

Why has the FCAI Written exam moved online?

Current restrictions on gatherings and overseas travel may prevent us from running our FCAI Written exam in Ireland and our overseas centres for some time to come. Conducting our exams online with online invigilation or proctoring will prevent further cancellations and allows us to deliver the FCAI written examination for our trainees and overseas exam candidates.

Is the exam style changing?

Candidates can be assured that the format of exam questions will be unchanged. However as SAQ answers will now be typed rather than written extra time has been added to this section of the exam. The SAQ paper will now be split into 2 papers each lasting 100 minutes.

Do I need extra documentation to sit a remote exam?

Yes. In preparation for our exams being administered online and being proctored/invigilated online, successful applicants must sign an Honour Pledge and a GDPR consent form.

Where can I get these forms?

These can be downloaded at the bottom of this page.

How do I apply to take my exam remotely?

Apply as normal using the link on the College Website according to application opening dates. If your application is successful, you will be guided through the process to take the exam remotely.

Can I take the exam using my iPad/tablet?

No.

What would I need to complete the exam online?

- Access to PC or laptop with audio and webcam – these should be checked beforehand
- Screen share working and tested
- Chrome browser installed and up to date – the exam software requires chrome.
- Chrome extension installed
- Stable internet/Wi-Fi connection.
- A photo ID

How will I know if my device is equipped to complete this?

Candidates are required to test their ability to participate in the exam remotely and are provided with guidelines on getting their device exam-ready. The Online Proctoring system sends a link to test your chosen device and connection.

How/When can I trial the system before exam day?

One week before the exam, candidates are required to complete a trial exam. During the trial candidates will get the opportunity to test that their intended device is compatible and be given some *sample* questions to answer to familiarise themselves with the system.

What is online invigilation or proctoring?

Online remote invigilation essentially recreates the exam hall experience online. Candidates sit the test online at a place of their choosing, such as the home or workplace, using their own hardware. Although some candidates may find the idea of being watched by a proctor unusual, the proctor is not visible to candidates. The Company behind the system have been carefully selected by the College as the provider for these examinations.

Who do I contact if I have technical issues on the test day?

For any issues that arise on the exam day, the ProctorExam system provides a live chat support facility. The exams teams will also be contactable at exams@coa.ie during your exam for any issues related to questions about the exam paper during the exam (for example, “Question 3 does not make sense, I think the symptom should be X and not Y”).

As multiple choice questions can be marked online - will I get my results immediately?

No. To ensure the test is fair, question performance is scrutinised by a group of examiners after each exam. Standard setting criteria is applied and the final results are signed off by the Chairperson of Examinations.

As I do not need to attend an exam centre, can I sit the exam on a day of my choice?

This is not possible. We need to maintain the security of the examination; therefore you are required to take the exam on a specified date.

Do I have to sit the exam at home? I have children and do not have access to a quiet environment?

Candidates sit the test online at a place of their choosing, such as the home or workplace, using their own hardware once the venue is a suitable test environment - a private room with a stable internet connection.