

Conducting Online Examinations

Student Guidelines

General Rules

- ▶ The current online examination process is an interim solution that has been put in place for urgent examination needs that cannot be conducted in person. Further work on this option may be done at a later date.
- ▶ Both exam portions must be taken at the same Training Center; however, both portions do not need to be completed online. For example, a student may choose to do the written exam online and the practical exam in person, or vice versa. Please note, due to COVID-19 there is a 30-day grace period between the written and practical portions, but both exam portions need to be scheduled at the same time.
- ▶ Before the online examination takes place, both the Training Center and examinee must review the Guideline for Conducting Online Examinations and sign the Online Exam Declaration Form stating they understand the policies and have agreed to how the exam will be conducted.
- ▶ The Training Center will submit all examination documents to Merrithew® Head Office within 14 days from the completion of the exam
- ▶ Ensure to follow the most updated COVID-19 guidelines issued by your local government. The Instructor Trainer (IT) and the student must both decide if and when it is safe to conduct the examination and the examination's structure while adhering to their local government's requirements
- ▶ The examinee must scan the room where the examination will be conducted to show that there are no notes or aides in the room aside from the allowed equipment and the client body.
- ▶ The examination must be conducted on a video communication platform that allows for recording such as Skype or Zoom. The examination must be recorded in its entirety recorded in its entirety (this includes any portion of the exam conducted online i.e. Both Written and Practical Exams) and sent in with and sent in with the supporting documentation for review by Merrithew Head Office.

Practical Examination

- ▶ The examinee needs to have access to all the necessary Merrithew props and equipment required for the examination
- ▶ When booking the examination, please allow for an extra 30-45 minutes for setup and feedback on the examination i.e. the Mat Ref CCB examination is 2 hours, so book 2 hours 30 minutes to 2 hours 45 minutes for the examination
- ▶ It is the examinee's responsibility to provide the client body, this should be someone who fits within the health guidelines of their local government. The body must be able to perform the majority of the required exercises and should not have any conditions or injuries that require further modification than what is taught in the manuals.

Practical Examination Technical Considerations

- ▶ Position the camera to observe a side view of the client's body (the entire length, head to toe), allowing for an additional three feet on either end to ensure enough room to move about. Be sure to keep the view close enough so that details in the subject's movement and the interaction between examinee and the subject can be seen.
- ▶ Test the video communication platform's recording process and sound level and make sure that it records properly and that your voice can be heard on the recording. This should be done by the IT prior to starting the examination.
- ▶ Face the camera, instructing from the far side of the client body to avoid obstructing the view.
- ▶ Camera adjustments should be performed at natural breaks in the examination process (i.e. between the postural analysis and Matwork or between the Matwork & Reformer).
- ▶ The recording may **not** be stopped at any point during the practical component of the examination. The client body's workout must be continuous and all interactions should be seen on camera.
- ▶ The use of notes including the Postural Analysis Checklist or manuals is **not** permitted.

Written Examination

- ▶ Allocate 2.5 hours (2hours plus 30 minutes buffer for set up and technical issues)
- ▶ The Proctor will ask the examinee their preferred method for the examination. The examination can be read aloud by the Proctor and can also be displayed on a screen by the Proctor for the examinee to follow. The Proctor will indicate the examinee's responses to the written examination on the examination documents. These will then be sent directly to Merrithew for marking and review. The examinee is welcome to read the questions on their own without prompts from the IT. The examinee will need to make their response clear for each question. i.e. State Question 1 my answer is A.
- ▶ For the muscle identification portion, the IT will show the image from the examination, or from the flash cards (if possible), and the examinee will identify the muscle verbally. The IT will write the answer on the examination paper under the image.