

Examination Video Work Instructions for AECs

It is essential that the examination is conducted correctly. The examination room must be setup correctly to prevent candidates from copying answers. The candidates must be informed about the procedures and it is important that all of the following steps are performed correctly: identifying the candidates, recording the ID of the exam provided to the candidate, having the candidate sign the "sign-off" sheet, having the candidate sign the exam answer sheet and Code of Ethics Agreement, correctly filling in the answer sheet with their answers, and correctly enclosing the material in the envelope and sealing the envelope.

Please refer to Annex C of AEC016 – *Invigilator Requirements* for complete details.

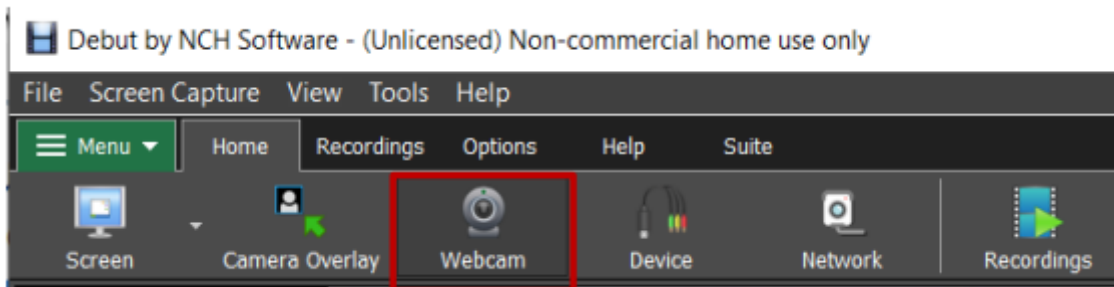
It is required that each Authorized Examination Center perform an audit of exams at predetermined intervals. You will be notified by the Certification Manager at MIBoC when you must perform this audit.

It is required to record the presentation of the examination instructions, taking the exam and finishing the exam.

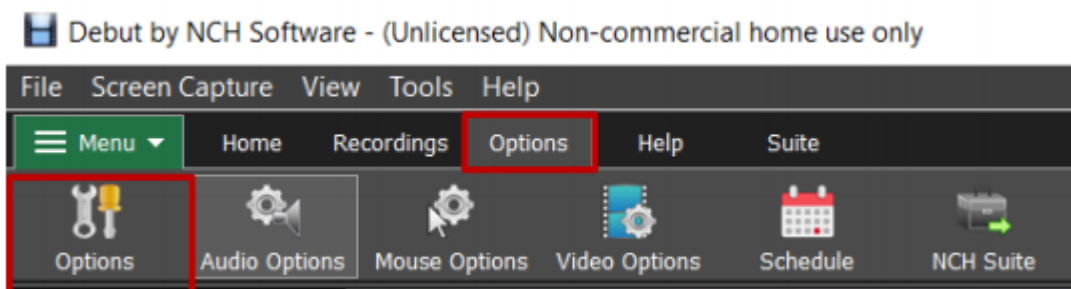
The recording is made through a webcam using Debut Video Capture software. The Debut software can be downloaded from [here](http://www.nchsoftware.com/capture/index.html) (<http://www.nchsoftware.com/capture/index.html>). The software is provided as a free trial. If the free trial period has expired, you can either purchase the full version of the software or uninstall it and reinstall it to begin a new trial period.

Set up Debut as follows:

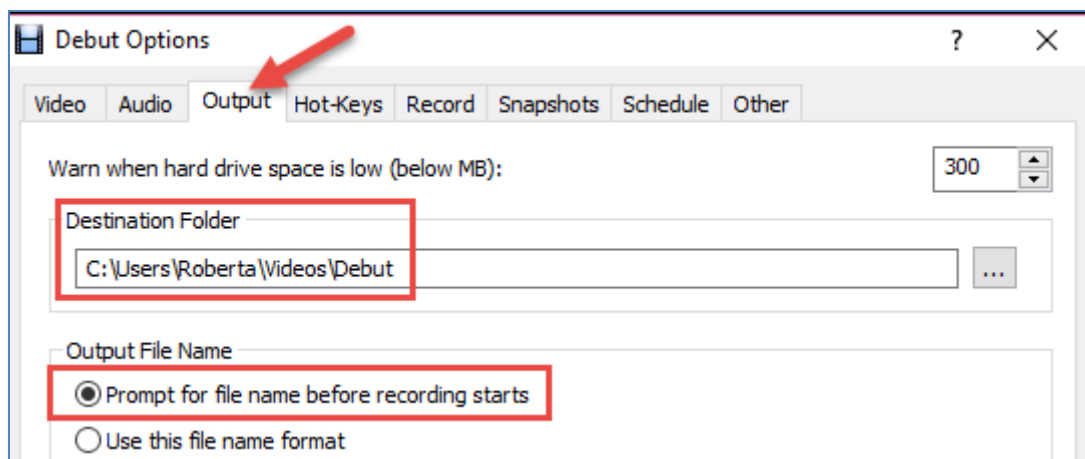
- a. Select "Webcam" to capture images through your webcam.



- b. Click the "Options" tab, then select the "Options" button and click the "Output" tab to set the destination folder for the video or make note of the default location. You will need to know this location in order to upload the video at the end of the course.



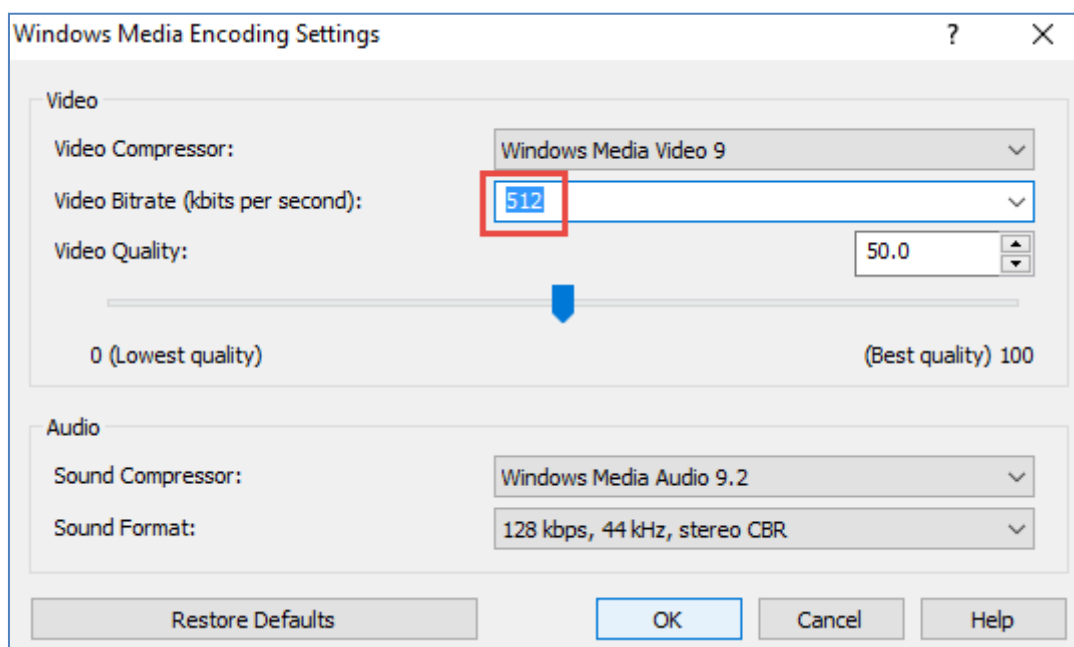
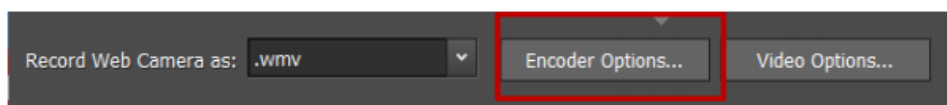
- c. Check "Prompt for file name". With this option checked, the file name must be entered before the video recording begins. Click "OK".



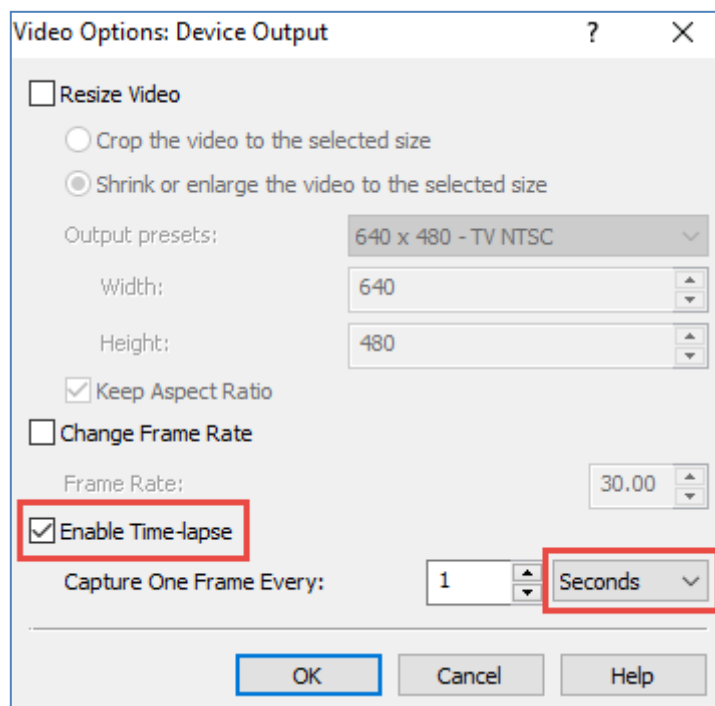
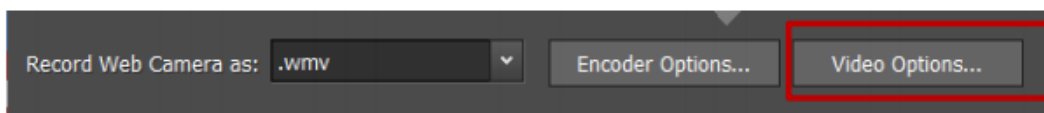
- d. Towards the bottom of the window, set the file type for the video as .wmv as this produces good quality with a small file size.



- e. Click "Encoder Options..." and set the bitrate of the video to 512. This is a good balance between quality and file size. Click "OK".



- f. Click "Video Options" and tick "Enable time-lapse", then change the setting to capture one frame every 1 Second (i.e. change the Minutes to Seconds). If a message appears to indicate that no audio will be captured, click "OK".



- g. Click the red button to start recording.



Recording the exam

As per AEC016, it is required that the invigilator displays the PowerPoint presentation entitled "AEC111 - AEC Examination Procedure" at the beginning of the examination process. The presentation of these instructions must be recorded via the webcam.

1. Start the PowerPoint presentation
2. Aim the webcam so that the invigilator and the projection screen are in view. A side view is satisfactory.
3. Start recording. Name the movie <AEC name><exam date>, where <AEC name> is the name of your Authorized Examination Center.
4. Begin delivering the instructions provided by the presentation.
5. When it comes to the point where the ID of the exam candidates is checked and the exams are distributed to the candidates, aim the webcam so that the majority of the candidates are in view.

6. Now check the candidate IDs, hand out the exam envelopes (as per the instructions in AEC016 and presented on the PowerPoint presentation) and continue to provide instructions and guidance.
7. Within 3 minutes of starting the exam, walk around the desks and double-check that everyone is settled and reading the exam booklets.
8. With the exam now in progress, continue the recording with the webcam facing the exam candidates.
9. As per AEC016, if there are more than 5 candidates, every 15 minutes or so you should walk around the candidates.
10. It is important to also record the process as candidates are finishing their exams, sealing the envelopes and leaving the room.
11. When all of the students have handed-in their exam envelopes, and you have checked the thickness of each envelope so you can be sure that the exam booklets are inside, then you should stop the recording.
12. The movie file must be uploaded to the Mobius ShareFile location:
<https://mobiusinstitute.sharefile.com/r-r5547777530b549ae878d785734ff6074>

Please ensure the movie is uploaded within 24 hours of when the exam was taken.