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Examination Video Instructions (Paper-based Exam)

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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 of some 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.

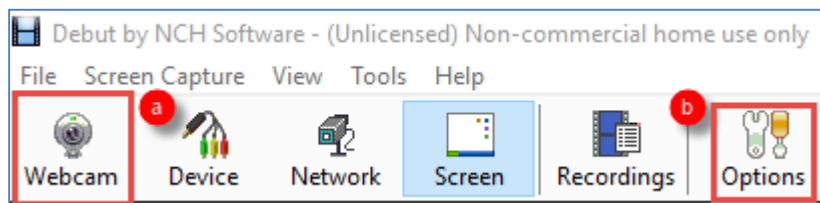
Failure to follow the instructions given in this document and the accompanying email will make the examination null and void.

Installing the Debut Video Capture Software

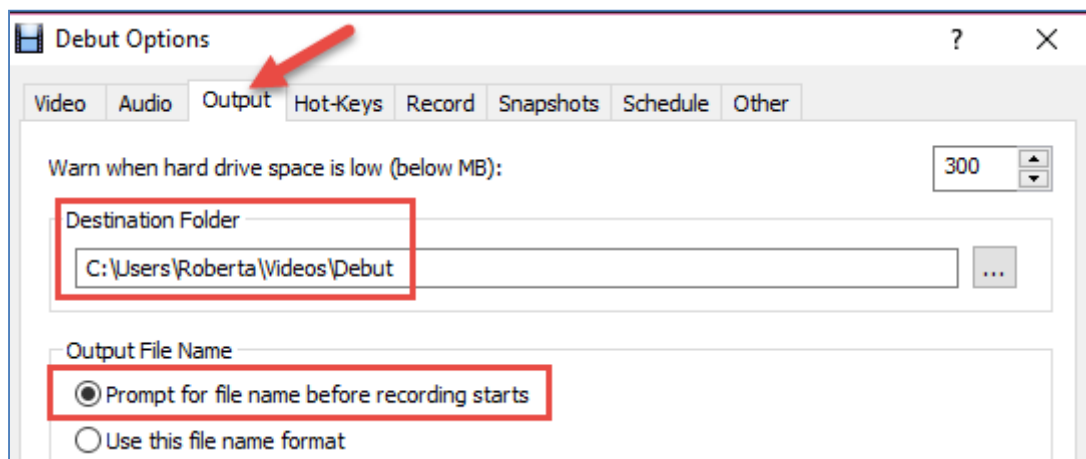
The recording is made through a webcam using the free Debut Video Capture software, which can be downloaded [here](http://www.nchsoftware.com/capture/index.html) (http://www.nchsoftware.com/capture/index.html). The software is provided as a free trial. If the free trial period has expired, you can either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

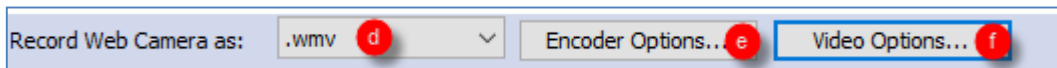
- a. Select 'Webcam to capture images through your webcam.



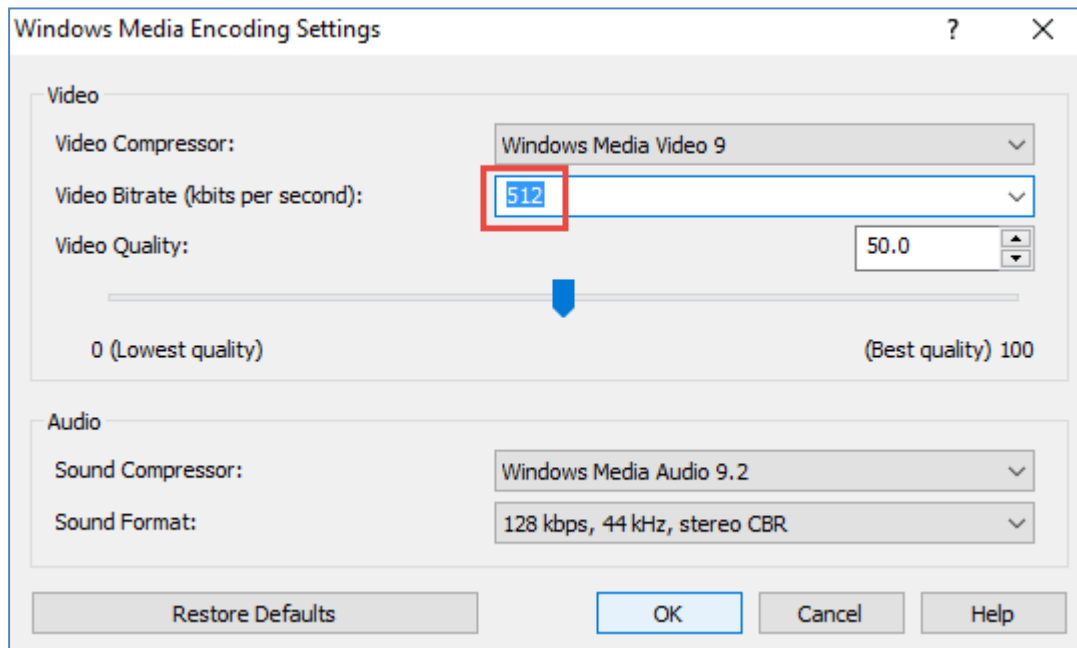
- b. Click the "Options" button and then in the Output tab set the destination folder for the video or make note of the default location. You will need to know this location in order to upload the video at the end of the course.
- c. Check 'Prompt for file name'. With this option checked, the file name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



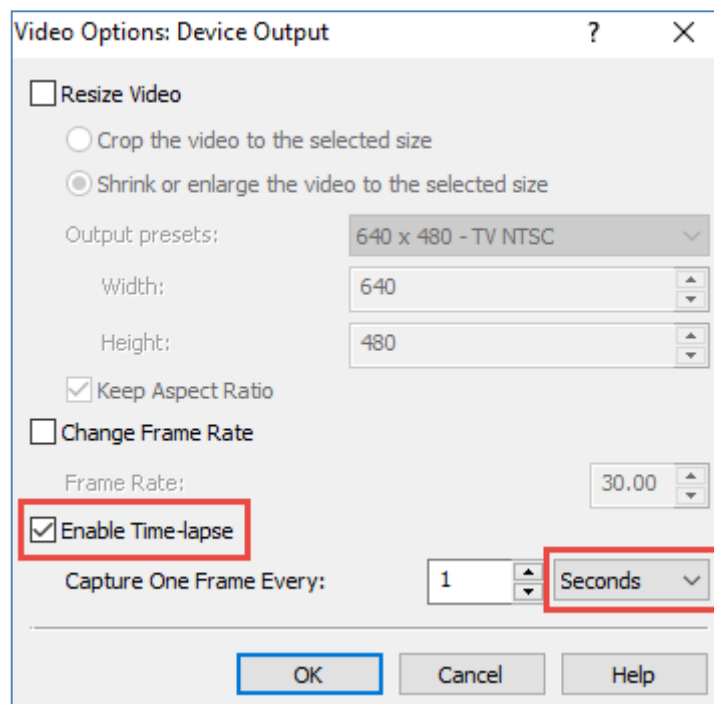
- d. Towards the bottom of the window, set the file type for the video as .wmv as this produces good quality with a small file size.



- 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. Disable your screen saver or power sleep options on your computer.
2. Aim the webcam so that the candidate is in view. For a paper-based exam 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>.
4. The invigilator checks the candidate's photo ID.
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 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 recording.

Uploading the movie file

The movie file must be uploaded to the MIBoC 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.

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