COLLEGE OF SURGEONS OF EAST CENTRAL AND SOUTHERN AFRICA

EXAMINATION INSTRUCTIONS
(ELECTRONIC EXAMINATION)

2020
EXAMINATION INSTRUCTIONS

1. To Access the Exam, you will be provided with the following important details:
   
   1. Link to your exam site
   2. Student ID
   3. Access Code

   To access the exam portal, candidates must visit the following examination portal https://ZipGrade.com/student/ and login with their corresponding Student ID and Access Code. Please follow the screenshot below.

   Please take note of the following:

   ● Recommended Browsers: Mozilla Firefox/Google chrome

   ● PLEASE DO NOT OPEN MULTIPLE WINDOWS ON YOUR BROWSER AFTER YOU START THE EXAM.

   ● PLEASE DO NOT ATTEMPT TO REFRESH OR CLOSE THE EXAM WINDOW ONCE YOU START THE EXAM.

   ● In case of any problem please notify the invigilator immediately).
2. You will be provided with a separate but identical printed blank answer sheet. You have 5 Minutes to go through the examination instructions and write your full name and ID number on the printed answer sheet.

On the printed answer sheet, please take note of the following:

1. Please write your **full name** with **SURNAME** in **Capitals** and **COSECSA registration number** in each page of the exam booklet.

2. Before you begin the examination, please make sure you have the right answer sheet for the right exam type. Confirm the Exam type (**MCS/FCS**), if FCS, the exact type of examination (**GS, Neurosurgery.....**) and the right exam paper (**paper I or paper II**) by referring to the right hand side of the answer sheet.
3. Please write your **Student ID number** on the space provided. Please note that this number **is not** your programme entry number but is a unique number given to you by the College. An examples of how this is supposed to be filled is given below.

Write your Student ID (eg 001) on the empty boxes also shade the appropriate numbers that follows

Below are sample Student IDs(100/003/237/931) filled in:
3. Upon entry of your student ID and access code, you will be taken to student portal. At the portal, go to **ASSIGNED QUIZZES** section, where examination will appear.
4. Click on the **Begin Quiz** button to be taken to the instructions window. (See the screen shot below) Click “**Begin Quiz Now**” button to start the Examination.
You will now access the main examination window. The examination window is divided into two sections

1. **Answers Section** (Here you will see all your particulars and answer sheet)
2. **Question section** (Here you will see the examination questions)

4. Please attempt to answer all questions.
5. There are 60 multiple-choice questions in this examination. Each question carries one (1) mark. There are no negative marks for wrong answers. You have 90 minutes to complete each booklet.
6. Use the **Previous/Next** Button on top of the screen to navigate between pages.
7. Each question is followed by multiple choices. Select **ONE** answer that **best** fits the question and mark your choice.

8. If you wish to change an answer just unselect the wrong option (By Clicking it) and then select the correct one.

9. Please notify the invigilator immediately if you find any errors in your paper. Do not attempt to correct any thing.

10. **Do NOT** close or switch Tab or browser after starting the exam. (In case of any problem please notify the invigilator immediately).

11. When you finish the exam, click the **Review and submit** Button at the end of answers section.
12. You will be required to review your responses before submitting.

13. On submission, you will receive a confirmation note, please right click the answer sheet image to **print** or **save** your answer sheet for confirmation purposes. **Please make sure you save a copy of your answer sheet after submission.**
Note:

1. Do NOT close or switch Tab or browser after starting the exam. (In case of any problem please notify the invigilator immediately).

2. Please make sure you save an image copy of your answer sheet after submitting (Before Return to student portal)

3. Please make sure you see the submission confirmation before you exit the exam. Save a copy (screenshot or picture) of the submission page.