



EXAMINATION VIDEO
INSTRUCTIONS
(PAPER-BASED EXAM) AEC ONLY
ED141 Version 12

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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.

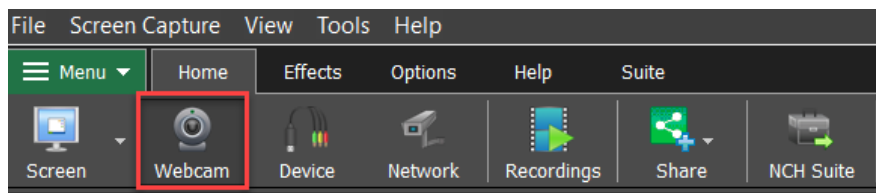
Failure to follow the instructions given in this document and the accompanying email will make the examination result in the exam being deemed invalid and will not be processed. The student/s will be required to re-take the exam.

Installing the Debut Video Capture Software

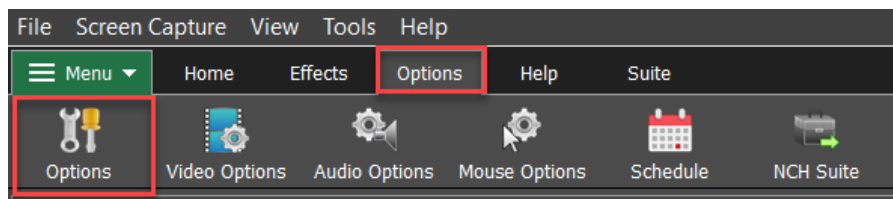
The recording is made through a webcam using the Debut Video Capture software, which can be downloaded [here](http://www.nchsoftware.com/capture/index.html) (<http://www.nchsoftware.com/capture/index.html>). The software is provided as a free trial. If the free trial period has expired, you can either 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:

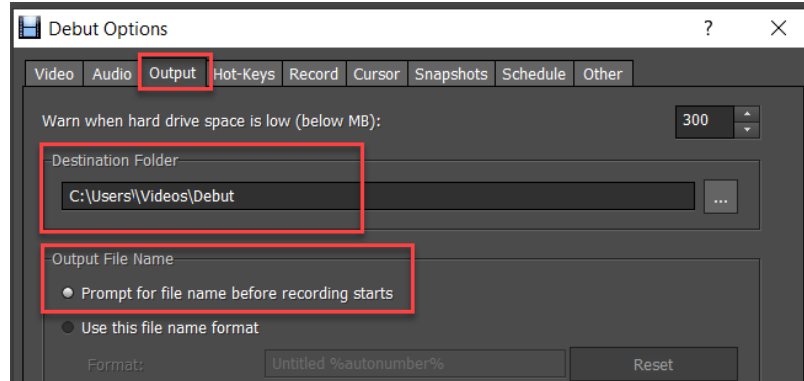
- a. Select "Webcam" to capture images through your webcam.



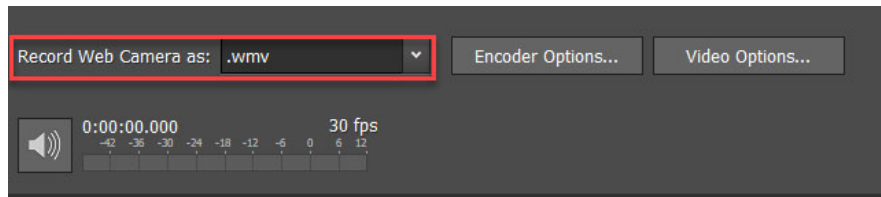
- b. Click the "Options" tab, then select the "Options" button and click the "Output" tab to set the destination folder for the video or make note of the default location. You will need to know this location in order to upload the video at the end of the exam.



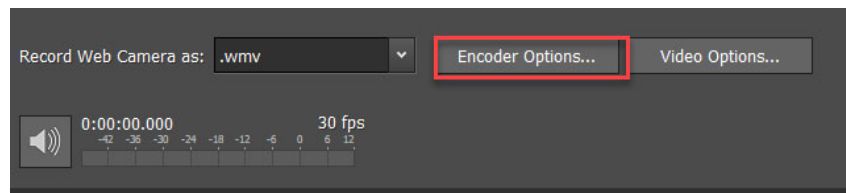
- c. Check 'Prompt for file name'. With this option checked, the file name must be entered before the video recording begins. Click "OK".

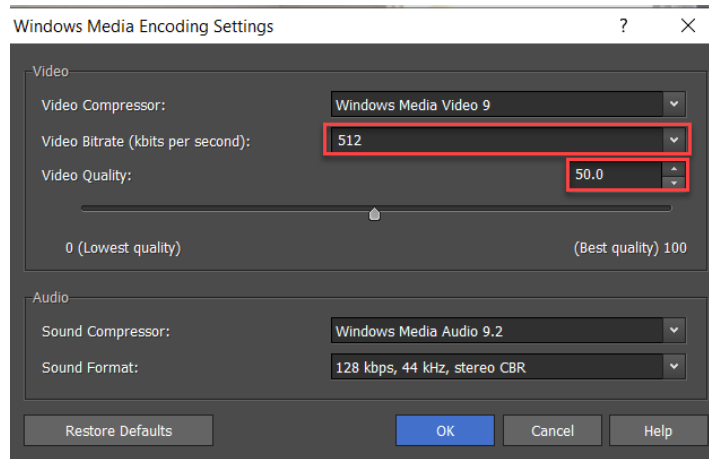


- d. Towards the bottom of the window, set the file type for the video as .wmv, this produces good quality with a small file size.

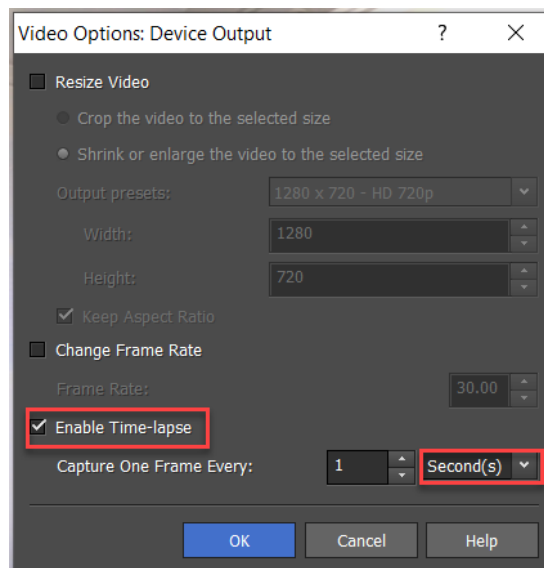
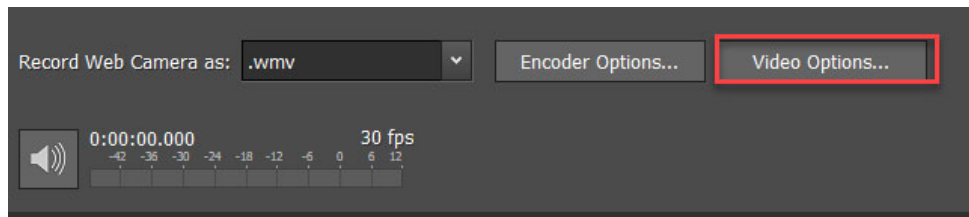


- e. Click "Encoder Options" and set the bitrate of the video to 512. This is a good balance between quality and file size. Click "OK".

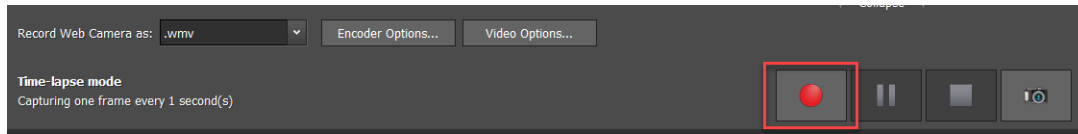




- f. Click "Video Options" and tick "Enable time-lapse", then change the setting to capture one frame every 1 Second (i.e. change the Minutes to Seconds). If a message appears to indicate that no audio will be captured, click "OK".



- 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/s is in view. The candidate's upper body, head and desk area needs to be in view. A side view is satisfactory. Please make sure that the student/s and the invigilator are seen in the video throughout the exam session.
3. Start recording and ensure that the recording continues throughout the entire exam session.
4. Show your own photo id to the camera at the commencement of the recording.
5. The invigilator hands the exam envelope to the candidate, showing clearly that the envelope is sealed and checks the candidate's photo ID. At this time have the candidate sign the exam sign off sheet.
6. The candidate opens the envelope and commences the exam.
7. 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 the return envelope is sealed with the red tamper-proof sticker and the candidate has signed across the sticker. If no red tamper-proof sticker is provided, please have the student seal the envelope and sign across the seal.
8. Stop the video recording.
9. Name the video recording **<Candidate Name><Course ID><exam date>** for a single student or **<Training Partner Name> <Course ID><exam date>** if multiple students are being recorded.

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) (<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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