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Examination Video Instructions (Online Exam)

**Version 8-OL
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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.

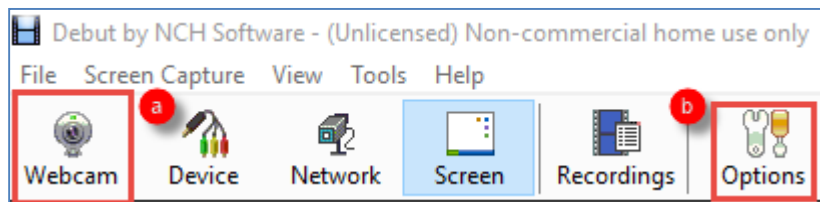
Failure to follow the instructions given in this document and the accompanying email will make the examination null and void.

Installing the Debut Video Capture Software

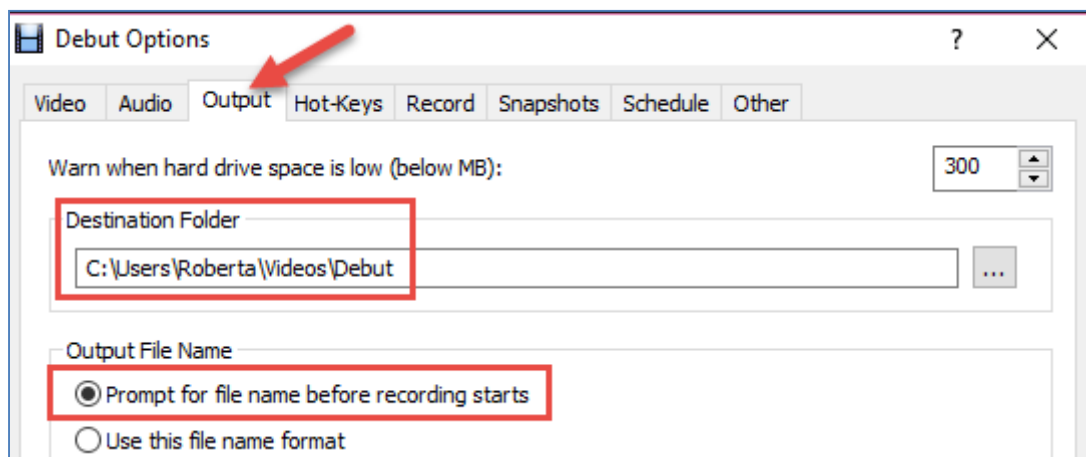
The recording is made through a webcam using the Debut Video Capture software, which can be downloaded [here](http://www.nchsoftware.com/capture/index.html) (http://www.nchsoftware.com/capture/index.html). The software is provided as a free trial. If the free trial period has expired, you can either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

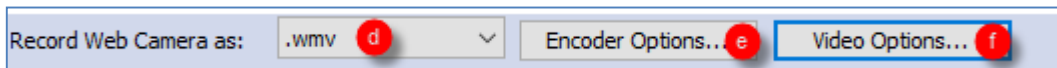
- a. Select 'Webcam to capture images through your webcam.'



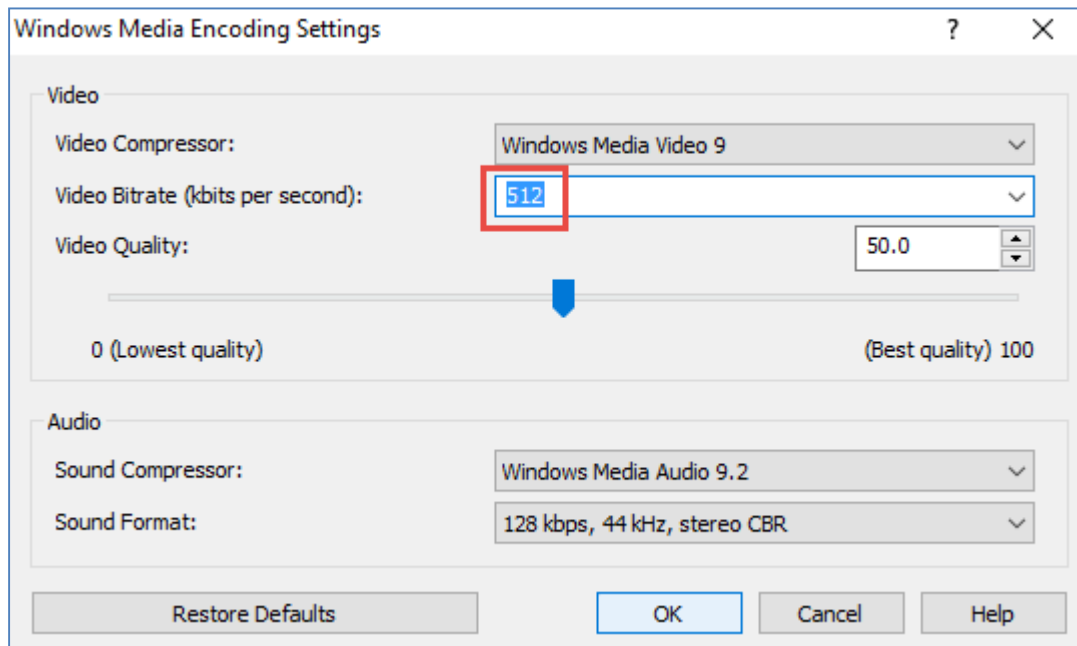
- b. Click the "Options" button and then in the Output tab set the destination folder for the video or make note of the default location. You will need to know this location in order to upload the video at the end of the course.
- c. Check 'Prompt for file name'. With this option checked, the file name must be entered before the video recording begins. Click 'OK'.



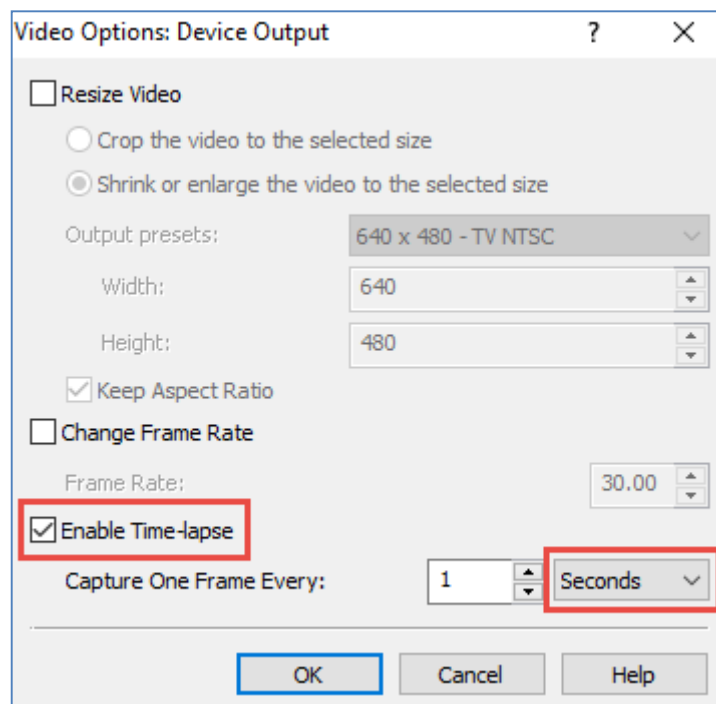
- d. Towards the bottom of the window, set the file type for the video as .wmv as this produces good quality with a small file size.



- 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'.



Recording the exam

1. Aim the webcam so that the candidate is in view.
2. Start recording. Name the movie <Candidate Name> <exam date>.
3. The invigilator checks the candidate's photo ID.
4. Run the Safe Exam Brower software as per the instructions e-mailed to the candidate.
5. The candidate starts the exam.
6. With the exam now in progress, continue the recording with the webcam facing the exam candidate (the Debut software will continue to record the exam in the background). The invigilator must be present to supervise the candidate for the entire exam.
7. After the exam has completed ensure that the Invigilation Declarations are completed by both the candidate and invigilator.
8. Stop the video recording.

Uploading the movie file

The movie file must be uploaded to the MI ShareFile location [here](https://mobiusinstitute.sharefile.com/r-rfd72f00f9a841de9) (https://mobiusinstitute.sharefile.com/r-rfd72f00f9a841de9).

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

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