



RCDC

THE ROYAL COLLEGE OF DENTISTS
OF CANADA

Resource 3: NAVIGATING THE TESTING PLATFORM

INTRODUCTION

This resource is designed to allow Examiners to become familiar with the software being used to deliver the 2022 Fellowship Examination.

OBJECTIVES OF THIS RESOURCE

IN THIS RESOURCE YOU WILL LEARN:

- About the platform used to deliver the 2022 Fellowship Examination.
- The set-up steps required before the examination.
- How to navigate the Zoom Platform.

INTRODUCTION TO THE EXAM SOFTWARE PLATFORM

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|  | <p>Zoom is a virtual communication platform that offers video and chat services.</p> <p>The examination will be delivered using the breakout rooms feature of the Zoom platform.</p> |
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STEPS REQUIRED PRIOR TO THE EXAMINATION

1. Download **Zoom** : Click here to download the latest version of Zoom Client for Meetings.
2. Download **Adobe Acrobat**: Click here to download Adobe Acrobat Reader DC. This program will be used to share the case materials with candidates during the Examination.
3. Download **Virtual Background**: Click here to download the RCDC branded Zoom virtual background that will be used by all Examiners during the examination.

NAVIGATING Zoom

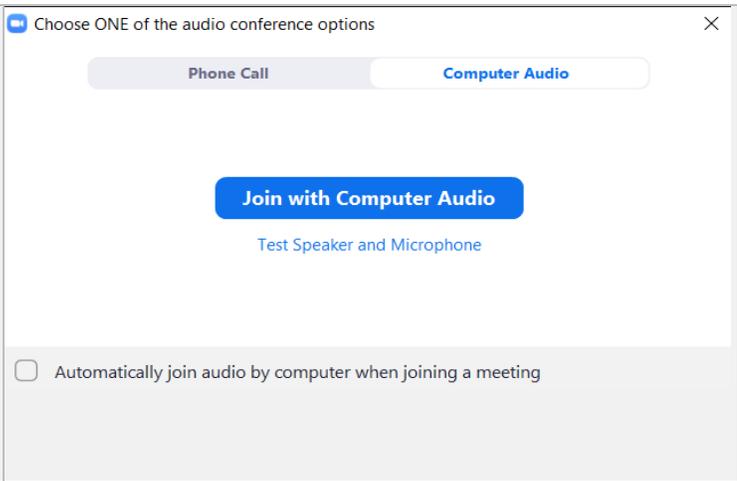
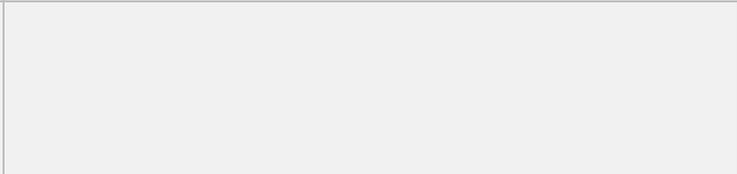
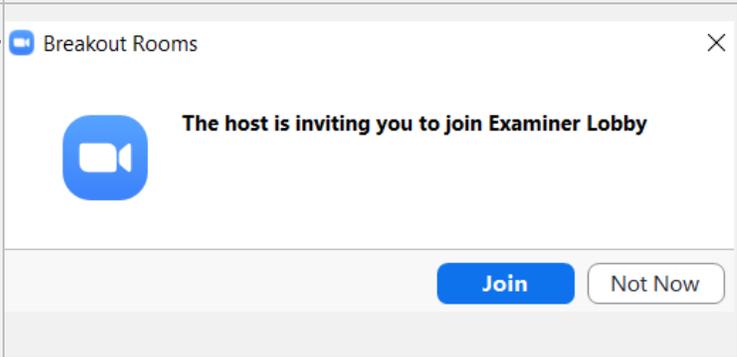
The Fellowship Examination will be delivered on the Zoom platform. The following information will help you become familiar with the functionality of the platform.

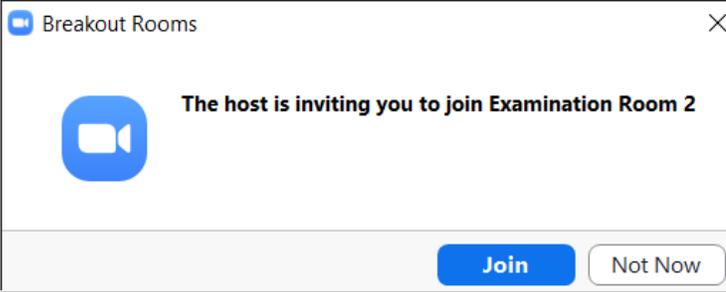
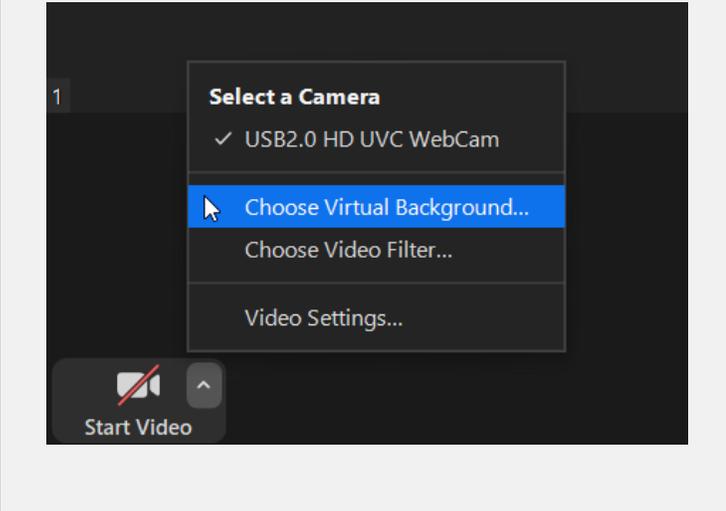
| Step-by-step instructions | Visual Aid |
|--|--|
| <i>Joining Zoom</i> | |
| <p>Once you click to join the meeting, you will be placed into the Zoom waiting room until RCDC admits you into the meeting.</p> | <p>Meeting ID : 888-888-888</p> <p>Please wait, RCDC will let you in soon.</p>  |



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| <p>When you join the meeting, you will see a pop-up window in the middle of your screen.</p> <p>In the “Computer Audio” tab, click “Join with Computer Audio”.</p> |  <p>The screenshot shows a window titled "Choose ONE of the audio conference options" with a close button (X) in the top right. It features two tabs: "Phone Call" and "Computer Audio", with "Computer Audio" selected. A prominent blue button reads "Join with Computer Audio", with a smaller link "Test Speaker and Microphone" below it. At the bottom, there is an unchecked checkbox labeled "Automatically join audio by computer when joining a meeting".</p> |
| <p>Once admitted into the meeting, RCDC will confirm your audio and video is working.</p> |  <p>A blank screenshot representing the state of the interface after audio and video confirmation.</p> |
| <p>After your settings have been confirmed, an RCDC invigilator will place you in the Examiner Lobby.</p> <ol style="list-style-type: none">1. Click “Join” in the pop-up window. |  <p>The screenshot shows a window titled "Breakout Rooms" with a close button (X) in the top right. It features a blue video camera icon and the text "The host is inviting you to join Examiner Lobby". At the bottom, there are two buttons: a blue "Join" button and a white "Not Now" button.</p> |

| Step-by-step instructions | Visual Aid |
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| <i>Preparing for the Examination Session</i> | |
| <p>You will be invited to enter your assigned examination room prior to the start of the session.</p> <ol style="list-style-type: none"> 1. Click “Join” in the pop-up window. |  |
| <p>You will see the following functionalities at the bottom of the screen: “Start Video”, “Participants”, “Share Screen”, “Chat”, and “Ask for Help.”</p> |  |
| <p>Prior to the start of the examination, you must set up the RCDC virtual background.</p> <ol style="list-style-type: none"> 1. In the “Start/Stop Video” functionality located in the task bar, click the arrow to the right and select “Choose Virtual Background”. 2. Select the RCDC virtual background (Click here to download the Virtual Background) |  |

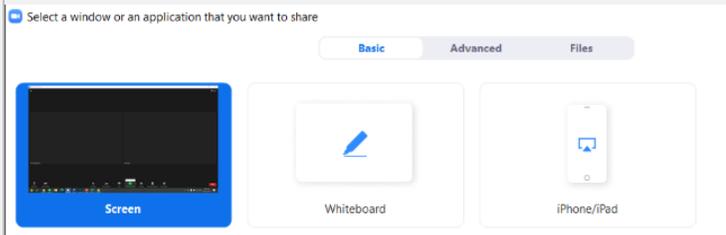


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Share your screen to display case materials (if needed).

1. Click the “Share Screen” button in the task bar.
2. Select the screen you would like to share.



Delivering the Examination

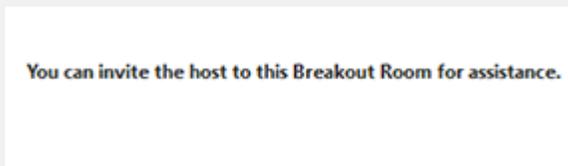
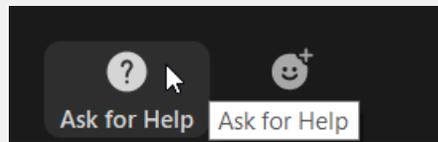
Have your case materials, screen sharing, and virtual background ready.

At the start of the scheduled examination time, candidates will be granted access into your Examination Room.

If you experience any technical difficulties during the examination, click the “Ask for Help” button in the task bar. An invigilator will be notified that you need assistance and will be asked to join your Examination room.

1. Click “Ask for Help” in the task bar.

Confirm that you would like assistance by clicking “Invite Host”.





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Finishing the Examination

Once the examination is finished, inform the candidate they are allowed to leave the meeting.