



RACGP

| *Fellowship exams*

# Candidate handbook

## Changes in this version

The following updates have been made in the new version of the Fellowship Exams Candidate Handbook published on 14 December 2015:

Section	Change
6. Exam rules	The rules on items that can be brought into an exam have been changed. Candidates must not bring watches of any type or description into an exam.

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# 1. Overview of the RACGP Fellowship exams

## 1.1 Exam segments

The Royal Australian College of General Practitioners' (RACGP) Fellowship exams consist of three exam segments:

- Applied Knowledge Test (AKT) – multiple choice test conducted online
- Key Feature Problems (KFP) – multiple choice and short answer test conducted online
- Objective Structured Clinical Exam (OSCE) – a series of 14 clinical cases conducted with examiners and role players.

The RACGP Fellowship exams assess a candidate's competency for unsupervised general practice anywhere in Australia. Each exam segment has a unique and targeted approach to assessing a candidate's knowledge and ability.

The AKT, KFP and OSCE are held twice per year.

## 1.2 Prerequisites

Candidates can enrol in all three exams of a cycle, however, must pass the AKT as a prerequisite to undertaking the OSCE.

From 1 January 2017, Candidates must pass the AKT and KFP as a prerequisite to undertaking the OSCE.

## 1.3 The three year rule

Candidates must pass all three exam segments within a three year period from when they pass their first exam segment. If a candidate does not pass all three exam segments within three years any pass marks will expire. A new three year period will then begin from the next exam segment passed.

## 1.4 Restrictions on exam attempts

The Board of Censors has the right to request remediation of a candidate and evidence of completion of remediation if a candidate fails an exam segment.

From 2014.2, after three unsuccessful attempts at the same exam segment, candidates will be required to show just cause to be able to enrol for a fourth attempt. For further detail see the *Showing Just Cause Guidance Document* available at [www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/](http://www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/). At the end of six unsuccessful attempts at the same exam segment, candidates cannot enrol in that segment for one year and must participate in a remediation program prior to re-enrolment.

## 1.5 Applying for Fellowship

Candidates must apply for Fellowship within three years of successful completion of the three examinations, or within one year of completion of all pathway requirements, whichever is the lesser.

## 2. Exam segment objectives and formats

### 2.1 Applied Knowledge Test (AKT)

#### **Objective**

To assess the breadth and application of contextual knowledge required for certification to enter unsupervised general practice.

#### **Exam format**

All questions in the AKT are clinically based to reduce the likelihood of testing facts in isolation from the clinical context. The level of applied knowledge assessed in this exam is that required for functioning as an unsupervised general practitioner within Australia.

The AKT contains 150 questions.

There are two question types:

1. single best answer
2. extended matching questions.

Questions of each type are grouped together.

Candidates are advised to attempt all exam questions. All questions hold equal value and no negative marks are given for incorrect answers. Where there appears to be more than one possible correct answer, candidates are advised to select the most correct answer.

The AKT is a 3 hour test. However, a universal allowance of 1 additional hour has been granted to all candidates. This allows extra time for candidates who have English as their second language, slow readers, slow typists, or for other reasons. This means that all candidates are provided 4 hours to complete the AKT.

The AKT is delivered online at Exam centres. However, in the instance that technical difficulties occur, the Exam may be delivered in a written, paper-based format.

### 2.2 Key Feature Problems (KFP)

#### **Objective**

To assess clinical decision making skills in general practice cases.

#### **Exam format**

A 'key feature' is a critical step in the resolution of a clinical problem in the context of everyday general practice. A KFP question consists of a clinical case scenario followed by questions that focus only on those critical steps.

The KFP contains 26 cases of equal value. Most cases contain more than one part, following a logical sequence.

There are two question types:

1. 'write-in' questions (short answer questions)
2. 'completion' questions (select responses from a list).

Each question specifies how many responses candidates should provide. For 'write-in' questions candidates will receive a weighted reduction in score in the overall exam for all extra responses they provide. For 'completion' questions candidates will be penalised for extra responses.

The KFP is a 3 hour exam. However, a universal allowance of an additional 30 minutes has been granted to all candidates. This allows extra time for candidates who have English as their second

language, slow readers, slow typists, or for other reasons. This means that all candidates are provided 3 hours and 30 minutes to complete the KFP.

The KFP is delivered online at Exam centres. However, in the instance that technical difficulties occur, the Exam may be delivered in a written, paper-based format.

## **2.3 Objective Structured Clinical Exam (OSCE)**

### ***Objective***

To assess applied knowledge, clinical reasoning, clinical skills, communication skills and professional attitudes in the context of consultations, patient exams and peer discussions. This is a clinical consulting performance assessment.

### ***Exam format***

The OSCE reflects aspects of a typical session of general practice in Australia. The gender and age distribution of cases is selected to match Australian epidemiological data. The OSCE includes 14 clinical cases of either 8 minutes or 19 minutes duration, with rest stations interspersed between the clinical stations. It will take candidates approximately 4 hours to complete all OSCE stations.

The various 8 minute consultation stations require candidates to focus on one or two aspects of a consultation; these consultation stations are not intended to represent whole consultations. Other 8 minute consultation stations will focus on other areas such as clinical reasoning and/or professional attitudes.

The 19 minute consultation stations resemble standard general practice consultations and usually require the candidate to focus on a number of tasks.

Clear instructions are provided for both the 8 minute and 19 minute stations. It is critical that candidates read and follow the instructions carefully and understand the task(s) required of them.

Although each task will be focussed, candidates are expected to exhibit a 'whole patient' approach by demonstrating the general practice skills of communication, empathy, history taking (relevant and systematic), examination (relevant and systematic), patient education, preventive care, opportunistic medicine and involvement of carers, as appropriate to each simulated case.

Each consultation station will present its own challenges and reflect what is seen in general practice. For example, candidates might consult with an emotional patient, a confused patient, a patient with multiple medical problems, a new patient, or a patient with diagnostic and management dilemmas.

Each station will also have a different marking schedule. A station that calls for a focus on history taking will have a marking schedule that is weighted towards this aspect, whereas a station where developing a management plan is being examined will have a marking schedule that reflects the importance of this element.

Furthermore, if a station presents a diagnostic problem in which candidates are required to take a patient history and discuss differential diagnoses with the patient, simply arriving at the 'correct' diagnosis may not be enough to pass this station. Elements such as taking a comprehensive medical history and demonstrating communication skills may also contribute to a candidate's score.

Candidates should be aware that in the OSCE they may encounter examiners that are known to them or whom they have met on previous occasions, such as during their general practice training. This does not constitute a "conflict of interest". Conflict of interest will only be considered in circumstances where examiners/candidates are family and personal friends, or doctors with whom they have shared a practice or supervised, or have some other exceptional relationship.

All examiners are provided with a list of candidates they will be examining and are required to notify the RACGP if there is a perceived or actual conflict of interest.

## **3. Preparing for the exams**

### **3.1 Exam preparation approaches**

#### **3.1.1 RACGP Curriculum for Australian General Practice**

In preparation for the exams, candidates should consider: What is general practice? The *RACGP Curriculum for Australian General Practice* was written to act as a guide to the knowledge, skills and learning experiences that are necessary for competent, unsupervised general practice. The curriculum domains and statement areas provide the basis for selection of questions and cases for the exams. For this reason, many Candidates find it useful to refer to the curriculum to guide their preparation for the exams at <http://curriculum.racgp.org.au/>.

#### **3.1.2 Frequency and patterns of problems in general practice**

The frequency and patterns of problems as they occur in Australian general practice should also be considered during exam preparation. Information gathered from studies such as the The University of Sydney's Bettering the Evaluation and Care of Health (BEACH) study are used to design the exams (see <http://sydney.edu.au/medicine/fmrc/beach/> for further information and up to date BEACH data).

Candidates may find it useful to compare their practice profile with that of other practitioners (for example, by reviewing their practice using a log diary of 100 consecutive patients). Comparing your practice profile with the BEACH data may assist you in identifying learning needs. If you see very few paediatric cases, you may wish to undertake further study in paediatrics in order to better prepare for the exams. This study may include organising some sessions in a facility with a paediatric population, reading journals, attending lectures and workshops. A more formal method to review your practice profile is to participate in the BEACH study.

#### **3.1.3 Exam preparation in the work setting**

Training for general practice occurs in the work setting and preparation for the exams should also occur in the practice setting. The exams do not solely assess book knowledge, but aim to assess how this knowledge is applied to everyday situations that occur in general practice. The actual processes of patient care and doctors' attitudes are also important.

It may be helpful to invite a trusted colleague to provide constructive feedback on your consultations and ask them to spend time watching you consult, either in the practice or by videotape (such methods would of course require informed patient consent). Candidates can then become aware of their own performance in general practice and change any aspects they consider appropriate. By performing well in actual practice it becomes easier to translate these behaviours into the exam situations.

### **3.2 Exam preparation resources**

#### **3.2.1 Pre-exam courses**

RACGP state faculties provide a range of pre-exam courses for candidates. Details of upcoming courses are available at [www.racgp.org.au/education/fellowship/exams/pre-exam-courses/](http://www.racgp.org.au/education/fellowship/exams/pre-exam-courses/).

#### **3.2.2 Quality Improvement and Continuing Professional Development program**

Many activities that are promoted through the RACGP Quality Improvement and Continuing Professional Development (QI&CPD) program may also be useful to candidates as they prepare for the exams. These include clinical audits, supervised clinical attachments, lectures, workshops, small group learning and online learning programs. While this is not a comprehensive list, it indicates the breadth of educational material available to candidates. Candidates interested in accessing QI&CPD activities can contact the QI&CPD Department within their state faculty or search for activities at [www.racgp.org.au/education/courses/activitylist/](http://www.racgp.org.au/education/courses/activitylist/).

### **3.2.3 check**

The RACGP *check* program is a versatile self-education program and QI&CPD activity that provides a range of cases written by expert clinicians. Each case includes a brief clinical scenario followed by a series of questions designed to highlight the important issues for practitioners to consider in the clinical history, examination, investigation and/or management of a problem. Further information is available at [www.racgp.org.au/education/courses/check/](http://www.racgp.org.au/education/courses/check/).

### **3.2.4 gplearning**

*gplearning* is the RACGP's interactive online QI&CPD service containing over 200 activities on a wide range of subject areas, including Category 1 and Category 2 activities. Dedicated *gplearning* modules are available to support candidates studying for the exams. Further information is available at <http://gplearning.racgp.org.au>.

### **3.2.5 AKT and KFP online practice exams**

RACGP offers online practice exams for candidates enrolled in the AKT and KFP. Details of how to access the practice exams are provided to candidates in the lead up to the AKT and KFP exams. The practice exams provide a timed experience that mirrors the actual exam. Once candidates have completed their practice exam, they will receive automated feedback, themes and references to support their exam preparation. Further information is available at <http://www.racgp.org.au/education/fellowship/exams/exam-support-online/>.

### **3.2.6 Indigenous Fellowship Excellence Program**

The Indigenous Fellowship Excellence Program aims to assist Aboriginal and Torres Strait Islander registrars to perform to their full potential in the exams. The program involves one-to-one mentoring with an RACGP Fellow, a face-to-face workshop and gives participants the opportunity to develop a peer support network across the country. Involvement in this program is free to Aboriginal and Torres Strait Islander registrars. Further information is available at [www.racgp.org.au/yourracgp/faculties/aboriginal/education/ifep/](http://www.racgp.org.au/yourracgp/faculties/aboriginal/education/ifep/).

### **3.2.7 2014 Thursday evening pre-exam tutorial series on DVD**

The National Rural Faculty and the NSW & ACT Faculty have developed an updated edition of the popular Thursday evening pre-exam tutorial series. There are 10 DVDs which can be ordered as a set or individually including:

1. Introduction and written papers
2. Dermatology for GPs
3. ECGs for GPs
4. Haematology for GPs
5. Ophthalmology for GPs
6. Physical examination – upper limbs
7. Journal appraisals
8. Biochemistry interpretation for GPs
9. Skills in management of patients
10. Physical examination – lower limbs

The DVDs are discounted for RACGP members and can be ordered from the National Rural Faculty. Further information is available at [www.racgp.org.au/yourracgp/faculties/rural/education/resources/](http://www.racgp.org.au/yourracgp/faculties/rural/education/resources/).

### **3.2.8 Clinical skills scenarios DVD – cases for GP educators or learners**

The National Rural Faculty offers a preparatory DVD for general practice registrars and other doctors in rural locations working toward Fellowship of the RACGP. The DVD contains 14 cases covering a range of clinical scenarios common across a well identified range of rural contexts. Each scenario deals with a different type of presentation, from a farmer with a cough to full blown arm laceration, as well as associated office based procedures. The DVD runs for approximately 3 hours and can be ordered from the National Rural Faculty (see [www.racgp.org.au/yourracgp/faculties/rural/](http://www.racgp.org.au/yourracgp/faculties/rural/) for contact details).

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## 4. Eligibility to enrol in the exams

### 4.1 Fellowship pathway exam eligibility requirements

Completion of the exams is one of the requirements for candidates on the Vocational Training Pathway, the General Practice Experience Pathway and in Category 2 and 3 of the Specialist Pathway Program.

Candidates can find a full list of the requirements of each pathway in the following documents:

1. the Registrar Handbook (for Vocational Training Pathway Candidates)
2. the General Practice Experience handbook
3. the Category Two & Three of the Specialist Pathway Program policy.

These documents are available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/)

Candidates must check these documents for exam eligibility requirements specific to their Fellowship pathway.

### 4.2 Other exam eligibility requirements

#### 4.2.1 Current Australian medical registration

RACGP requires candidates to have current Australian medical registration to enrol in an exam and throughout the assessment process.

The RACGP considers doctors who are currently listed on the Registers of Practitioners on the Australian Health Practitioner Regulation Agency (AHPRA) website [www.ahpra.gov.au](http://www.ahpra.gov.au) to have medical registration (including doctors whose renewal application is being processed).

The RACGP does not consider doctors who have a suspension on their registration, have agreed not to practice, or who appear on the list of Cancelled Health Practitioners to have current medical registration.

Category Three Specialist Pathway Program Candidates are required to have current medical registration in their jurisdiction of practice to enrol in the AKT.

Candidates must disclose any conditions on or changes to their medical registration. Any non-compliance with the above will be handled as per the *Educational Misconduct Policy*, available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/)

#### 4.2.2 Membership

All candidates must be financial members of the RACGP when sitting the exams and for the awarding of Fellowship. RACGP Membership options are available at [www.racgp.org.au/yourracgp/membership/](http://www.racgp.org.au/yourracgp/membership/).

## 5. Enrolling in the exams

### 5.1 Enrolment

Candidates must enrol online at [www.racgp.org.au/education/fellowship/exams/exam-enrolments/](http://www.racgp.org.au/education/fellowship/exams/exam-enrolments/). Details of exam dates, enrolment dates, venues and fees are also available on this page. Enrolments must be submitted during the published enrolment period and enrolments outside this time will not be accepted. Candidates must provide payment via credit card as part of their online enrolment. Once an enrolment has been submitted, candidates will receive a confirmation email containing further instructions.

Candidates experiencing financial hardship may make a request for an alternative payment arrangement by emailing [racgpeducation@racgp.org.au](mailto:racgpeducation@racgp.org.au). If an alternative payment arrangement is approved, Candidates will be sent a manual enrolment form and a payment agreement. Candidates must finalise payment 20 business days before the scheduled exam date. If full payment is not received by this date, the Candidate will be withdrawn from the exam and refunded any payments made minus a \$100 administration fee.

### 5.2 Venue allocation

When candidates submit their application for enrolment they are asked to confirm their preferred address. Candidates will then be allocated to the closest available exam venue to this address by priority of enrolment date. If the closest exam venue is oversubscribed, candidates will be allocated to the next closest centre, again by priority of enrolment date. If a candidate's address changes after enrolling they must notify the RACGP of any address changes as soon as they occur.

Candidates are advised to carefully plan their travel to and from the exam venue and consider the impact of fatigue and stress on safe travel. It is highly recommended that candidates arrange overnight accommodation close to their allocated exam venue.

If a candidate is allocated to an exam venue which is not closest to their preferred address, and is unable to accept the allocation, they have the option to withdraw from the exam. To do this, candidates must advise RACGP in writing within 5 working days of receiving their venue confirmation. Candidates will be refunded the enrolment fee for that exam segment less an administration fee of \$100. If a candidate elects to withdraw from an exam segment the three year exam rule (see section 1.3) will not be extended.

In circumstances where a candidate cannot attend an exam venue for medical reasons or other exceptional reasons, they may make a request to be placed in a specific exam centre by emailing [racgpeducation@racgp.org.au](mailto:racgpeducation@racgp.org.au). Such requests must be received no later than the last day of the enrolment period for the relevant exam, and include sufficient supporting documentation.

The RACGP will attempt to accommodate all candidates who enrol by the enrolment closing date.

### 5.3 Remote supervision for the AKT or KFP

Candidates may request to sit the AKT or KFP remotely if their usual place of residence is 200 kilometres or 2 hours travel time from an established exam centre. Candidates must make the request at the time of enrolment by emailing [racgpeducation@racgp.org.au](mailto:racgpeducation@racgp.org.au).

When a remote supervision application is received, the RACGP will assess the distance and travel time using Google Maps and consider each request on a case by case basis. If a suitable venue, relevant technology and appropriate supervision requirements can be arranged within the available timeframe, the candidate will be offered the opportunity to sit the AKT or KFP in a remote venue. If a venue cannot be arranged within the available time, the candidate will be offered the option to undertake the exam at the nearest available exam centre or be withdrawn from the exam with a refund of the exam fee minus a \$100 withdrawal fee.

Candidates who elect to sit under remote supervision will be required to pay fees, in addition to the standard exam enrolment fee, to cover the costs associated with delivering the exam.

Due to the resources and costs involved in conducting the OSCE, it is not possible to undertake the OSCE via remote supervision.

#### 5.4 Sitting an exam on an alternative day

Candidates who cannot present for the AKT or KFP on the designated exam date for religious reasons or for other exceptional reasons may make a request to sit the exam on an alternative day by emailing [racgpeducation@racgp.org.au](mailto:racgpeducation@racgp.org.au). The request must be submitted at the time of enrolling. Candidates who are unable to sit the exam on a Saturday due to religious beliefs, must provide a letter from the leader of the congregation, signed and dated on the letterhead of that organisation.

Candidates approved to sit on an alternative day are required to complete a Statutory Declaration stating they will “not divulge or discuss the content of the exam with any other party before all other candidates have completed the exam”. This declaration must be signed and witnessed as per the *Witnessing and Certification of Documentation Policy*, available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/) prior to commencing the exam. Any breach of this declaration will be dealt with under the *Educational Misconduct policy*, available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/).

Candidates who elect to sit on an alternative day will be required to pay a fee to cover the costs associated with delivering the exam. The OSCE cannot be held on alternative dates and the scheduling of the three OSCE dates alternates between Saturday and Sunday to accommodate those candidates who may not be able to sit on either day.

#### 5.5 Presumption of fitness to sit

Candidates must ensure that they are sufficiently fit and healthy when they present for an exam. Marks in the exams are based solely on the performance of the candidate in the assessment. Marks cannot be changed on the basis of personal circumstances (be they illness, or misadventure) surrounding the exam.

#### 5.6 Special consideration

A Candidate may apply for special consideration when circumstances beyond their control may have an effect on their performance or attendance at an exam. Candidates should refer to the *RACGP Examinations Special Consideration Policy* available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/) for further details.

#### 5.7 Personal information

The RACGP will collect and may distribute your personal information in accordance with the National Privacy Principles for the purposes of determining eligibility to enrol and assessing performance. Further information concerning the collection or distribution of personal information is available within the RACGP Privacy Statement at [www.racgp.org.au/usage/privacy/](http://www.racgp.org.au/usage/privacy/).

#### 5.8 Withdrawing from an exam

##### 5.8.1 Withdrawal fees

To withdraw from an exam candidates must email [racgpeducation@racgp.org.au](mailto:racgpeducation@racgp.org.au).

Enrolment fees cannot be transferred to another exam cycle. Withdrawal fees apply to each individual exam segment in an exam cycle. Exam fees will be refunded according to the following schedule:

Date request for withdrawal is received	Fee refund
Up to and including 20 business days before the scheduled exam date	Exam fee less a \$100 withdrawal fee
19 business days or less before the scheduled exam date	No refund*

\*If a candidate needs to request to withdraw 19 business days or less before the scheduled exam date due to circumstances beyond their control, they may apply for special consideration for a late withdrawal. Details on how to apply are provided in the *RACGP Examinations Special Consideration Policy* available at: [www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/](http://www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/).

### **5.8.2 Candidates unsuccessful in the AKT and enrolled in the OSCE**

Candidates who enrol in the AKT and OSCE for the same cycle but fail the AKT will be withdrawn from the OSCE and refunded the full enrolment fee following the release of the AKT results.

### **5.8.3 Candidates unsuccessful in the KFP and enrolled in the OSCE**

From 1 January 2017, candidates who enrol in the KFP and OSCE for the same cycle but fail the KFP will be withdrawn from the OSCE and refunded the full enrolment fee following the release of the KFP results.

## 6. Exam rules

1. Candidates must read the Fellowship Services policies available at [www.racgp.org.au/assessment/policy](http://www.racgp.org.au/assessment/policy) prior to each exam.

### ***Presenting for an exam***

2. Candidates must be in the waiting area for each exam at least 30 minutes prior to the scheduled exam commencement time.
3. Candidates must present primary current proof of identity to the administrator/supervisor at the commencement of the exam. A primary proof of identity should be an original document and include a photograph. Accepted forms of proof of identity include:
  - a. Australian passport, not expired more than two years
  - b. current overseas passport
  - c. current Australian photo driver's license
  - d. proof of age or identity card issued by an Australian State or Territory Police
  - e. current Australian student identity card
  - f. any other Australian entitlement or identity card, issued by the Commonwealth or a State or Territory Government, that includes a photograph of the candidate.
4. Candidates must present all mobile phones at the point of registration, demonstrate to staff that it is completely turned off, and store it in a clear plastic bag provided by staff for the duration of the exam. Mobile phones and other belongings will be securely stored by RACGP staff until the exam ends and candidates are released from quarantined areas.

### ***Items that can be brought into an exam***

5. Online exams:
  - a clear, colourless plastic water bottle
  - earplugs are permitted, however, candidates must ensure they can hear announcements made by the Invigilator or Supervisor.
6. OSCE:
  - All equipment required in the OSCE will be provided by the RACGP, however, candidates are permitted to bring in their own stethoscope.

Except for these admissible items, exam supervisors may prohibit the admission of any materials that are deemed unsuitable. The RACGP accepts no responsibility for the loss of any candidates' personal property in or around the exam rooms.

### ***Items that cannot be brought into an exam***

7. Candidates must not bring the following items into the exam room:
  - pens (pens will be provided by RACGP in all examinations)
  - watches of any type or description
  - writing paper, notes, books, computers, calculators or any recording or electronic devices
  - food (unless special consideration has been granted)
  - any other personal belongings.

### ***Taking notes during an exam***

8. Online exams:
  - a. Candidates will be provided with paper to take notes during the online exams.
  - b. Candidates must leave all paper in the exam room after completing the exam.
9. OSCE:
  - a. Candidates will be provided with paper to take notes during the OSCE.

- b. Candidates are not permitted to take notes prior to the exam commencing (in the waiting area). Candidates are only permitted to take notes during the allocated reading time prior to each case.

At the conclusion of each case, all notes must be submitted to the examiners and cannot be removed from the exam room.

Candidates are not permitted to take any notes during rest stations. Failure to comply with this rule will be handled as per the *Educational Misconduct Policy* available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/).

### **Conduct in the exams**

10. Candidates must obey all instructions on exam materials or given by an exam supervisor.

11. During an exam candidates must not:

- smoke in any exam venue
- disturb any other candidate
- communicate with or provide assistance to any other candidate
- accept assistance from any other candidate
- look at another candidate's screen for any purpose (during the online exams)
- permit any other candidate to read or copy from their computer screen (during the online exams)
- disturb the exam proceedings in any other way.

### **Leaving an exam room**

12. If a candidate needs to leave the room during an exam, they must be escorted by an invigilator/supervisor or examiner. Candidates will not be re-admitted into the exam room, unless an invigilator supervises the candidates during the period of absence from the exam room.

13. During the online exams candidates must not leave the exam room during the first 30 minutes or the last 15 minutes of the exam.

14. During the OSCE, once a candidate has completed a station and they have left the exam room, they may not re-enter the exam room.

## 7. Submitting an incident report

If a candidate has encountered an exam incident that has had a significant effect upon their exam performance they can complete an incident report at the exam venue. The Assessment Panel Chair in charge of each exam venue may assist candidates in determining if an incident reported is warranted.

Alternatively, candidates can download the incident report form from [www.racgp.org.au/education/fellowship/exams/exam-incidents/](http://www.racgp.org.au/education/fellowship/exams/exam-incidents/) and email the completed form to [examinations@racgp.org.au](mailto:examinations@racgp.org.au) within 2 business days of the exam. Only incident reports received within this timeframe will be considered.

Incident reports must be completed in full and with all relevant details included.

All candidates who submit an incident report will receive an email acknowledging receipt of the report/s.

All incident reports are investigated and the impact on a candidate's performance is considered by the Board of Censors (or delegate) prior to the release of results. If it is determined that an incident occurred due to an error in exam procedures the candidate may be compensated.

## **8. Standard setting**

### **8.1 Overview of standard setting**

A standard is a conceptual boundary between acceptable and unacceptable performance. For the RACGP Fellowship exams, the standard of performance required of candidates is demonstration of competence for unsupervised general practice in Australia.

Standard setting is the process by which a standard is translated into a passing score, intended to divide a group of candidates into those who are at or above the standard, and those whose performance is below the standard.

Although the overall pass mark varies from exam to exam, the standards used in determining those pass marks remain constant. The processes employed by the RACGP in determining cut scores are less arbitrary than simply choosing a pass mark. They involve both judgments by examiners and analysis of actual candidate performance in the assessment tasks. The result is a process that is both fair and accurate.

### **8.2 Standard setting in the AKT and KFP**

The 'Modified Angoff' method is used to set the 'cut scores' for the AKT and KFP. This involves a group of expert examiners making judgments about each individual question and how borderline competent candidates would perform on that item. The quality of every question is scrutinised for face validity and statistical reliability and quality. Any questions considered to be of less than excellent performance and quality are debated at length and omitted as necessary. The Modified Angoff method is a well-established methodology for determining the cut score for high stakes exams.

### **8.3 Standard setting in the OSCE**

The 'Borderline Group' method is used to set the cut score for the OSCE. This method uses each examiner at each clinical station throughout Australia. At each of the 14 clinical stations, each candidate is judged on a number of different performance domains, as well as on their overall performance. Standard setting is achieved through statistical analysis of the performance domain scores against the overall performance scores.



## **9. Exam results**

### **9.1 Ratification of exam results**

The Board of Censors are responsible for reviewing and ratifying all exam results on behalf of RACGP Council. The Board of Censors review the administration of the exam segment, the cut scores and the overall result for each candidate. The information is de-identified so that the Censors are unaware of a candidates' identity at the time of ratification.

### **9.2 Release of exam results**

A summary of exam results will be emailed to candidates (unless they have specifically elected not to receive exam results via email), and will also be made available via the RACGP website at [www.racgp.org.au/education/fellowship/exams/exam-results/](http://www.racgp.org.au/education/fellowship/exams/exam-results/). Candidates can login to the RACGP website with their username and password to access their detailed results. Exam results will not be provided by telephone or fax.

On the day results are published, candidates who successfully complete an exam segment are also identified and listed by their RACGP membership number on the RACGP website.

### **9.3 Requesting feedback**

Candidates who have failed an exam segment may request feedback from the Censor in their state by contacting their state faculty (see [www.racgp.org.au/yourracgp/faculties/](http://www.racgp.org.au/yourracgp/faculties/) for contact details). Censors, or their delegates, provide feedback on areas in which candidates performed well, as well as any areas of concern. Feedback may be delivered as a group activity with other unsuccessful candidates.

Candidates are advised to take up this service as it can assist them to identify areas for improvement in practice. Taking part in feedback ensures that the exam can have an educational value for the candidate over and above its value as an assessment process.

Candidates who request a reconsideration of their exam result will not be eligible for feedback until the reconsideration process is complete.

### **9.4 Reconsideration of an exam result**

In some circumstances candidates may request for their exam result to be reconsidered. For full details on the grounds for reconsideration and how to submit an application candidates should refer to the *Education Services Appeals Policy* available at [www.racgp.org.au/assessment/policy/](http://www.racgp.org.au/assessment/policy/).