Supplemental Digital Appendix 1

Technical Specs, From a Video Modified Admissions Interview Used During COVID-19 at the Temerty Faculty of Medicine, University of Toronto, Spring 2020

Dear Applicant,

As a follow up to the message regarding the online interview that you will attend on Sunday, March 29, 2020, we are writing to provide comprehensive details on the new interview format and to invite you to test the technology that you will use on the official interview day.

As we indicated in the previous message, the format of the online interview on March 29 will be a video recorded answer. You will video record your answers to 4 questions that we will pose to you, and then upload your recordings to the MD Program admissions team via a secure web link.

Video Interview Format
- The official interview on March 29 will start at 9:00am Eastern Daylight Savings time. Please check your corresponding local time to see how it compares to the Toronto (EDT) time and ensure that you are ready for the official interview.
- You will be responding to 4 separate questions. Please set aside 9:00am -1:00pm for the online interview cycle.
- The 4 questions will be sent in 4 separate and sequential emails, and you will have to make 4 separate uploads:
  - You will receive an email with Question 1
  - You will be asked to record a 5-minute response to each question
  - Following your recording, you will have approximately 15 minutes to save and upload your recording via the secure weblink included in the email
  - The same steps will follow for questions 2, 3, and 4 - with the same timeframe provided.

Video Production Recommendations
- You will be using your own technology with recording capabilities (camera and microphone) to record your response
  - We recommend recording your responses on a laptop or desktop for easy transmission to the shared link
  - Avoid transferring files to email. Due to the size of the file, this may take a long time to send/receive
  - We recommend saving your file in a reduced, low resolution option to make it easier for upload
  - **MAC Users:**
    - Recommended file types: .m4v.
    - If using .mov file type, please convert the .mov file into an .m4v and save in a lower resolution (this can be done using a VCL program) - from QuickTime Player, select export and choose the new resolution.
    - Recommended resolution: 480p
  - **Windows desktop/laptop Users:**
    - Recommended file type: .mp4.
You may wish to save in a lower resolution - go to settings, scroll down to videos, change video quality by selecting the lower file resolution.

Recommended resolution: 360 or 480p

- Please ensure that you have a secure and very good internet connection, with low usage traffic. You can do a speed test for your device at [http://speedtest.net](http://speedtest.net)
- Please use Chrome or Firefox as your web browser
- Please ensure that the device you are using is fully charged or connected to a power source
- Please find a quiet space where you won’t be interrupted, and have a clear and tidy background
- Please create a designated folder on your device for your recordings, which you can easily locate when saving your recording, and then uploading
- Please note that being able to follow instructions and upload your answers on time are part of the assessment
- Please take time to practice using the technology you select to record your answers
- Please prepare an ID and name tag in advance
- Be yourself!

**Deadline to Complete Technology Testing**

Please complete the test by **Monday, March 23, 2020 at 5:00pm EDT**

Below you will find instructions for recording and uploading your answers, as part of technology testing. This will be the same specifications used for the official interview questions.

**STEP 1 – Recording your Video Response:**

1. **Length:** Videos response should be 5 minutes in length. Please note that videos longer than 5 minutes will not be evaluated. Set a timer for yourself to keep track of the interview length.

2. **File Size:** Videos should be between 360 and 480 MB. Convert files to a lower resolution.

3. **File type:** For a speedy recording and uploading, we recommend .m4v (MAC) and .mp4 (Windows 8+)

4. **Audio and Video Quality:** All videos should have clear audio and video. Please speak directly to the camera. Please test the audio and video quality for the tool that you select ahead of time. You may wish to use an external microphone or earbuds with microphone capabilities for better sound quality.

5. **At the start of your recording:**
   - **Look at camera**
   - **Show name tag:** At the start of your recording, hold in front of your camera, for approximately 10 seconds, a name tag. The name tag must display your First
Name, Last Name, and OMSAS number. These must be clearly printed and visible to the viewer.

- Example for name tag: **John Doe, 2020-8XXXXX**

  ▪ **Show identification:** After showing your photo ID, hold in front of your camera, for approximately 10 seconds, a government issued photo ID such as Passport, Driver’s License, or Health Card

  ▪ **State the interview question number and read the question itself:**

    For example: “I am responding to Question #1, which is, *Tell us two interesting things about yourself.*”

6. **Production:** You must select a tool to produce a video file and upload to the shared link. We recommend recording your responses on a laptop or desktop for easy transmission to the shared link. There are a number of tools that you can use to record your video including (but not limited to):

   ▪ **Photo Booth** for Mac OS X or **Camera** for Windows 8+. If you have another operating system, you may need to look up how to record videos using your webcam. You can usually find information in your device manual or online.

   ▪ The transfer of files from a phone’s camera to laptop will add additional time. Also, uploading a recording directly from the phone takes longer in our system, than uploading directly from a laptop.

   **Important:**

   You will not have time to edit or redo your answers
   You must not use YouTube to test your answer or review your submission

7. **QUESTION to ANSWER for technology testing:**

   “*Tell us two interesting things about yourself.*”

   Please note that the above question is used for technology testing only. Responses received as part of testing will **not be evaluated** or form part of your official interview and will be deleted from our system after the testing is complete.

**STEP 2 – Uploading your Video Responses:**

1. To submit your response, please upload your video file (e.g. .mp4) to ShareFile, our secure document collection system, via the following link, no later than **Monday, March 23, 2020 at 5:00pm EDT: [LINK]**

   This works similarly to how you uploaded your **headshot** for the MD interviews.
Please save your file as: "OMSAS ID-TEST" (OMSAS ID is your user ID, which starts with 2020 followed by six numbers, e.g. 2020-8XXXXX).

Note: The link will expire after the allotted time, so it is important to submit your response by the posted deadline.

2. Congratulations - you have submitted your recorded answer for testing the technology!

3. We will not be able to contact each of you individually to confirm that we received your test submission at the above link. We will only contact those applicants whose test answer is not received or whose recording is not working.

All instructions required for your interview day will be sent to you at the beginning of the interview process on your assigned interview date.

We will send a separate email with a confidentiality non-disclosure statement that you will need to sign and return to us. Instructions will be provided.

We will send information on Monday, March 23rd about a Questions & Answers webinar to be held on Wednesday, March 25th (10:00 AM and 5:00 PM EDT) to address any further questions or concerns.

We want to reassure you that the question posed for these interviews will address the same competencies that are measured during the in-person interviews. We will be tallying interview results and comparing these with our in-person interview performance to ensure that all of the same metrics are being used and there is no discrepancy between the evaluation of in-person and video interviews. We appreciate your patience and flexibility during this challenging time.

Please do not hesitate to contact us by e-mail at [email] if you have any questions or concerns.

Kind regards,

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