Examination Video Instructions (Paper-based Exam)

Version   10-P
Issued: 25 February 2022

Introduction

In order to maintain the security and integrity of the certification exam process, it is required that the exam process for certification examinations be video recorded for audit purposes.

The purpose of this document is to outline the instructions for this video recording process and for uploading the resulting files to the MIBoC ShareFile site.

> **Failure to follow the instructions given in this document and the accompanying email will make the examination null and void.**

Installing the Debut Video Capture Software

The recording is made through a webcam using the Debut Video Capture software, which can be downloaded here (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.

After downloading and installing the software, please set up Debut as follows:

   a. Select "Webcam" to capture images through your webcam.
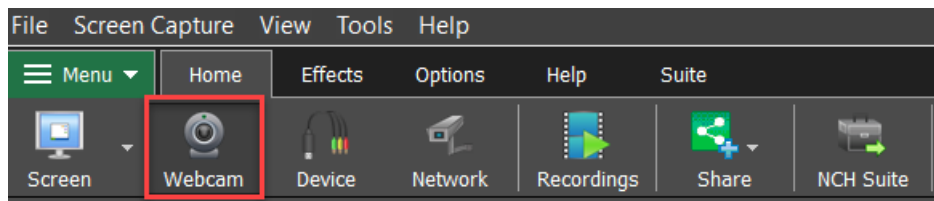
   b. Click the "Options" tab, then select the "Options" button and click the "Output" tab to set the destination folder for the video or make note of the default location. You will need to know this location in order to upload the video at the end of the exam.
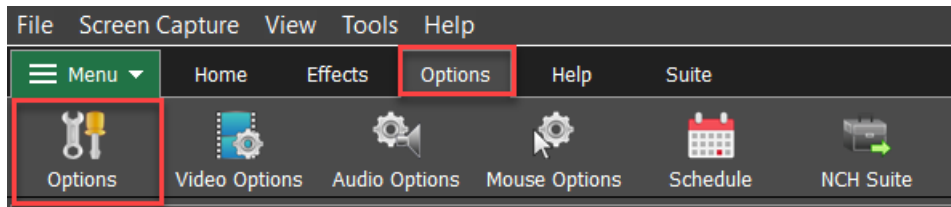

   c. Check 'Prompt for file name'. With this option checked, the file name must be entered before the video recording begins. Click "OK".
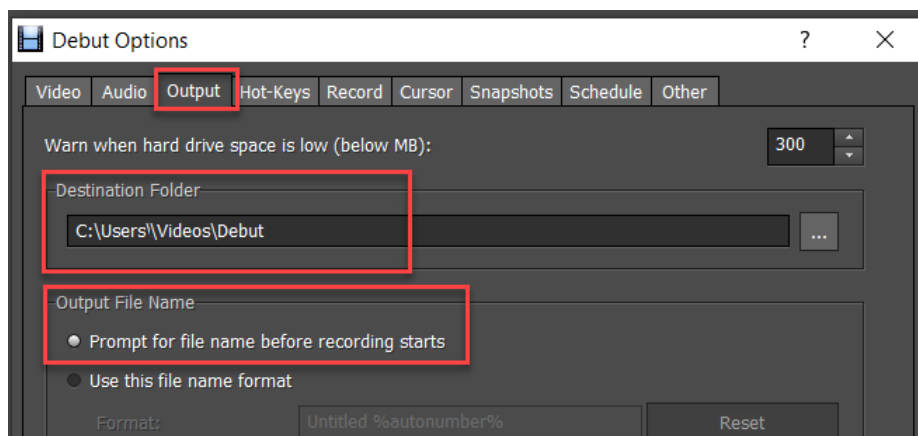
d. Towards the bottom of the window, set the file type for the video as .wmv, this produces good quality with a small file size.
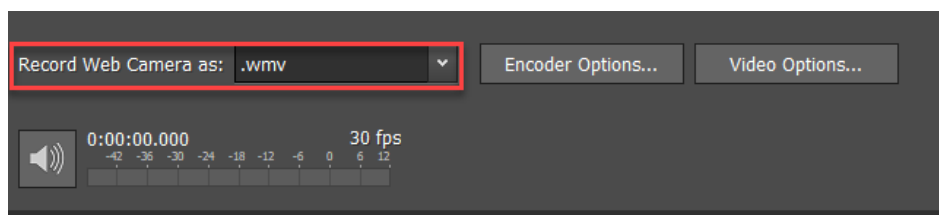
e. Click "Encoder Options" and set the bitrate of the video to 512. This is a good balance between quality and file size. Click "OK".
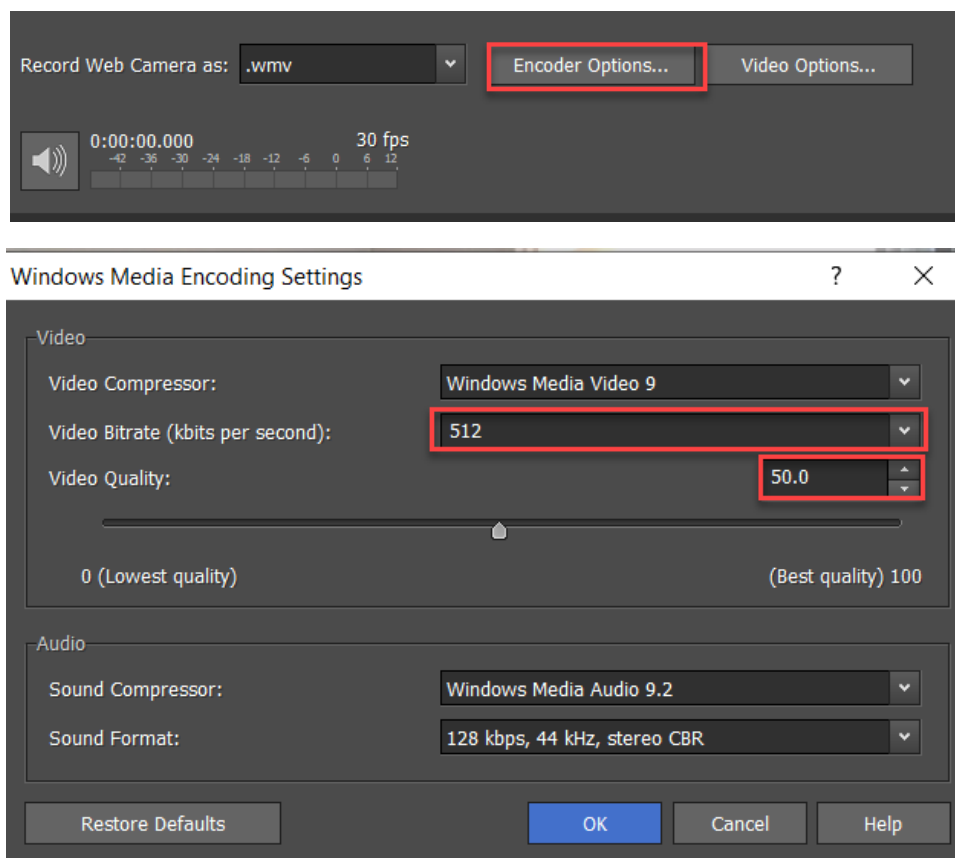
f. Click "Video Options" and tick "Enable time-lapse", then change the setting to capture one frame every 1 Second (i.e. change the Minutes to Seconds). If a message appears to indicate that no audio will be captured, click "OK".
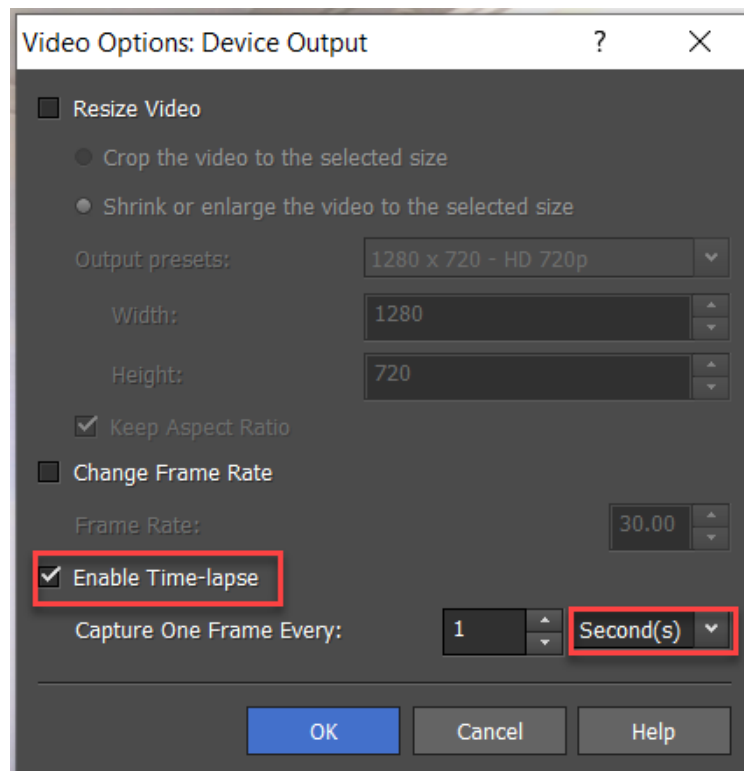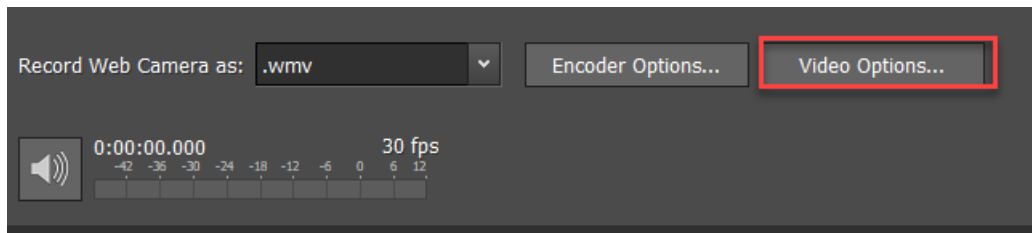
g. Click the red button to start recording.
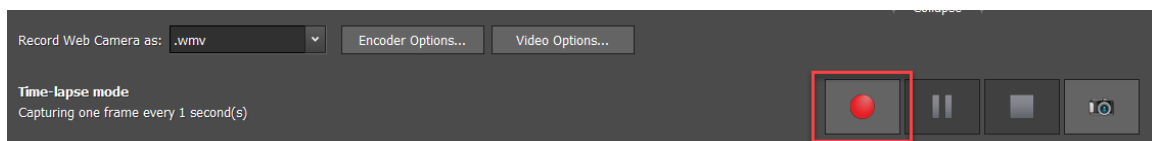
Recording the exam

1. Disable your screen saver or power sleep options on your computer.

2. Aim the webcam so that the candidate is in view. The candidate's upper body, head and desk area needs to be in view. A side view is satisfactory.

3. Start recording. Name the movie **<Candidate Name><exam date>** for a single student or **<Training Partner Name> <Course ID><exam date>** if multiple students are being recorded.

4. The invigilator checks the candidate's photo ID at the beginning of the recording. Please make sure that the student and invigilator are included in the video.

5. The invigilator hands the exam envelope to the candidate, showing clearly that the envelope is sealed.

6. The candidate opens the envelope and commences the exam.

7. With the exam now in progress, continue the recording with the webcam showing the exam candidate. The invigilator must be present to supervise the candidate for the entire exam.

8. When the candidate has completed the exam (or the allowed time has expired), the invigilator ensures that the candidate has placed all papers, notes taken and reference materials into the return envelope provided, that this envelope is sealed with the red tamper-proof sticker and the candidate has signed across the sticker.

9. Stop the video recording.

Uploading the movie file

The movie file must be uploaded by drag & drop to the Mobius ShareFile location here (https://mobiusinstitute.sharefile.com/r-rfd72f00f9a841de9).

Drag files here
Browse files
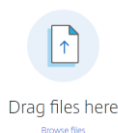
You will be notified once the video has successfully uploaded.

Uploaded

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

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