

Diploma in Occupational Health Practice

Oral Examination Guidance

The information below provides guidance for the Diploma in Occupational Health Practice Oral examinations, which are held via MS Teams

Applicants will be sent an official confirmation letter from FOM shortly after the application deadline has passed.

At least one month before their exam date, candidates will receive an email confirming the time of their examination and a link to join on the day. Candidates are asked to contact exams@fom.ac.uk if this has not been received.

Important Information for Candidates

Ahead of the examination

Candidates should ensure:

* They log in to their FOM account and check that the telephone number provided is the best number for FOM to call should there be any problems on the day of the exam. If not, candidates must update the number and contact exam@fom.ac.uk to alert FOM that this information has changed. This should be done at least two weeks before the date of the exam.
* They have downloaded the [MS Teams app](https://www.microsoft.com/en-gb/microsoft-teams/download-app#desktopAppDownloadregion) to the device they plan to use on the day of the exam. **Please note:** we recommend **against** taking the examination on mobile phones.
* They have tested their equipment by following these [“Make a Test Call”](https://support.microsoft.com/en-us/office/manage-your-call-settings-in-teams-456cb611-3477-496f-b31a-6ab752a7595f) instructions and that their device has access to their camera and microphone.
* They know how to access the “settings” on their device, as access to their camera and microphone is often controlled from here and can at times reset itself.
* Their internet connection is reliable enough to complete the examination. If in doubt, candidates should take steps ahead of the exam to improve connection, or if possible, arrange to sit the exam in a location with a better connectivity.
* We recommend candidates arrange a meeting through MS Teams with someone they know ahead of the examination to ensure their equipment is in good working order.

**It is the candidates’ responsibility to ensure their equipment and internet connection are sufficiently reliable to enable them to sit the examination. Please see our** [**regulations**](http://www.fom.ac.uk/education/examinations/examination-regulations/general-faculty-regulations-and-appeals) **and the FOM IT Policy below for more information.**

On the day of the examination

Candidates should ensure:

* They will be undisturbed for the duration of the examination
* They have their ID to hand **(driver’s licence or passport ONLY**).

During the examination

Please Note: The following are prohibited during the examination:

* Books / Notes/ Written materials
* Recording devices
* Mobile phones
* “Smart devices” such as an Apple watch
* Second Monitor
* The use of a background effect, as the invigilator will need to ensure that each candidate’s environment is free from the above items.
* Once candidates have been admitted to the meeting the invigilator will ask them to show their ID to the camera in order for an identity check to be conducted. A conflict of interest check has already been undertaken with examiners to ensure they do not know the candidates they are examining.
* The invigilator will ask candidates to **turn their webcam / laptop 360 degrees** to demonstrate that the environment in which candidates are sitting their examination is secure e.g. no books or papers, no second monitor, headphones, apple watch etc.
* The invigilator will ask candidates to **use the front facing camera function on their phone** to rule out the presence of any notes on their monitor.
* Candidates will then be asked to demonstrate that their phone has been switched off and is out of reach.
* The invigilator will read a set of instructions and the examination will then begin.
* If the examiners wish to refer to a candidate’s portfolio, the invigilator will have access to an electronic copy, which can be viewed by all through the screen share function
* All examinations will be recorded. These will be deleted after 60 days, or once any appeals process has come to an end.

FOM IT Policy

All examiners and invigilators have undergone IT Checks and we do not anticipate any significant problems.

However, in the event of any IT related issues, the FOM’s IT policy is as follows:

**Brief pauses in connectivity / sound quality issues**

• At the beginning of the examination, the invigilator will remind all concerned that

if they have been unable to hear something that has been said, they should ask the person in question to repeat themselves.

• The invigilator will make a note each time this happens.

• The invigilator will inform all concerned when the examination has finished. HOWEVER, the **examiners** may award up to 2 minutes additional time if they feel the sound quality issues were significant enough to have had an adverse effect on candidate performance.

**Loss of connectivity / camera / sound**

* **If connection is lost by an invigilator or examiner**, this person should make every attempt to reconnect.  If reconnection is possible, providing the candidate remains in the meeting, they should not be penalised.  The time lost should be added on to the end of the exam.  If reconnection is not possible, a member of the FOM team will contact the candidate by 6pm to discuss action to be taken.
* **If connection (or camera / microphone use) is lost by the candidate** they should make every attempt to reconnect. The invigilator will make a note of the incident and how long it took to resolve and if reconnection is possible **within 5 minutes,** the exam may **resume**, with the time lost being added on to the end.
* If a further loss of connection occurs or reconnection is not possible within five minutes, **the exam will become void** and **no refund will be given.** As per [FOM regulations](http://www.fom.ac.uk/education/examinations/examination-regulations/general-faculty-regulations-and-appeals), it is the **candidate’s responsibility** to ensure the equipment he / she is using is in good working order and that he / she has a reliable internet connection.

**If, on the day of the examination, candidates encounter any problems, please call**

**0203 116 6914 or 0203 116 6903**

Malpractice

* No notes or written materials may be referred to or made by the candidate during the examination.
* No recording devices may be used by the candidate during any part of the examination.
* Mobile phones should be switched off for the duration of the examination.
* Candidates are reminded that they will be under examination conditions for the duration of the examination. A link to our misconduct policy can be found [here.](https://www.fom.ac.uk/education/examinations/examination-regulations)