Here is some guidance for tutors looking to run an online RSGB amateur radio exam:

Applying

- Exam Secretaries apply for exams as normal, using the RSGB's EX201 form, stating "online".
- You need to include an email address for each student, plus all of the named invigilators

Before the exam

- The RSGB confirms the exam by email to the Exam Secretary as normal.
- Students get an email from TestReach with account details. If they are using their own hardware for the exam, they can download the TestReach app, and run through a brief tutorial on how to use it.
- Invigilators get an email from TestReach with account details.
- RSGB posts out a pack to the Exam Secretary, which is passed to the 1st Named Invigilator. This contains the candidate's 4-page exam booklets, Exam Conduct booklet, Register, Assessment form and checklist

Exam Day

Candidates can use their own laptop, or the club can provide hardware. The invigilator will need a laptop too. There needs to be a stable Internet connection for each candidate (No wi-fi, consider getting a 4G hotspot).

Tip: Make sure all computers have completed any Windows or Anti-virus updates ahead of the exam - background updates can eat available broadband bandwidth, slow down machines or worst-case, force an unexpected reboot.

Candidates

The TestReach app needs to be installed on all candidate's machines. If they are using their own machine, they will hopefully have already have downloaded this and completed the tutorial.

When the TestReach app is started, the candidate logs in with their username and password. The app is full-screen, and prevents candidates from tasking away, so they can't pop onto Google to look up the answers.

Invigilators

The invigilator(s) log on to the TestReach Invigilator website with their email address and the supplied password. No special app is needed, but the Chrome Browser is mandatory.

Under "Manage Tests", the details of the paper are displayed. You can see the candidate list and mark them as "checked in". There is also an option to reset the password for any candidate who may have forgotten theirs.

The Exam

After the usual "dos and don'ts" are read out by the invigilator, the invigilator starts off the exam by reading out a PIN. The invigilator is able to see the progress of candidates - the question they're on, and when they've finished. When candidates have completed the exam, the candidate gets to see their provisional mark, and a summary of the questions they got right or wrong.

The exam booklet and practical assessment form goes back in the pre-paid envelope, and the RSGB post out the Pass certificates to the candidates as normal.

More help for UK tutors? Go to www.sxham.uk/tutors

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