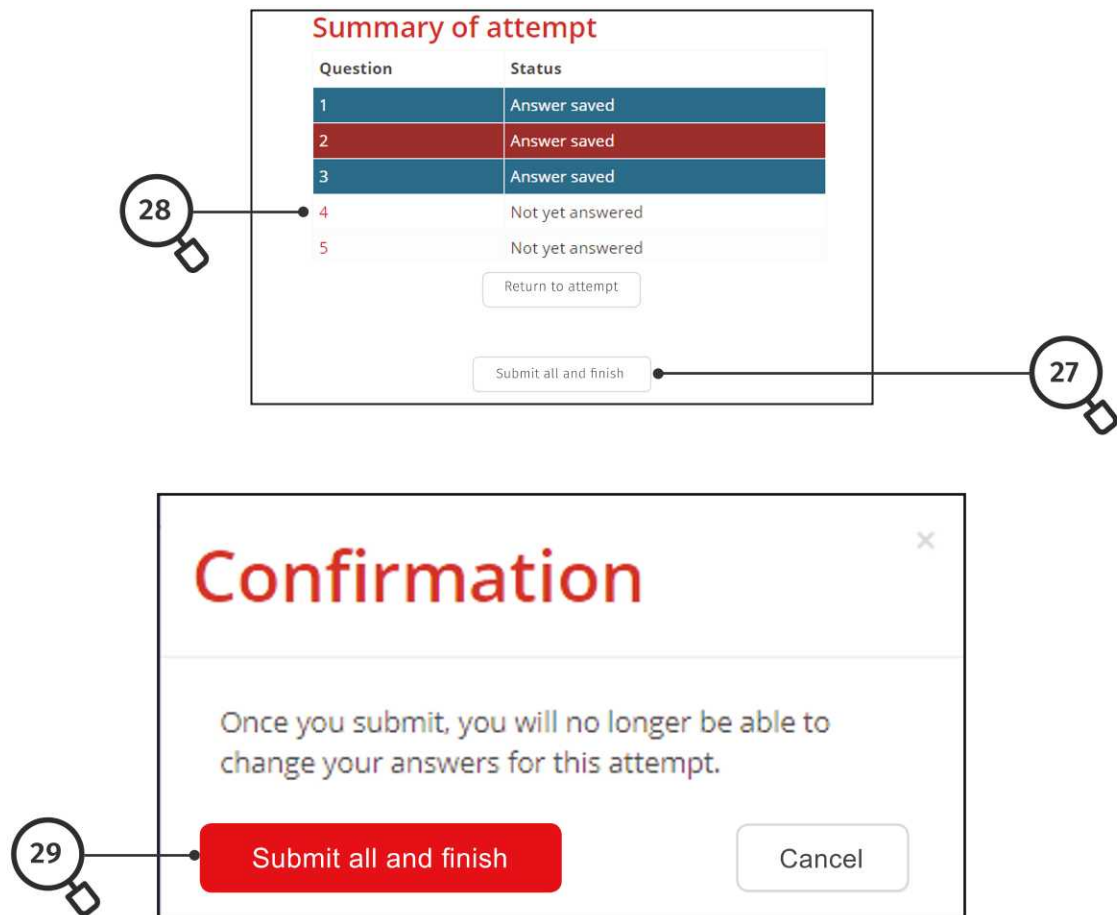
- 23. Finish attempt and view the Summary page.
- 24. Status of each answer. Flagged as "completed" by you or flagged "for review" by you.
- 25. Click any number to return to your answer for that question.
- 26. Return to attempt and use the navigation.
- 27. Submit **all** your answers and finish the exam.



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

Submitting your exam

Once you click , a popup box will appear.



Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered
5	Not yet answered

Return to attempt

Submit all and finish

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish Cancel

- ✓ 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



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.

Fellowship Examination 2019.2
Dashboard / My courses / Fellowship Exam 2019.1 / Test: ACEM/SAQ Exam / SAQ Online Practice exam

Review Completed

Question 1
Not yet answered
Marked out of 16.00

A 55 year old man is brought to the emergency department after taking an overdose of a number of medications. He has a background of hypertension, type II diabetes mellitus, and gout.

a. List six (6) of the strongest risk factors for completed suicide in a patient who is considered at risk.
(Marked out of 6.0)

1.

b. List three (3) investigations you would order to assess for medication toxicity in a patient with altered mental state, when the substance(s) ingested are unknown. Include an explanation of how each investigation will aid assessment.
(Marked out of 6.0)

	Investigation	Explanatory comment
1		
2		
3		

c. On completion of medical and psychiatric assessment, the patient is deemed safe for discharge. State four (4) criteria that suggest this patient is safe to be discharged home.
(Marked out of 4.0)

Time left 0:34:43



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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