

2012 Fellowship Program Regulations, Policies and Procedures

Examinations

RANZCP Fellowship Regulations 2012

Regulations, policies and procedures

Please use the bookmarks panel at left to navigate to specific regulations.

The RANZCP Fellowship Regulations 2012 comprise the regulations, policies and procedures governing the 2012 Fellowship Program. RANZCP trainees are responsible for understanding the requirements of the RANZCP Fellowship Regulations 2012.

The regulations define the broad structure of the program and are approved by the RANZCP Board. The regulations are complemented by policies and procedures, which provide the specific rules and detail of the Fellowship Program requirements. Policies and procedures are approved by the Education Committee and reviewed by the Corporate Governance and Risk Committee. All high-risk policies receive final approval by the RANZCP Board.

A number of policies and procedures are currently in development. Until these are formally approved, certain 2003 Training Program documents should be adhered to in their place. The specific 2003 Training Program documents for use on a temporary basis are noted where relevant.

The document and resolution numbers listed in this document are for internal use only. Document numbers will be finalised once the majority of regulations, policies and procedures have been developed and approved.

Trainees remaining under the 2003 Training Regulations should continue to refer to the *Links and Forms* page of the RANZCP website.

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Education Training Regulation

Written Examinations



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	REG EDT-TRN Written Examinations Education Training Regulation (18.1)

Written Examinations

The successful completion of the following two discrete written examinations is a requirement for eligibility for Fellowship. The written examinations may be attempted after the trainee has met the criteria specified in the related policy.

- 1) Multiple Choice Question Examination (MCQ Examination).
- 2) Essay-Style Examination.

The written examinations are set at the level of theoretical and applied knowledge expected at the end of Stage 3.

REVISION RECORD

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
27/03/12	1.3	General Council	First version of regulation approved out of session by GC – R8.
18/08/12	3.0	General Council	Updated to reflect BOE decision not to regulate the written exam as a barrier to eligibility for clinical exams. Approved GC2012/3 – R29.
06/09/13	4.0	RANZCP Board	Updated to reflect BOE May 2013 decision to split the written exam into 2 discrete examinations. Reviewed by CFE. Approved by EC 28/08/13; approved by CGRC 30/08/13; approved by Board B2013/4 R6.
21/07/16	5.0	RANZCP Board	Revised to reflect standard expected at the end of stage 3 (formally junior consultant standard) terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4.

October 2016

NEXT REVIEW

Education Training Policy and Procedure

Written Examinations



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL PRC EDT-TRN Written Examinations Policy and Procedure (18.1)

Targeted learning and show cause deadlines effective 1 January 2017

This policy has been updated to include the revised targeted learning and show cause deadlines as detailed in the Progression through Training Policy (6.1) and the Trainee Progress Trajectory.

As a result of concerns from trainees, supervisors and Directors of Training, the Board has approved a more accommodating Trainee Progress Trajectory by adjusting the specified targeted learning and show cause deadlines associated with each of the five centrally administered assessments.

The previous targeted learning and show cause deadlines have been removed from this document. These changes are effective from 1 January 2017.

Further assistance available

Contact the Training team at training@ranzcp.org.

This box will become unnecessary in December 2017 (approximately) and will be removed at that point.

Contents

1. Policy and procedure on the written examinations

This document sets out the requirements of the written examinations, which trainees and Specialist International Medical Graduates (SIMGs) who have been assessed as partially comparable must successfully complete in order to be eligible for Fellowship. Throughout this policy, trainees and partially comparable SIMG candidates are together referred to as 'applicants' or 'candidates' except where specific distinction is required.

2. Policy statement

The written examinations assess a candidate's knowledge of the theoretical and scientific underpinnings of psychiatry, critical thinking relevant to psychiatry, and clinical and ethical issues in psychiatry.

3. Purpose

The written examinations are mandatory summative assessment components of the 2012 Fellowship Program. This document sets out the requirements for their successful completion.

4. Policy and procedure details

4.1 Requirements and composition of the written examinations

The 2012 Fellowship Program requires the successful completion of two independent written examinations: the Multiple Choice Question (MCQ) Examination and the Essay-Style Examination.

4.1.1 Standard

The standard of performance required for the written examinations is the demonstration of theoretical and applied knowledge level expected at the end of Stage 3. As per the definitions, the standard expected at the end of Stage 3 refers to a recently qualified Fellow of the College

4.1.2 Multiple Choice Question (MCQ) Examination

The Multiple Choice Question (MCQ) Examination comprises Extended Matching Questions (EMQs) and Critical Analysis Problems (CAPs). This examination will cover foundational knowledge in psychiatry sampled from the Stage 1 and Stage 2 syllabuses. This will include areas of knowledge such as (but not limited to) neuroscience, pharmacotherapy, experimental design and critical analysis, history and philosophy of psychiatry, common psychiatric presentations and principles of key psychotherapies. The examination is 190 minutes in duration. The total marks allocated are 180.

This examination will be a computer-based test from August 2015. All candidates will be required to undertake this examination on a computer at a Pearson VUE testing centre.

Multiple Choice (MCQ) Examination – 190 minutes

Question Type	No. of Questions	Marks per Question	Total Marks
Extended Matching Questions (EMQs)	140	1 mark each	140 marks
Critical Analysis Problems (CAPs)	2	~20 marks each	40 marks
<i>Total</i>			<i>180 marks</i>

4.1.3 Essay-Style Examination

The Essay-Style Examination comprises Modified Essay Questions (MEQs) and a Critical Essay Question (CEQ). The Essay-Style Examination will have a clinical focus and will assess capacity for critical thinking about clinical practice and the application of clinical knowledge, as well as the capacity for critical thinking about issues relevant to the practice of psychiatry including sociocultural, models of illness, ethical and complex service issues. The examination is 180 minutes in duration, excluding reading time. The total marks allocated are 180. The CEQ component is allocated 40 marks; this component must be passed in order for candidates to be eligible to pass the examination.

This examination is currently offered as a paper-based test (only). All candidates will be required to undertake this examination at a Pearson VUE testing centre.

Essay-Style Examination – 180 minutes

Question Type	No. of Questions	Marks per Question	Total Marks
Critical Essay Question (CEQs)	1	40 marks	40 marks
Modified Essay Questions (MEQs)	4–6	up to 30 marks each	140 marks
<i>Total</i>			<i>180 marks</i>

4.2 Candidate eligibility for the MCQ Examination

In order to undertake the MCQ Examination, applicants must be registered as College trainees or as College SIMG candidates.

Additionally, all applicants must have current, valid registration as a medical practitioner in Australia or New Zealand when applying for and when sitting the examination and at the time of the result release date.

Submitting an examination application does not grant an applicant automatic eligibility to sit the exam. The requirements for eligibility must be fulfilled in order for a place to be granted. Candidates must be familiar with the Examination Cancellation and Refund Schedule, particularly the refund cut-off dates.

4.2.1 SIMG candidate eligibility for the MCQ Examination

In addition to the above requirements, if partially comparable SIMG candidates are required to sit the MCQ Examination, they must have current comparability status with the College at the time of the application closing date to be eligible to apply for the MCQ Examination. The comparability status must cover the examination period including the time required for declaration of results (the scheduled release date can be found on the relevant Written Examinations Application Form).

4.2.2 Trainee eligibility for the MCQ Examination

Trainees are eligible to apply for the MCQ Examination once they have successfully completed their first 6 months of full-time equivalent (FTE) training as demonstrated by their College Training Record. Applications will not be accepted before 6 months FTE has been accredited to the trainee's Training Record.

Trainees are eligible to apply for the MCQ Examination while on an approved break in training. A trainee who has interrupted their training but is not on an approved break in training (i.e. is accruing not-in-training time) is not eligible to apply for the MCQ Examination.

4.3 Candidate eligibility for the Essay-Style Examination

In order to undertake the Essay-Style Examination, applicants must be registered as College trainees or as SIMG candidates.

Additionally, all applicants must have current, valid registration as a medical practitioner in Australia or New Zealand when applying for and when sitting the examination. (Candidates must also have current medical registration at the time of the result release date for their results to be released.)

Successful completion of the MCQ Examination is **not** an eligibility requirement for sitting the Essay-Style Examination.

Submitting an examination application does not grant an applicant automatic eligibility to sit the exam. The requirements for eligibility must be fulfilled in order for a place to be granted. Candidates must be familiar with the Examination Cancellation and Refund Schedule, particularly the refund cut-off dates.

4.3.1 SIMG candidate eligibility to apply for and sit the Essay-Style Examination

SIMG candidates assessed as partially comparable must have current comparability status with the College at the time of the application closing date to be eligible to apply for the Essay-Style Examination. The comparability status must cover the examination period including the time required for declaration of results (the scheduled release date can be found on the relevant Written Examinations Application Form).

4.3.2 Trainee eligibility for the Essay-Style Examination

Trainees are eligible to apply for the Essay-Style Examination once they have successfully completed 18 months of FTE training, including 6 months FTE in Stage 2, as demonstrated by

their College Training Record. Applications will not be accepted before 6 months of FTE training in Stage 2 has been accredited to the trainee's Training Record.

Trainees are eligible to apply for the Essay-Style Examination while on an approved break in training. A trainee who has interrupted their training but is not on an approved break in training (i.e. is accruing not-in-training time) is not eligible to apply for the Essay-Style Examination.

4.4 Applying for the written examinations

To apply to sit a written examination, all examination applicants must complete the prescribed Written Examination Application Form for the relevant examination. There will be a separate examination application and fee for each examination; however, candidates applying for both examinations in the same round may apply for both simultaneously.

A new application must be submitted for each attempt at a written examination. There is no automatic enrolment of candidates (i.e. candidates are not automatically enrolled in the next examination round if they failed or withdrew from a previous round, or if they are nearing the deadline for successful completion as per the Progression through Training Policy [6.1]).

4.4.1 The application

The Written Examination Application Form must be received by the Examinations Department, College Head Office by the Application Close Date as per the Examination Cancellation and Refund Schedule, together with the following items:

- a) a hard copy of the applicant's current medical registration certificate or annual practising certificate
 - Candidates must have current, valid registration at the time of application and of sitting the examination. Applications will not be processed without a current medical registration certificate.
 - If an applicant's medical registration expires before the examination period, they must submit a copy of their current medical registration and then forward their new medical registration once received.
- b) a hard copy of the current Specialist Pathway Final Outcome letter/Progression to RANZCP Fellowship letter in the case of SIMG candidates, which should be current at the time of application and of sitting the examination.
 - Applications will not be processed without evidence of current comparability status (where relevant).
- c) a colour passport photograph of the applicant taken within the last 12 months
 - The applicant's name must be clearly written on the back of the photograph.
 - The photograph must be stapled to the application form.
 - A new photograph of the applicant must be submitted with each application (the College does not hold photographs from previous applications).
- d) the prescribed examination fee in full
 - Full funds for the written examination must be available on the application closing date until the funds are deducted. Fees will be deducted within 10 working days of receipt of completed application.
 - The deduction of funds does not guarantee an applicant a place in the examination. Candidates not granted a place in the examination will be provided a full refund. However, candidates who withdraw or who become ineligible to sit a written examination after applying for the examination will be refunded in accordance with the Cancellation and Refund Schedule.

- e) payment of any outstanding fees to the College
 - Applicants who have monies outstanding to the College at the time of application, including training fees, will not have their examination application processed.
- f) any special consideration request and the required documentation (where relevant)
- g) signed Commencement of Targeted Learning Form (if required – note this form can be provided by the 50 per cent refund date).

It is the responsibility of the applicant to be familiar with the current Cancellation and Refund Schedule, which states the relevant application closing date and refund deadline for each examination.

Applications should be sent via registered post or courier and must be received at the College Head Office in Melbourne (RANZCP, Attention: Examinations – Writtens, 309 La Trobe St, Melbourne VIC 3000, Australia) on the date that applications close. However, applications postmarked by the Application Close Date will be accepted.

The College must receive the original version of the application. Therefore, faxed, scanned, or emailed versions of application forms will not be accepted.

4.4.2 Trainee applications related to targeted learning

Trainees who are undertaking or have undertaken targeted learning relevant to the MCQ Examination or Essay-Style Examination must comply with the Targeted Learning Policy and Procedure (6.2). A brief reference to the requirements follows; however, applicants are responsible for being aware of all requirements of the Targeted Learning Policy and Procedure.

Note that targeted learning must be specific to an identified examination; separate targeted learning plans would be required for the MCQ Examination and the Essay-Style Examination.

A targeted learning plan should be reviewed by the trainee, DOT and supervisor (where relevant) prior to the trainee attempting or re-attempting the relevant written examination.

A trainee who is required to undertake progression-based targeted learning (for not passing the MCQ or Essay-Style Examination by the targeted learning deadline on the Trainee Progress Trajectory) remains eligible to attempt the relevant written examination.

A trainee who is required to undertake assessment-based targeted learning (for two failures of the MCQ Examination or two failures of the Essay-Style Examination) will be eligible to re-attempt the relevant written examination once they submit the Commencement of Targeted Learning Form to the College Training Department. If a trainee applies to sit the examination prior to submission of the Commencement of Targeted Learning Form, their enrolment will be pending until they submit this form or until the 50 per cent refund date stated on the Examination Timetable, whichever is earlier. A trainee will not be allotted a time slot and allocation for the relevant examination if the College does not have notification that the trainee has commenced targeted learning by the 50 per cent refund date. A trainee will not be eligible for the relevant examination if this process is not completed by the required date.

4.4.3 Applications for special consideration

Candidates requesting special consideration for either of the written examinations must apply in writing to the CFE for approval, in accordance with the Special Considerations Policy (18.2).

Requests for special consideration must accompany a candidate's MCQ or Essay-Style Examination Application Form, unless exceptional circumstances apply (such as the candidate experiencing a significant change in personal circumstances or medical condition(s) that occur after the examination Application Close Date).

A separate application for special consideration must be submitted for each examination and for each reattempt (if any). However, trainees are only required to resubmit the supporting documentation if there is a change in circumstances.

4.5 Confirmation

4.5.1 Confirmation of receipt of application

Applicants should receive an email confirming receipt of their application within 2 working days of its receipt by the Examinations Department, College Head Office. It is an applicant's responsibility to ensure that their application has been received by the College by contacting the Examinations Department (preferably by email) if they have not received an email confirming receipt of their application within 2 working days of the estimated time of receipt.

The confirmation of receipt of an application by the College does not confirm that the applicant is eligible for or has been granted a place at the examination.

4.5.2 Confirmation of eligibility to sit the examination

The College will inform applicants via email whether they are eligible to sit the relevant written examination once all eligibility requirements have been verified and their fee payment has been deducted (payments are deducted within 10 working days of the application's receipt). This email will also provide eligible applicants with an electronic link to the Pearson VUE – RANZCP portal which should be used to create an account and register for a place at the examination.

4.5.3 Registration with Pearson VUE for a place at the examination

Once an applicant has received confirmation of eligibility from the College as above, they must use the link provided to register to sit the written examination(s) during the registration period. Applicants will be informed of the dates of the registration period via email. Applicants must use their College ID and their email address recorded on the College database in order to register.

At the time of registration, applicants will be required to agree that they understand the rules governing the written examination (this Policy and Procedure and other relevant Fellowship Regulations, and the College Code of Ethics).

Pearson VUE will list the locations and availability of local testing centres relative to the applicant's address. Applicants may also browse the locations across Australia and New Zealand and may request a place across multiple test centres by order of preference. Places at the test centres will be allocated in the order in which registrations are received. Pearson VUE will confirm whether an applicant has received a place at an examination testing centre and the location on completion of the registration process. Should an applicant need to change their test centre location, they are able to do so during the registration period.

Applicants should contact the Pearson VUE call centre if they have difficulty registering for a place at a testing centre. It is the applicant's responsibility to ensure they have registered with Pearson VUE during the registration period, and that they have been confirmed for a place by Pearson VUE. Any refunds due to a lack of registration with Pearson VUE will be made in line with the Examination Cancellation and Refund Schedule.

The College and/or its providers reserve the right to change the location of an applicant's testing centre where required in exceptional circumstances.

4.6 Preparation and advice for written examinations

Candidates are advised to be familiar with the College journals and College treatment guidelines, to attend journal clubs and mock examinations and to work on improving their examination techniques.

Candidates should also familiarise themselves with the examinations practice content available on the College website.

4.6.1 Candidate advice for the MCQ Examination

Look and feel of computer-based testing:

- Candidates are advised to review the example online test available via the College website so that they are familiar with the format and layout of the computer-based test.

Extended Matching Questions (EMQs):

- Candidates are likely to find that one or more texts that cover, for example, neuroscience, psychological and social theories of mental illness, basic psychopharmacology and descriptive psychopathology will be helpful to their preparation for this examination.
- Candidates are strongly advised to review the Trial Examination Papers and Previous Papers available on the College website in various formats.

Critical Analysis Problems (CAPs):

- Candidates are advised to review the Guidelines for Critical Analysis Problems available on the College website.
- Candidates are strongly advised to incorporate critical analysis activities into their regular journal club meetings.
- Candidates are advised to study the recommended texts.

4.6.2 Candidate advice for the Essay-style Examination

Critical Essay Questions (CEQs):

- Candidates must read the question thoroughly.
- Candidates should practise the techniques involved in writing critical essays.
- Candidates should consider the broader context of a question, including an awareness of relevant sociocultural issues, and broader models of illness (not limited to the medical model).
- Candidates should write a response specific to the question asked rather than a generic essay.
- Candidates should respond with structure and clarity.
 - While a reliance on bullet points is not recommended for the CEQ, bullet points are allowed within an essay where they may aid structure and clarity.

Modified Essay Questions (MEQs):

- It is important for candidates to read the instructions, scenarios and questions thoroughly and to address the questions asked with specific reference to the patient in the scenario. All information provided in a scenario is considered important.
- Candidates should pay attention to the specific tasks required to answer the question, for example, they may be asked to *outline*, *describe* or *discuss* topic areas as opposed to *listing* them, or vice versa.
 - A 'list' contains keywords or phrases without elaboration.
 - 'Outline' is a list with some justification.
 - 'Describe' is a list with more justification.
 - 'Discuss' is a more comprehensive answer.
 - Where details and/or justification are required, marks will not be awarded for topic headings without elaboration (lists).
 - Bullet points may be used; however, candidates should ensure they include the justification required to effectively answer the question where required.
- Information that is provided outside of that asked for will not score marks.

- Candidates should endeavour to present concise and well-structured answers including justification for their responses.
- Candidates are advised to draw on their clinical experience when answering questions.

4.7 Examination rules

Candidates are responsible for being familiar with this policy, as well as all other RANZCP Fellowship Regulations 2012 and the RANZCP Code of Ethics. Candidates must adhere to the rules presented in these documents.

Any breach of these rules is a serious ethical matter which will be investigated. Due to the serious nature of any breaches, outcomes are determined in accordance with the Examination Incident Report and Breach Review Procedure (18.3-4).

The written examinations are managed by Pearson VUE test administrators. College Fellows and staff may attend in order to observe that the correct examination protocol is followed and the environment is in accordance with RANZCP standards. Candidates must observe and comply with all instructions and/or directions given by Pearson VUE test administrators.

4.7.1 Examination arrival

Each candidate must present for an examination in person. It is a serious offence for a candidate to allow any other person to present for an examination in their place. It is also a serious offence to aid and abet a candidate to arrange for any other person to present for an examination in the candidate's place.

Candidates will not be admitted to an examination room if they appear to be under the influence of alcohol or drugs.

Candidates must be present in the examination registration area a minimum of 30 minutes prior to the scheduled commencement of the examination. Forty-five minutes prior is recommended.

- Generally, candidates may not enter the examination room once the examination has commenced.
- **In exceptional circumstances**, a test administrator may grant a late candidate access to the examination; however, late entrance **will not be permitted** more than 30 minutes after the scheduled commencement time of the examination.

Candidates are required to present a primary photographic proof of identity and a secondary proof of identity to the test administrator prior to being admitted to the examination room. The list of valid forms of primary and secondary proofs of identity will be available through a link on the College 'MCQ Exam' and 'Essay-style Exam' web pages.

Candidates must sign an attendance record, which acknowledges that they have read the Written Examinations Policy and Procedure and the Pearson VUE terms and conditions. Their signature will indicate that they agree to sit the examination according to this policy, related examination policies and the College Code of Ethics. These documents will be available at the examination site for any candidate who has not read them prior to arrival; however, it is the candidate's responsibility to be familiar with them.

A photograph will be taken of each MCQ Examination candidate upon their arrival at the testing centre.

4.7.2 Items permitted in examination room

Candidates will be checked by test administrators to ensure they do not bring items into the examination room that are not permitted. All permitted items brought into the examination room must be in a clear zip-lock bag (where relevant) and will be inspected by test administrators. Items are to be placed on the examination desk prior to commencement of the examination.

The following items are permitted in the examination room without a requirement for a candidate to apply for special consideration and will be inspected prior to the candidate's entry:

- MCQ and Essay-style Examinations:
 - throat lozenge/cough drop – must be unwrapped and not in a container
 - pills – must be unwrapped and not in a container (unless they must remain in the packaging due to air exposure)
 - bandages/braces/casts/slings
 - mobility devices (eg. canes, crutches, motorised scooters/chairs, wheelchairs, walkers)
 - eye drops
 - eye patches
 - eye glasses without case
 - handheld magnifying glass (non-electronic and without a case)
 - hearing aids
 - inhalers
 - medical alert bracelets, including those with USB ports
 - medical devices attached to a person's body
 - medical/surgical face masks
 - pillows/cushions
- MCQ Examination:
 - Candidates will bring an ID into the examination room.
 - Candidates **are not permitted to bring** any items other than the above, including personal stationery (e.g. pencils), wristwatches/timers or water bottles, into the MCQ examination room. A personal whiteboard and erasable pen will be provided to each MCQ candidate.
- Essay-Style Examination:
 - Candidates **must bring** their own blue or black pens for this examination.
 - Highlighters and a ruler may be brought into the examination if desired.
 - Candidates **are not permitted to bring** any wristwatches (both analogue and digital) into the examination room. A visible clock will be available in the examination room.
 - Candidates will bring an ID into the examination room.

4.7.3 Restricted and prohibited items

Candidates must not bring the following items or any other personal item that a test administrator deems as unsuitable into the examination room. Candidates who require an exception must apply to the CFE for special consideration as per point 4.4.4 and the Special Consideration Policy (18.2):

- pencils, pens, highlighters, rulers for the computer-based MCQ examination (these are permitted for the Essay-Style examination)
- timing devices, clocks and wristwatches (both analogue and digital) will not be permitted in both the MCQ and the Essay-Style Examination. (A timer will be available on the MCQ Examination computer screens and a clock will be in view in the Essay-Style Examination room.)

- pencil cases
- notes
- books or dictionaries (including religious texts)
- mobile phones
- electronic or recording devices capable of storing, receiving or transmitting information
- bags
- wallets
- car keys
- calculators (Calculators are not required at any time during the examination.)
- outerwear (coats or jackets)
- scarves of any kind except those for religious or medical reasons
- hats or head coverings except those for religious or medical reasons
- hairbands or hairclips that are wider than 1 cm
- jewellery that is wider than 1 cm unless the item cannot be physically removed
- lip balm
- tissues
- earplugs
- headphones
- weapons
- food or beverages, including water (water will be available at the examination venue).

All candidates must bring a bag in which to store items not permitted in the examination room. Candidates must turn off their mobile phones and place all prohibited items in their bag prior to entering the examination room. Bags will be stored away from the candidates' examination desks. At the conclusion of the examination, candidates will be able to collect their prohibited items.

Should a candidate anticipate requiring access to specific belongings at any time during the examination, they must apply for special consideration as per point 4.4.4 and the Special Consideration Policy (18.2). Access to belongings without special consideration will only be considered in exceptional circumstances at the discretion of the test administrators. If access is permitted, it must be supervised and candidates will not receive any extra time to make up for their unscheduled break during the examination.

The RANZCP and Pearson VUE and its associates do not accept responsibility for the loss of any candidate's personal property.

4.7.4 Conduct during the examination

Candidates are not permitted to communicate with, or provide any assistance to, other candidates once in the examination room.

Candidates are not permitted to accept assistance from any other candidates once in the examination room.

Should a candidate wish to speak to a test administrator, the candidate is to raise their hand.

Candidates are responsible for immediately notifying a test administrator if:

- if they experience any malfunction or technical issue with their computer (in the case of the MCQ Examination)
- the correct examination paper has not been provided or if the examination paper is missing or has duplicate pages (in the case of the Essay-Style Examination).

Candidates are not permitted to look at another candidate's examination papers or computers for any reason.

Candidates are not permitted to disturb other examination candidates in any way.

Candidates must raise their hand if they wish to leave the examination room and will not receive extra time to compensate for any unscheduled breaks. The candidate's ID will be checked prior to their re-admission to the examination room. For the MCQ Examination, their screen will be locked while they are out of the examination room.

Candidates may not be dismissed from the examination in the last 30 minutes of examination time under any circumstances.

Candidates must remain seated until a test administrator has given the direction for candidates to leave the examination room.

4.7.5 Procedures for the MCQ Examination

- a) As the MCQ Examination is a computer-based examination from August 2015, candidates will be led to their allocated computer desk upon entering the examination room. A personal whiteboard and erasable pen will be available on each candidate's desk.
- b) Three hours and 10 minutes are allotted to answer the questions.
- c) In this examination, **all** questions should be attempted.
- d) The examination is not negatively marked.
- e) Candidates may flag or skip questions and go back to them later.
- f) As candidates select answers and return to change them, answers are saved automatically.
- g) Candidates who complete their examination before the time limit and wish to exit the examination room will be asked to confirm their early completion of the examination. Their session will be terminated and they will not be permitted to access their examination again.
- h) At the conclusion of the examination time limit, the computer screen will lock automatically.
- i) The whiteboard and erasable pen will be collected by the test administrators.
- j) All examination materials must be left in the examination room. No material (including the whiteboard provided) is to be removed.

4.7.6 Procedures for the Essay-style Examination

- a) Examination papers will be placed face down on candidates' allocated desks prior to candidates entering the examination room/area.
 - Examination papers comprise:
 - examination book/s (contains questions and pages for writing answers)
 - stimulus (contains duplicate questions)
 - note paper
 - supplementary sheets for writing longer answers are available.

- b) At the appointed time, candidates are asked to turn over their examination papers and are given 10 minutes to read. During reading time, candidates may only peruse the examination books. Candidates **may not pick up** their writing or highlighting implements for any reason. Candidates are not permitted to make any notes or highlight any text in either the examination books, the stimulus or on the note paper provided during that time.
- c) After the 10 minutes reading time, a further 3 hours are allotted to answer the questions.
- d) Once candidates are given instructions to commence the examination, they are to sign their name and write the date on the front page of the examination book.
- e) Candidates should use their own pens to answer the questions.
- f) In this examination, **all** questions should be attempted.
- g) Candidates are advised that if their handwritten script is illegible, their answer will not be marked.
- h) Handwritten responses are to be **contained within the lines and pages applicable to that question or on the supplementary sheets provided**. Candidates are advised that **marking is not guaranteed if answers are written in a place other than on the relevant allocated lines and pages**.
 - Note: the answer to each question within an MEQ is to be written on a separate page.
- i) The candidate is to write their College ID number, question type and question number details on any supplementary sheets. Candidates may answer only one question per supplementary answer sheet.
- j) Any incorrect words or phrases that the candidate does not wish the examiner to take into consideration are to have a horizontal line drawn through them.
 - Examiners have been instructed to ignore any such words or phrases that have been treated this way.
- k) After completion of a multiple line answer, should the candidate deem their response unsatisfactory, they are to place a diagonal slash through the response.
 - Examiners have been instructed to ignore text that has been treated this way.
 - Should there not be enough room to complete a revised answer, candidates are to request supplementary sheets from a test administrator.
- l) At the conclusion of the examination time, candidates **must stop writing** immediately.
- m) No pages are to be torn out of, or removed from, the examination books
- n) Before all examination papers are collected, candidates should ensure they have signed the declaration statement on the front cover of the examination paper.
- o) All examination materials must be left in the examination room. No material (including the note paper provided) is to be removed.

4.8 Results

De-identified pass/fail results for the written examinations are scheduled to be released onto the College website at 5:00 pm AEST on the date listed on the examination application form. Candidates may obtain their results from the College website using their College identification number.

4.8.1 Results breakdown

All candidates will also be notified of their results by email, which will confirm their pass/fail outcome.

Each question has been categorised according to the diagnostic category and to the question type. Candidates will be advised of their aggregate score in each of these categories.

A review of a candidate's performance across these categories indicates relative strengths and weaknesses in their knowledge or skill base, thus highlighting areas that may require further development.

This information may provide a useful basis on which a candidate can discuss their progress with their supervisor or DOT. A copy of each candidate's results and results breakdown will be sent to their DOT.

4.8.2 Examination outcome

The pass score is determined for each examination, depending on the degree of difficulty of the examination and, hence, may vary from paper to paper. The degree of difficulty of each examination is rated by the CFE together with Fellows who are familiar with the expected level of performance of a candidate undertaking the written examination. This ensures a consistency of standard and takes into account the variation that is inherent between all examination papers past and present. This rating is determined prior to the examination using educationally valid standard-setting methodology (the modified Ebel method), and is used to determine the pass mark for the components of the examination and hence the overall pass score.

- The actual pass score for an examination will not be released. The pass score in itself is not of educational merit nor does it assist unsuccessful candidates in preparation for subsequent sittings.

The Essay-Style Examination has both an aggregate pass score and a specific CEQ component pass score. Candidates must obtain marks greater than both the aggregate and CEQ pass scores in order to pass the Essay-Style Examination.

4.8.3 Feedback

Feedback and advice from the CFE regarding the overall performance of the examination cohort will be released on the College website once the candidates' individual results breakdowns have been released.

4.8.4 Results withheld

The College reserves the right to withhold any candidate's results.

Candidates who have any outstanding training or examinations fees owed to the College at the time of the result release will have their results withheld until such fees are paid in full.

Results may also be withheld for various other reasons such as:

- medical registration or comparability status not being current
- an alleged breach of this policy or of the RANZCP Code of Ethics under investigation as per the Incident Report and Breach Review Policy (18.3-4).

4.9 Incident report

Should a candidate wish to report an incident that they believe may have unfairly affected the outcome of a written examination, the candidate must follow the processes outlined in the Written Examination Incident Report and Breach Review Policy (18.3-4).

4.10 Failure to adhere to examination rules

If a test administrator believes that a candidate has breached the examination rules in this policy, the candidate will be officially warned by the test administrator. An Essay-style examination candidate will have their paper marked at that point with the time, date and test administrator's signature. If relevant, the test administrator must confiscate any suspicious material or articles from the candidate. The candidate will be advised that the matter will be reported to the Chair, CFE via the College's Manager for Assessments.

Following any incident, the test administrator will provide a written report of the incident(s) to the Chair, CFE, along with any confiscated material as per the Examination Incident Report and Breach Review Policy (18.3-4).

The test administrator may require a candidate to change seats during the examination.

If a candidate causes any disruption to the examination or continues to breach examination procedures following a warning by a test administrator, the administrator may request the candidate to leave the examination room immediately. For the MCQ Examination, the candidate's computer will be locked with no further access to their examination permitted.

An alleged breach of the Written Examinations Policy will follow the protocols in the Examination Incident Report and Breach Review Procedure (18.3-4).

4.11 Cancellations and refunds

Candidates must log on to the Pearson VUE – RANZCP portal in order to cancel their place at an examination. Refunds will be made in accordance with the Cancellation and Refund Schedule.

4.12 Failure to present at an examination ('no show')

Candidates must log on to the Pearson VUE – RANZCP portal if, for any reason, they will not be attending the examination.

Candidates who have not informed Pearson VUE of their non-attendance will have their result recorded as a failure for that examination attempt.

A candidate will have 5 working days after the date of the examination to provide a written explanation for their lack of attendance to the College Head Office, which the CFE will consider on a case-by-case basis. Should the CFE determine that the candidate was unable to attend the examination due to reasons beyond the candidate's control (e.g. hospitalisation) their result will be recorded as a withdrawal rather than a failure of the examination.

A failure of the examination due to lack of attendance will be considered a failure in relation to the requirements of the Targeted Learning Policy and Procedure (6.2), Progression through Training Policy (6.1), and Failure to Progress Policy (19.1).

4.13 Trainee deadlines and relation with progression through training

Candidates must pass the written examinations within the time required to be eligible for Fellowship. (See the Progression through Training Policy (6.1) for more information on assessment deadlines.)

The deadlines for successfully completing the written examinations are detailed in the Policy on Progression through Training (6.1). A brief reference to these requirements and those of the Policy on Failure to Progress (19.1) follow; however, trainees are responsible for knowing the requirements of these and other policies.

4.13.1 Deadline for the MCQ Examination

The MCQ Examination is expected to be attempted and passed by the time the trainee has completed 36 months of FTE accredited training.

- Failure to do so will result in a requirement for the trainee to undertake progression-based targeted learning and may lead to a requirement for the trainee to show cause in writing to the Committee for Training (CFT) as to why they should be able to continue towards Fellowship. Further detail, including information on exceptional cases, can be found in the Policy and Procedure on Failure to Progress (19.1).

4.13.2 Deadline for the Essay-Style Examination

The Essay-Style Examination is expected to be attempted and passed by the time the trainee has completed 60 months of FTE accredited training.

- Failure to do so will result in a requirement for the trainee to undertake progression-based targeted learning and may lead to a requirement for the trainee to show cause in writing to the CFT as to why they should be able to continue towards Fellowship. Further detail, including information on exceptional cases, can be found in the Policy and Procedure on Failure to Progress (19.1).

4.13.3 Targeted learning requirement for multiple failures

Should a candidate fail the same written examination twice (i.e. two failed attempts at the MCQ Examination or two failed attempts at the Essay-Style Examination), the candidate must undertake assessment-based targeted learning for the relevant examination as per the Policies and Procedures on Targeted Learning (6.2) and Progression through Training (6.1).

4.13.4 Requirement to show cause

Should a candidate fail the same written examination three times (i.e. three failed attempts at the MCQ Examination or three failed attempts at the Essay-Style Examination), the trainee must show cause in writing to the CFT as to why they should be able to continue towards Fellowship as per the Policy and Procedure on Failure to Progress (19.1).

4.14 SIMG candidate deadlines

SIMG candidates assessed as partially comparable are expected to successfully complete the Essay-style Examination and the MCQ Examination (where applicable) within their stipulated time period on the specialist pathway. Information on their progression requirements are available on the College website at: [Progression requirements: Partial Comparability requirements for RANZCP Fellowship policy](#).

4.15 Review of decisions

Any request by trainees for review of a decision in relation to the written examinations should follow the formal education review process (X.X) and may be subject to the RANZCP Reconsideration and Appeals Policy.

5. Monitoring, evaluation and review

The Education Committee shall implement, monitor and review this document and report on anomalies and issues as these arise.

This document will be reviewed biennially and updated as required.

6. Associated Documents

6.1 Regulation: 18.1 Written Examinations Education Training Regulation

6.2 Policy:

- 6.1 Progression through Training Education Training Policy
- 6.2 Targeted Learning Education Training Policy
- 18.2 Special Consideration Education Training Policy
- 18.3-4 Examinations Incident Report and Breach Review Policy
- 19.1 Failure to Progress Education Training Policy
- 2.1 Reviews and Appeals Education Training Policy

6.3 Forms : Written Examination Application Form

6.4 Other:

- Cancellation and Refund Schedule
- RANZCP Code of Ethics
- RANZCP Code of Conduct
- Guidelines for Critical Analysis Problems
- Written examination venue map
- Pearson VUE Terms and Conditions

DOCUMENT CONTROL

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
06/09/13	v.1.0	RANZCP Board	Reviewed by Written Exams Subcommittee 22/07/13. Reviewed by TRC 20/08/13. Approved by CFE 23/08/13. Approved by EC 28/08/13. Approved by CGRC out of session 02/09/13. Approved by RANZCP Board B2013/4 R7.
08/02/14	v.2.0	RANZCP Board	Updates to reflect FAC & EC decision that a 'no show' at an exam will be considered a failure and to clarify application, MCQ purpose and candidate advice. Reviewed by TRC 28/11/13. Approved by CFE 11/12/13. Approved by EC out of session 17/12/13. Approved by CGRC with minor wording change in 4.7.1 Exam Arrival on 23/01/14. Approved by RANZCP Board B2014/1 R14.
30/08/14	v.3.0	RANZCP Board	Updated to reflect EC March 2014 decision (from CFE recommendation) to set both an aggregate and CEQ component pass score for the Essay-style Exam. Approved CFE. Approved EC 8/8/14. Approved CGRC 14/8/14. Approved Board B2014/5 R13.
14/02/15	v.4.0	RANZCP Board	Updates based on examinations team advice related to eligibility to apply for the essay-style exam vs eligibility to sit to align with the exam schedule/rotation timing and how the MCQ is done. Noted by CFT 4/12/14. Approved by CFE 10/12/14. Approved by EC 16/01/15. Reviewed by CGRC

			22/01/15. Approved by Board 2015/1 R17.
21/03/15	v.5.0	RANZCP Board	Updates to reflect computer-based testing for MCQ Examination (from August 2015) and to align with the Leave & Interruptions to Training Policy. Reviewed by the CFE 23/2/15. Reviewed by the TRC 23/2/15. Reviewed by CGRC 24/2/15. Approved by EC with minor changes from CFE Chair 27/2/15. Approved by Board 2015/2 R13.
22/08/15	v.5.1	N/A	Minor rephrasing of applications related to remediation and amendments to 'results withheld' section to align with wording approved in OSCE policy. Clarification that exam cancellations should be made by contacting the Pearson VUE call centre.
20/07/16	v.6.0	RANZCP Board	Minor rephrasing to state SIMG comparability status (formerly exemption status). Updates to clarify that partially comparable SIMG candidates are no longer required to complete a remedial plan and that candidates must log on to the Pearson VUE – RANZCP portal if they wish to cancel their place at, or will not be attending, the exam. Revised to reflect targeted learning/targeted learning plan (formerly remediation/remediation plan) and standard expected at end of stage 3 (formerly junior consultant standard) terminology changes. Approved EC 29/04/2016. Reviewed CGRC 28/04/2016. Approved Board B2016/4. Revised to reflect updates to the targeted learning and show cause points for the five centrally administered assessments, effective from 1/1/2017. Approved EC 03/06/2016. Reviewed CGRC 17/06/2016. Approved Board B2016/5.
11/02/17	v6.1	RANZCP Board	Removal of Satisfactory Progress in a Targeted Learning Program Form and clarify a trainee's eligibility is dependent on the completion of the targeted learning program. Reviewed CGRC 19/1/16. Approved by EC 27/01/17, RANZCP Board B2017/1.
19/05/17	V6.2	Education Committee	Clarifying eligibility to apply for the MCQ and Essay-Style examination, and aligning 'Standard' section with OSCE Policy wording for level expected at end of Stage 3. Approved CFE 10/05/17 and CFT 11/05/17. Approved by EC 19/05/2017.
15/09/17	v.6.3	N/A	Alignment with Targeted Learning Policy & Procedure updates (that Commencement form rather than Completion form required for eligibility to attempt exam after two failures) that were approved by RANZCP Board 13/08/17 B2017/5 R16.
20/04/2018	v.6.4	Education Committee	Aligning the wristwatch rule with the previously approved rule in the Clinical Examination Regulation. Previously reviewed by CFE 9/8/17, approved by EC with changes 1/9/17), reviewed by CGRC 26/10/17, approved by RANZCP Board 18/11/17 B2017/7 R30. Approved EC 20 April 2018.

August 2018

NEXT REVIEW

Education Training Regulation

Clinical Examination



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	REG EDT-TRN Clinical Examination Education Training Regulation (18.2)

Clinical Examination

The successful completion of the Objective Structured Clinical Examination (OSCE) is a requirement for eligibility for Fellowship.

The OSCE may be attempted in Stage 3 and is set to the standard expected at the end of Stage 3.

REVISION RECORD

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
27/03/12	1.3	General Council	First version of regulation approved out of session by GC – R8.
18/08/12	3.1	General Council	Updated to reflect BOE decision not to regulate the written exam as a barrier to eligibility for clinical exams. GC2012/3 – R29.
30/09/14	4.0	RANZCP Board	Updated to remove OCI Examination. Approved by EC 13/6/14. Approved by CGRC 27/7/14. Approved by RANZCP Board out of session 30/9/14.
21/07/16	5.0	RANZCP Board	Revised to reflect standard expected at the end of stage 3 (formally junior consultant standard) terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4.

October 2016

NEXT REVIEW

Education and Training

Objective Structured Clinical Examination (OSCE)



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL PRC EDT-TRN OSCE Policy and Procedure (18.5)

Targeted learning and show cause deadlines effective 1 January 2017

This policy has been updated to include the revised targeted learning and show cause deadlines as detailed in the Progression through Training Policy (6.1) and the Trainee Progress Trajectory.

As a result of concerns from trainees, supervisors and Directors of Training, the Board has approved a more accommodating Trainee Progress Trajectory by adjusting the specified targeted learning and show cause deadlines associated with each of the five centrally administered assessments.

The previous targeted learning and show cause deadlines have been removed from this document. These changes are effective from 1 January 2017.

Further assistance available

Contact the Training team at training@ranzcp.org.

This box will become unnecessary in December 2017 (approximately) and will be removed at that point.

1 POLICY STATEMENT

- 1.1 This document sets out the requirements of the Objective Structured Clinical Examination (OSCE), which trainees in the 2012 Fellowship Program and Specialist International Medical Graduate (SIMG) candidates assessed as partially comparable on the RANZCP Specialist Pathway must successfully complete in order to be eligible for Fellowship.
- 1.2 Throughout this policy, trainees and partially comparable SIMG candidates are together referred to as 'applicants' or 'candidates' except where specific distinction is required.
- 1.3 The OSCE assesses a candidate's clinical competencies across a range of psychiatric practice areas in a standardised format. The examination includes the integration of general medical skills, knowledge and attitudes.

2 PURPOSE

- 2.1 The OSCE is a mandatory centrally administered summative assessment of the 2012 Fellowship Program. This document sets out the requirements for its successful completion.

3 STANDARD

- 3.1 The standard of performance required for the OSCE is the demonstration of clinical competence at the level expected at the end of Stage 3. As per the definitions, the standard expected at the end of Stage 3 refers to a recently qualified Fellow of the College.

4 EXAMINATION TIMING AND DESCRIPTION

- 4.1 The OSCE is held twice per year at a rotating location across Australia and New Zealand. Notice of the city or region hosting the examination will be available on the Examination Timetable on the College website.
- 4.2 **OSCE format**
- 4.2.1 The OSCE comprises long and short station circuits that run parallel to each other as part of an examination stream. Candidates rotate through the stations in an examination stream over a period of approximately 3 hours and 40 minutes.
- 4.2.2 Each examination stream is made up of:
- one short station circuit (100 minutes); and
 - two identical long station circuits, of which candidates only complete one - Long A or Long B (100 minutes).
- 4.2.3 The short station circuit is made up of eight (8) short stations and two (2) bye stations, each of 10 minutes duration. Both bye stations in the short circuit will be inactive.
- 4.2.4 The long station circuit is made up of three (3) long stations, and two (2) bye stations, each of 20 minutes duration. The bye stations in the long circuit may be active or inactive.
- 4.2.5 In an active bye station, the candidate has reading or some other activity to complete, which will form the basis for the next examination station. In an inactive bye station there is no activity to complete.
- 4.2.6 Multiple identical examination streams will run concurrently at the examination site to accommodate the number of candidates sitting the OSCE. The stream, circuit and station in which a candidate commences the examination will be randomly assigned; therefore, some candidates start with the short station circuit while others will start with the long station circuit.
- 4.2.7 At the conclusion of the circuit, there will be a changeover between the short and long circuits during which candidates will be moved into two separate waiting areas for up to approximately 20 minutes. Each group will be guided by examination assistants to interchange between circuits. Candidates will be able to access the toilet during the changeover. Further detail on the procedures and examination rules during the OSCE are set out in sections **12.0 and 13.0**.
- 4.2.8 Examination timing will be governed by designated timekeepers and will be indicated to candidates through the use of a bell/whistle.

5 OVERARCHING AIMS

- 5.1 The OSCE is recognised as a reliable assessment tool at all levels of medical training as it enables sampling from a predetermined range of practice skills.
- 5.2 The OSCE aims to test a candidate's competency in psychiatry skills, knowledge and professional attitudes.
- 5.3 The OSCE is an integrated assessment task involving any aspect of primary, secondary or tertiary consultation relevant to the practice of psychiatry and covers a range of clinical, leadership and allied consultancy skills from the 2012 Fellowship Program syllabuses, including:
- the clinical practice of psychiatry

- the application of general medical knowledge in a psychiatric setting
- the practice of psychiatry in relation to areas such as:
 - ethical or medico-legal dilemmas
 - supervision and teaching of students and trainee psychiatrists
 - interprofessional communication
 - clinical governance
 - professionalism
 - clinical research governance and supervision of trainee research projects
 - advocacy
 - application of knowledge from population health to the individual, particularly in relation to health prevention and promotion
 - working with carer and other relevant community groups
 - cultural awareness.

5.4 The stations will be mapped to the OSCE Blueprint Descriptors, areas of practice accredited for the Fellowship Program and the CanMEDS roles and Fellowship Competencies. The Blueprint descriptors areas covered in 11 OSCE stations reflect a range of disorders and scenarios that can be seen in clinical practice or key skills relevant to the practice of psychiatry. The descriptors are mapped to various Area of Practice (Specialties) such as Addictions, Adult, Child & Adolescent, Consultation-Liaison, Forensic, Old Age and Psychotherapies. The degree of testing based on each practice area will vary for each examination.

5.4.1 Assessment focus

- 5.4.1.1 The focus of assessment is judged against the CanMEDS roles and Fellowship Competencies. For example, this includes the candidate's:
- attitude towards the simulated patient, carer, team member or consultee
 - communication and collaboration skills
 - demonstrated skill, completeness and orderliness in eliciting history, mental state and physical signs
 - demonstrated capacity to interpret the information, signs and investigations in the determination of diagnosis or therapy
 - proposed management of the patient/carer/team or consultee, particularly its safety, appropriateness and competence
 - ability to approach governance, organisational and medico-legal aspects of care
 - demonstrated capacity to participate in teaching, learning and research
 - ability to advocate on behalf of the patient and community
 - general medical skills.

5.4.2 Clinical competence

5.4.2.1 Clinical competence is assessed under broad headings, such as:

- reasoning, skills and attitudes in assessment and management of patients with a range of psychiatric disorders across the age spectrum
- professional attitudes and capability in interacting with patients, carers, individuals and groups
- the practice of general medicine as it relates to psychiatry
- the application of basic sciences, relevant to psychiatric practice
- communication, relatedness and leadership in the multidisciplinary team
- communication, relatedness and leadership in the community.

5.4.3 Station development

5.4.3.1 The OSCE station format provides an objective, repeatable and reliable assessment process. It ensures consistency and uniformity of simulated patient and examiner roles, candidate assessment and marking. The stations replicate the setting relevant to the scenario as much as possible, for example, a standard consulting room.

5.4.3.2 There are generally two types of stations, although other types may also be used:

- a role play scenario
- a viva based on a vignette.

6 KEY ROLES

6.1 In addition to the examination candidates, there are a number of other roles involved in each examination.

6.2 Managers and support

6.2.1 The OSCE is managed by the Chief Examination Coordinator, Local Hospital Coordinator, Fellows and College staff to ensure that the correct examination protocol is followed.

6.2.2 College staff and other volunteers also act as examination assistants during the OSCE. Examination assistants are involved in the various supporting roles for the examination, including candidate/examiner/role player registration, guiding candidates during the changeover, collecting mark sheets and timekeeping duties.

6.3 Examiners

6.3.1 Candidates are assessed by a single examiner in each short station.

6.3.2 Long stations have two examiners who mark independently, each completing a separate mark sheet without conferring.

6.3.3 Examiners undergo calibration training and evaluation prior to the day of the examination.

6.4 Role players

- 6.4.1 Stations may use role players to act as patients, carers or others, for example, a medical practitioner, another health practitioner or community provider. Role players undergo standardisation training prior to the day of the examination.
- 6.4.2 In some stations, an examiner may also act as a role player in addition to marking the candidate's performance in that station.
- 6.4.3 Stations may also incorporate actual or role-played patients through video or other recorded presentations.

6.5 Observers

- 6.5.1 Observers may also be present in an examination room to contribute to the evaluation and quality assurance of the stations and the examination as a whole.
- 6.5.2 Observers may complete feedback forms; however, observers' feedback and observations will not be included in a candidate's scores. A station observer will not confer in any way with the examiner(s) about the performance and marking of any candidate.

7 CANDIDATE ELIGIBILITY FOR THE OSCE

- 7.1 In order to undertake the OSCE, an applicant must be identified by the College as a registered College trainee or SIMG candidate.
- 7.2 Additionally, each applicant must have current, valid registration as a medical practitioner in Australia or New Zealand when applying for and when sitting the examination. Candidates must also have current medical registration at the time of the result release date in order for their results to be released.
- 7.3 The successful completion of other centrally administered summative assessments is not an eligibility requirement for sitting the OSCE.
- 7.4 Submitting an examination application does not grant an applicant automatic eligibility to sit the exam. The requirements for eligibility must be fulfilled in order for an examination place to be granted. Applicants must be familiar with the Examination Cancellation and Refund Schedule, particularly the refund cut-off dates.

7.5 SIMG candidate eligibility to apply for and sit the OSCE

- 7.5.1 SIMG candidates assessed as partially comparable must have current comparability status with the College at the time of the application closing date to be eligible to apply for the OSCE. The comparability status must cover the examination period including the time required for declaration of results (the scheduled release date can be found on the Examination Timetable).

7.6 Trainee eligibility for the OSCE

- 7.6.1 Trainees are eligible to apply for the OSCE once they have successfully completed 30 months of FTE training, including 18 months FTE in Stage 2, as demonstrated by their College Training Record. Applications will not be accepted before 18 months of FTE training in Stage 2 has been accredited to the trainee's Training Record at the College head office.

7.6.2 Trainees are eligible to apply for the OSCE while on an approved break in training. A trainee who has interrupted their training but is not on an approved break in training (i.e. is accruing not-in-training time) is not eligible to apply for the OSCE.

7.6.3 Information on trainee eligibility to sit the OSCE in relation to targeted learning is detailed in section 8.4

8 APPLYING FOR THE OSCE

8.1 Applicants must complete the prescribed OSCE Application Form.

8.2 A new application must be submitted for each attempt. There is no automatic enrolment of candidates (i.e. candidates are not automatically enrolled if they are nearing the deadline for successful completion as per the Progression through Training Policy [6.1] nor are they automatically re-enrolled in the next examination if they failed or withdrew from a previous OSCE).

8.3 The application

8.3.1 The OSCE Application Form must be received by the Examinations Department, College head office by the Application Close Date as per the Examination Timetable, together with the following items:

- a) a hard copy of the applicant's current medical registration certificate or annual practising certificate
 - Applicants must have current, valid registration at the time of application and of sitting the examination. Applications will not be processed without a current medical registration certificate.
 - If an applicant's medical registration expires before the examination period, they must submit a copy of their current medical registration and then forward their new medical registration once received.
- b) a hard copy of the current Specialist Pathway Final Outcome letter/Progression to RANZCP Fellowship letter in the case of SIMG candidates, which should be current at the time of application and of sitting the examination
 - Applications will not be processed without evidence of current comparability status (where relevant).
- c) a colour passport photograph of the applicant taken within the last 12 months
 - The applicant's name must be clearly written on the back of the photograph.
 - The photograph must be stapled to the application form.
 - A new photograph of the applicant must be submitted with each application (the College does not hold photographs from previous applications).
- d) the prescribed examination fee in full
 - Full funds for the OSCE must be available on the application closing date until the funds are deducted. Fees will be deducted within 10 working days of receipt of a completed application.
 - The deduction of funds does not guarantee an applicant a place in the examination. Applicants not granted a place in the examination will be provided a full refund. However, applicants who withdraw or who become ineligible to sit the OSCE after applying for the examination will be refunded in accordance with the Cancellation and Refund Schedule.

- e) payment of any outstanding fees to the College
 - Applicants who have monies outstanding to the College at the time of application, including training fees, will not have their examination application processed.
- f) any special consideration request and the required documentation (where relevant)
- g) signed Commencement of Targeted Learning Form (if required – note this form can be provided by the 50 per cent refund date). More detail is available in section 8.4.

8.3.2 Applications should be sent via registered post or courier and must be received at the College head office in Melbourne (RANZCP, Attention: Examinations – OSCE, 309 La Trobe St, Melbourne VIC 3000, Australia) by the date that applications close. However, applications postmarked by the Application Close Date will be accepted.

8.3.3 The College must receive the signed, original version of the application. Therefore, faxed, scanned or emailed versions of application forms will not be accepted.

8.4 Trainee applications related to targeted learning

8.4.1 Trainees who are undertaking targeted learning relevant to the OSCE must comply with the Targeted Learning Policy and Procedure (6.2). A brief reference to the requirements follows; however, trainees are responsible for being aware of all requirements of the Targeted Learning Policy and Procedure.

8.4.2 Rotational targeted learning does not affect a trainee's eligibility to attempt the OSCE.

8.4.3 A trainee who is required to undertake progression-based targeted learning for the OSCE remains eligible to attempt the examination.

8.4.4 A trainee who is required to undertake assessment-based targeted learning for the OSCE (i.e. for two failures) will be eligible to re-attempt the examination once they submit the Commencement of Targeted Learning Form to the College Training Department.

8.4.4.1 If a trainee applies to sit the OSCE prior to submission of the Commencement of Targeted Learning Form, their enrolment will be pending until they submit this form or until the 50 per cent refund date stated on the Examination Timetable, whichever is earlier.

8.4.4.2 A trainee will not be allotted a time slot and allocation for the OSCE if the College does not have notification that the trainee has commenced Targeted Learning by the 50 per cent refund date. A trainee will not be eligible for the relevant OSCE sitting if this process is not completed by the required date.

8.5 Applications for special consideration

8.5.1 Applicants requesting special consideration for the OSCE must apply in writing to the Committee for Examinations (CFE), in accordance with the Special Considerations Policy (18.2).

8.5.2 Requests for special consideration must accompany an applicant's OSCE Application Form, unless exceptional circumstances apply (such as the candidate experiencing a significant change in personal circumstances or medical condition(s) that occur after the examination Application Close Date).

8.5.3 A separate application for special consideration must be submitted for each examination and for each re-attempt (if any). However, applicants are only required to resubmit the supporting documentation if there is a change in circumstances.

- 8.5.4 Note: If during the course of the examination, a candidate who has commenced the examination is unable to complete a station due to a medical reason, the CFE Chair, in consultation with Chair of the OSCE subcommittee, will accommodate the needs of the candidate as best as practicable, taking into consideration the candidate's circumstances and the potential impact on other candidates and the exam process as a whole.

9 CONFIRMATION

9.1 Confirmation of receipt of application

- 9.1.1 Applicants should receive an email confirming receipt of their application within 2 working days of its receipt. It is an applicant's responsibility to ensure that their application has been received by contacting the Examinations Department (preferably by email) if they have not received confirmation of receipt of their application within 2 working days of the estimated time of receipt.
- 9.1.2 The confirmation of receipt of an application by the College does not confirm that the applicant is eligible for or has been granted a place at the examination.

9.2 Confirmation of eligibility and place at the examination

- 9.2.1 The College will inform applicants via email whether they are eligible to sit the OSCE once all eligibility requirements have been verified and their fee payment has been deducted (payments are deducted within 10 working days of the application's receipt).
- 9.2.2 Candidates will be randomly scheduled for the OSCE at a single session, which will run for approximately 4 hours. Sessions are usually held in the morning and the afternoon. The College head office will advise OSCE candidates in writing of their specific examination site, arrival time and other necessary information (e.g. access and parking) approximately 4 weeks prior to the examination date.
- 9.2.3 The College reserves the right to change the time or location of an applicant's examination centre where required.
- 9.2.4 Candidates must be present in the examination registration area 60 minutes prior to the scheduled commencement of the examination.
- 9.2.5 In order to maintain examination integrity, all candidates from an earlier exam session will be required to wait in a designated area until after the registration of all candidates for the following session. This takes approximately 1 hour but may be longer if required. Candidates are reminded to plan for this when making any travel arrangements.

9.3 Examiner–candidate assignments

- 9.3.1 Examiner–candidate combinations are not automatically excluded on the basis of professional or previous examination circumstances. The use of multiple stations and examiners for each candidate, as well as the examination standardisation process, addresses potential concerns of bias towards individual candidates. However, once examiners are provided with candidate information (generally 4 weeks prior to the examination), they are asked to contact the College immediately with any perceived conflict of interest, such as a close personal or significantly problematic circumstance between an examiner and a candidate.

- 9.3.2 Examiners are not excluded from examining on the basis of having supervised a candidate, unless the supervision has occurred within the past six months or there has been a significantly problematic relationship. Therefore, candidates may encounter an examiner who has been a previous supervisor.
- 9.3.3 Candidates are not permitted to seek advance information from any source regarding the likely identity of their examiners or on which examiners are examining at a specific venue.
- 9.3.4 There is to be no communication between examiners and candidates in relation to the examination or results before or after the examination. As with any breach of this policy, a violation of these rules will be reviewed and potentially escalated by the CFE in line with the Examination Incident Report and Breach Review Policy (18.3–4).

10 PREPARATION AND ADVICE

- 10.1 Sample short and long station scenarios, including past examination questions, are available on the College website. Candidates are encouraged to use these samples to practise the examination format within their training group and/or during supervision.
- 10.2 Candidates are reminded to carefully read the instructions for each station to determine how to complete the specific tasks required, including whom to address in the examination room (e.g. the examiner, a 'doctor' or the simulated 'patient').
- 10.3 Candidates are encouraged to practise time management as it relates to the station format.
- 10.4 Candidates are advised to be familiar with the College journals and College treatment guidelines, to attend journal clubs and mock examinations and to work on improving their examination technique.

11 ARRIVAL RULES, PERMITTED AND PROHIBITED ITEMS

- 11.1 Each candidate must present for an examination in person. It is a serious ethical breach for a candidate to allow any other person to present for an examination in their place or to assist any candidate to do so.
- 11.2 Candidates will not be admitted to a circuit or an examination room if they appear to be under the influence of alcohol or drugs.
- 11.3 The interior of the examination venue will be off limits to all candidates from midday the day prior to the examination.
- 11.4 College staff will be setting up the venue during this time and any candidate presence will be considered an ethical breach.
- 11.5 **Examination arrival**
- 11.5.1 Candidates must be present in the examination registration area 60 minutes prior to the scheduled commencement of the examination in order to complete all administrative procedures.
- 11.5.1.1 A candidate who arrives late to an OSCE after the registration has closed may be excluded from the examination.
- 11.5.1.2 Under no circumstance will a candidate be admitted to the examination once candidates have moved from the registration area to the examination rooms.

- 11.5.2 Candidates are required to present a government issued photographic proof of identity at registration (e.g. Passport or drivers licence).
- 11.5.3 Candidates are required to sign an attendance record, which acknowledges that they have read the OSCE Policy and Procedure. Their signature will indicate that they agree to sit the examination according to this policy, related examination policies and the College Code of Ethics. These documents will be available at the examination site for any candidate who has not read them prior to arrival; however, it is the candidate's responsibility to be familiar with them.
- 11.5.4 Upon arrival and registration, candidates will be given a name tag that will indicate their stream, starting circuit and station. Candidates must wear their name tags for the entire examination.
- 11.5.5 Once registered, candidates must wait for their directions. Candidates will be briefed by the OSCE Subcommittee Chair, Deputy Chair or delegate. Following this, examination assistants will group candidates together according to their stream and starting circuit and will lead them to a designated area.
- 11.5.6 Each candidate will be provided with an individual notepad on which to take notes during the examination. The notepad and all pages must be handed to the examination assistants at the conclusion of the examination.

11.6 Permitted items

- 11.6.1 Candidates must provide their own of the following items for the examination. The items will be inspected at registration:
- pens
 - clipboard
 - personal timer if desired (timers must not contain recording or any electronic communication features; therefore, mobile phones or watches of any kind cannot be used as timers)
 - stethoscope if desired (however, all necessary equipment will be provided).

11.7 Prohibited items

- 11.7.1 Upon arrival and registration at the examination site, candidates will be checked by examination assistants to ensure they are not carrying prohibited items.
- 11.7.2 If candidates bring prohibited items with them, they should bring one small bag or they will be given a labelled plastic bag in which to store these items.
- 11.7.3 Bags will be stored away from the examination stream locations. At the conclusion of the examination, candidates will be able to collect their stored items. The College does not accept responsibility for the loss of any candidate's personal property.
- 11.7.4 The following list of items are prohibited past the registration area:
- pencil cases
 - notes
 - paper (other than the notepaper supplied)
 - books, dictionaries or other written materials (including religious texts)

- mobile phones (must be turned off before storage in plastic bag)
 - electronic or recording devices capable of storing, receiving or transmitting information
 - watches – both analogue and digital (note: personal timers are permitted as above)
 - bags
 - wallets
 - car keys
 - calculators (calculators are not required at any time during the examination)
 - outerwear (e.g. overcoats)
 - scarves of any kind except those for religious or medical reasons
 - hats or head coverings except those for religious or medical reasons (note: candidates must be identifiable at all times during the examination)
 - hairbands or hairclips that are wider than 1 cm
 - jewellery that is wider than 1 cm unless the item cannot be physically removed
 - lip balm
 - tissues (tissues will be available in each examination room)
 - earplugs
 - headphones
 - food or beverages, including water (water and sweets will be available in each examination room)
 - any other items that RANZCP examination staff, examination assistants or members of the CFE instruct may not be taken into the examination.
- 11.7.5 For any medication, medical devices or mobility devices, including inhalers, eye drops, wheelchairs, crutches or hearing aids, candidates must apply to the CFE for special consideration as per section 8.5 and the Special Consideration Policy (18.2). Candidates who are approved for use of an item due to special consideration must bring a copy of their notice of successful application with them to the examination. All approved item(s) will be inspected and must be in a clear zip lock bag (where relevant).
- 11.7.6 Candidates must not bring travel luggage to the examination site. One small handbag/document satchel per candidate will be accepted for storage by examination staff. Local security protocols prohibit any baggage being left unattended.

12 EXAMINATION RULES

- 12.1 Candidates are responsible for being familiar with this policy, as well as all relevant RANZCP Fellowship Regulations 2012 and the RANZCP Code of Ethics. Candidates must adhere to the rules presented in these documents.

- 12.2 Any breach of these rules is a serious ethical matter which will be investigated. Due to the serious nature of any breaches, outcomes are determined in accordance with the Examination Incident Report and Breach Review Policy (18.3–4).
- 12.3 Candidates must observe and comply with all instructions and/or directions given to them.
- 12.4 Conduct during the examination**
- 12.4.1 Candidates are not permitted to disturb, communicate with or provide any assistance to other candidates once they have been led out of the registration area.
- 12.4.2 Candidates are not permitted to give or accept assistance from any other candidates at any time.
- 12.4.3 Candidates are not permitted to record or receive any information in any format that could be taken with them.
- 12.4.4 Candidates may not enter a station until directed and must remain in each individual examination room until directed. Directions will be provided by the sound of a bell or whistle or as otherwise advised.
- 12.4.5 Candidates who turn toward their station, attempt to read or commence reading the instructions for any station prior to the bell/whistle may be excluded from the examination. This includes instructions posted for a different station within view.
- 12.4.6 Note paper must be handed over to the examination assistants at the changeover, conclusion of the examination or on request. No material (including the note paper provided) is to be removed from the examination site.
- 12.4.7 Candidates are not permitted to make notes in any form or upon any surface, including clothing and body parts, during the changeover period or during an inactive bye station, if relevant.
- 12.4.8 During the changeover, examination conditions still apply. There is to be no communication between candidates in any form.
- 12.4.9 A violation of these requirements is a breach of this policy and will be reviewed and potentially escalated by the CFE in line with the Examination Incident Report and Breach Review Policy (18.3–4).

13 PROCEDURES FOR THE OSCE

- 13.1 Candidates in the short station circuit will rotate through each of the eight short stations and two short bye stations within the designated timeframe.
- 13.1.1 Each short station is allocated 10 minutes – 2 minutes of reading/travel time followed by 8 minutes of actual assessment time.
- 13.1.2 The short bye stations will be inactive and there will be no reading or activity to complete (see section 13.10 for further detail).
- 13.2 Candidates in a long station circuit will rotate through each of the three long stations and two long bye stations within the designated timeframe.
- 13.2.1 Each long station is allocated 20 minutes – 5 minutes of reading/travel time followed by 15 minutes of actual assessment time.

- 13.2.2 The bye stations in the Long circuit may be active or inactive (see section 13.10 for further detail).
- 13.3 Stations will be clearly marked with a number on the door, as well as the stream and circuit information. Instructions for each station will be posted on the wall next to the station door.
- 13.3.1 Each station will have a cross taped on the floor to mark the spot on which candidates stand to read the instructions for that station.
- 13.4 To assist candidates in moving from station to station, there will be a taped line on the floor with directional arrows.
- 13.5 Candidates must stay within their position in the circuit sequence. Depending on the rooms made available by the hosting venue, movement from station to station may not always be in a circular pattern.
- 13.5.1 Candidates must familiarise themselves with the direction of the circuit when they are directed to their start station and must look for the directional arrows as they leave each station.
- 13.5.2 Examination assistants will be allocated to assist candidate movement through the circuit where possible.
- 13.6 Prior to the commencement of the examination, candidates will be placed outside their relevant starting stations with their back to the station's instructions posted on the wall.
- 13.7 Reading time**
- 13.7.1 A bell will indicate the commencement of reading time, at which point candidates may turn around to face their station and begin reading the station instructions.
- 13.7.2 Each station is allotted a set amount of reading time (2 minutes for each short station and 5 minutes for each long station), which also includes the time needed to travel between stations.
- 13.7.3 The task required at each station will be explicitly detailed in the station instructions. Candidates are expected to perform only the designated task within the framework of the given information. The station instructions will provide sufficient information for the candidate to apply the appropriate level of detail to meet the required standard in planning their approach, commencing their task and appropriately focusing their assessment or intervention.
- 13.7.4 Candidates may make notes on the note paper supplied during reading time. This paper should be held by the candidate until handed over to the examination assistants at the end of each examination circuit or when requested.
- 13.8 Assessment**
- 13.8.1 At the conclusion of the reading time, a bell or whistle will signal the start of actual assessment time, at which point candidates should enter the station.
- 13.8.2 On entering the examination room, the examiners will quickly check the identity of the candidate to confirm that this matches the candidate they are expecting.
- 13.8.3 Candidates should regard all role players as having the attributes described in the station instructions (for example, as being of a certain age) and should relate to the characters and conduct themselves as they would in real clinical practice.

- 13.8.4 A copy of the same instructions for the station task that was posted outside the room will be available inside the examination room for reference. Where more than one task is required, prompts may or may not be given by the examiner to move to the next task on the list. The instructions will advise whether or not prompts will be received and candidates should carefully note this.
- 13.8.5 Candidates will not be required to perform, nor will they benefit from performing, a compressed entire assessment or intervention. The capacity of candidates to manage a detailed complete psychiatric interview is not an assessment objective of the OSCE as it is assessed separately throughout the Fellowship Program.

13.9 Completion of station

- 13.9.1 Candidates who complete a station to their own satisfaction prior to the conclusion of the actual assessment time must remain in the examination room until a bell or whistle has indicated the end of the assessment time for that station. Examiners are trained to ask a candidate who finishes early if they are satisfied that they have completed the task(s). This question is not an indication of the candidate's performance. This does not preclude candidates from resuming the station should time allow.
- 13.9.2 Candidates are not permitted to ask for feedback on their performance from examiners, role players or other individuals involved in the examination at any time including during or after the examination.
- 13.9.3 After the assessment time is complete (8 minutes for a short station and 15 minutes for a long station), a bell or whistle will indicate the conclusion of the station and the start of reading time for the next station.
- 13.9.3.1 No further marks will be allocated for any performance after this time.
- 13.9.3.2 Candidates must leave all examination material except their own notes inside the station and must exit the examination room at the sound of this bell. If any examination material is taken from the room by mistake, this must be handed to an examination assistant outside the room immediately.
- 13.9.3.3 The candidate must then follow the directional arrows and proceed to the cross on the floor outside the next station in order to immediately start reading the next station's instructions.

13.10 Bye stations

- 13.10.1 Candidates will be directed to enter a bye station immediately for the entire station duration (i.e. they do not stand outside the room during reading time). Examiners will not be present in a bye station.
- 13.10.2 Candidates will be informed whether the bye stations are active or inactive by the Chair OSCE subcommittee (or their delegate) at the candidate briefing after registration.
- 13.10.3 During an active bye station, the candidate will be provided with reading or other material that relates to the following long station. They may take notes during this time. At the third bell/whistle, denoting the conclusion of the time in an active bye station, they must leave all station material behind with the exception of their own notes.
- 13.10.4 An inactive bye station can be seen as a rest period as there is no activity or reading to complete. Candidates will be permitted to use the toilet during this time, but they need to be able to complete this within the time frame of the bye station. Candidates may not write notes during an inactive bye station (including notes on body parts).

- 13.10.5 An inactive bye station may not always be in a separate room but will always be in an area separated from view of the other examination stations.
- 13.10.6 Upon leaving a bye station (active or inactive) at the completion of the station duration, the candidate must proceed to the next station to read the station instructions during the allocated reading time. As with all stations, the candidate must not enter the next examination room until the second bell or whistle, denoting the completion of reading time.

13.11 Facilities and other

- 13.11.1 There is no designated rest break during the examination.
- 13.11.2 Each examination room will have water, sweets and tissues available.
- 13.11.3 There will be access to toilets during the changeover between circuits and during an inactive bye station, if relevant.
- 13.11.4 If a candidate needs to leave an examination room or circuit in extraordinary circumstances, they will not receive extra time to compensate for the unscheduled break. Candidates will be escorted and strictly supervised during any unavoidable breaks during the examination.

14 SCORING

- 14.1 A candidate's performance is scored on a structured mark sheet with the relevant individual aspects of each station specified under broad headings that are based on the CanMEDS roles and Fellowship Competencies.
- 14.2 Where there is more than one examiner at a station, including a role-playing examiner, each examiner will mark independently and submit their marks with no conference. The scores are averaged across the two examiners from these stations. Scores for each station are added together to achieve a candidate's total OSCE score.
- 14.3 The examiners will mark candidates' performances during the reading time immediately following their assessment at each station. The examiners will place the completed mark sheets (in envelopes) under the station doors before reading time is complete, at which time they will be collected by the examination assistants.

15 RESULTS

- 15.1 De-identified pass/fail results for the OSCE are scheduled to be released onto the College website at 5:00 pm AEST/AEDT on the date listed on the Examination Timetable. Candidates may obtain their results from the College website using their College identification number.
- 15.2 Candidates are prohibited from contacting examiners and/or CFE members before or after the examination in relation to their results or the examination. Candidates who are concerned about their results are encouraged to discuss their concerns with a College supervisor and/or their Director of Training (DOT) (where applicable) in the first instance or to formally write to the CFE.
- 15.3 Examination outcome
- 15.3.1 The pass score is determined by the aggregate of the cut scores for each station. The cut scores are derived from the mean score of all candidate performances that were marked globally as 'marginal' by the examiners.

15.3.2 This ensures a consistency of standard and allows for the pass score to vary according to the variable degree of difficulty of the stations.

15.4 **Letter of notification**

All candidates will also be notified of their results by email, which will confirm their pass/fail outcome. Result letters are emailed to the candidates once the de-identified results have been released on the College website.

15.4.1 The letter of notification will include:

- the candidate's overall result for the OSCE – pass or fail
- the candidate's aggregate score
- the pass mark for OSCEs
- the candidate's scores for each station
- the cut scores for each station
- the candidate's scores on each curriculum area tested as compared to the cohort mean scores.

15.4.1.1 A marked discrepancy in one or two stations may indicate that further preparation is required in the content covered in the station(s).

15.4.1.2 This information may provide a useful basis on which a candidate can discuss their progress with their supervisor or DOT. The College will send a copy of each candidate's results to their DOT (where applicable).

15.4.1.3 No further information will be given to any candidate regarding individual performance in the OSCE, either in writing or by telephone.

15.5 **Feedback**

15.5.1 General feedback and advice from the CFE regarding the overall performance of the examination cohort will be released on the College website once the candidates' individual results have been released.

15.5.2 Candidates are encouraged to read the overall feedback together with the published station information.

15.6 **Results withheld**

15.6.1 The College reserves the right to withhold any candidate's results.

15.6.2 Candidates who have any outstanding training or examinations fees owed to the College at the time of the result release will have their results withheld until such fees are paid in full.

15.6.3 Results may also be withheld for various other reasons such as:

- medical registration or comparability status not being current
- an alleged breach of this policy or of the RANZCP Code of Ethics under investigation as per the Examination Incident Report and Breach Review Policy (18.3–4).

16 INCIDENT REPORT

- 16.1 Should a candidate wish to report an incident that they believe may have unfairly affected the outcome of an OSCE, the candidate must follow the processes outlined in the Incident Report and Examination Breach Review Policy (18.3–4).

17 FAILURE TO ADHERE TO EXAMINATION RULES

- 17.1 If an examiner, examination assistant or CFE member believes that a candidate has breached the examination rules in this Policy, they must provide a written incident report along with any evidence or confiscated material to the CFE as per the Examination Incident Report and Breach Review Policy (18.3–4). The candidate will be advised that the matter is being reported to the Chair, CFE via the College's Manager for Assessments.
- 17.2 If a candidate causes any serious disruption or behaves in a way that impacts or potentially impacts on the safety and wellbeing of another person or themselves, an examination assistant, observing examiner or CFE member may intervene. This may include terminating the examination for that candidate in response to their behaviour.
- 17.3 An alleged breach of the OSCE Policy will follow the protocols in the Examination Incident Report and Breach Review Policy (18.3–4).

18 CANCELLATIONS AND REFUNDS

- 18.1 Candidates must contact the Examinations Department at the College head office in order to cancel their place at an examination. Refunds will be made in accordance with the Cancellation and Refund Schedule.
- 18.2 Candidates who need to cancel their examination place within two weeks of the date of the examination must contact the Examinations Department as per the contact information sent to them with the examination arrival, parking and access information.

19 FAILURE TO PRESENT AT AN EXAMINATION ('NO SHOW')

- 19.1 Candidates who have not informed the College Examinations Department of their non-attendance will have their result recorded as a failure for that examination attempt.
- 19.2 A candidate will have 5 working days after the date of the examination to provide a written explanation for their lack of attendance to the College head office, which the CFE will consider on a case-by-case basis. Should the CFE determine that the candidate was unable to attend the examination due to reasons beyond the candidate's control (e.g. hospitalisation) their result will be recorded as a withdrawal rather than a failure of the examination.
- 19.3 A failure of the examination due to lack of attendance will be considered a failure in relation to the requirements of the Targeted Learning Policy and Procedure (6.2), Progression through Training Policy (6.1), and Failure to Progress Policy (19.1).

20 TRAINEE DEADLINES AND RELATION TO PROGRESSION THROUGH TRAINING

- 20.1 2012 Fellowship Program trainees must pass the OSCE within the time required.

20.2 The deadline for successfully completing the OSCE is detailed in the Policy on Progression through Training (6.1). A brief reference to this requirement and those of the Policy on Failure to Progress (19.1) follow; however, trainees are responsible for knowing the requirements of these and other policies.

20.3 **Deadline for the OSCE**

20.3.1 The OSCE is expected to be attempted and passed by the time the trainee has completed 60 months of FTE accredited training.

20.3.2 Failure to do so will result in a requirement for the trainee to undertake progression-based targeted learning and may lead to a requirement for the trainee to show cause in writing to the Committee for Training (CFT) as to why they should be able to continue towards Fellowship. Further detail, including information on exceptional cases, can be found in the Policy and Procedure on Failure to Progress (19.1).

20.4 **Targeted learning requirement for multiple failures**

20.4.1 Should a trainee fail the OSCE twice, the trainee must undertake assessment-based targeted learning as per the Policies and Procedures on Targeted Learning (6.2) and Progression through Training (6.1).

20.5 **Requirement to show cause**

20.5.1 Should a trainee fail the OSCE three times, the trainee must show cause in writing to the CFT as to why they should be able to continue towards Fellowship as per the Policy and Procedure on Failure to Progress (19.1).

21 **SIMG CANDIDATE DEADLINES**

21.1 SIMG candidates assessed as partially comparable are expected to successfully complete the OSCE (where applicable) within their stipulated time period on the specialist pathway. Information on their progression requirements are available on the College website at: [Progression requirements: Partial Comparability requirements for RANZCP Fellowship policy](#).

22 **REVIEW OF DECISIONS**

22.1 Any request by candidates for review of a decision in relation to the OSCE should follow the formal education review process (X.X) and may be subject to the RANZCP Reconsideration and Appeals Policy.

23 **MONITORING, EVALUATION AND REVIEW**

23.1 The Education Committee shall implement, monitor and review this policy and report on anomalies and issues as these arise.

23.2 This policy will be reviewed biennially and updated as required.

24 **ASSOCIATED DOCUMENTS**

24.1 Regulation: 18.1 Clinical Examination Education Training Regulation

- 24.2 Policy: 6.1 Progression through Training Education Training Policy
6.2 Targeted Learning Education Training Policy
18.2 Special Consideration Education Training Policy
18.3-4 Examinations Incident Report and Breach Review Policy
19.1 Failure to Progress Education Training Policy
2.1 Reviews and Appeals Education Training Policy
RANZCP Code of Ethics
- 24.3 Forms: OSCE Application Form
- 1.1 Other: Cancellation and Refund Schedule
RANZCP Code of Ethics
RANZCP Code of Conduct
OSCE venue map
Examinations Timetable

25 REVISION RECORD FOOTER

Contact: Senior Policy Officer, Education

Date	Version	Approver	Description
22/08/15	v.1.0	RANZCP Board	First draft of policy and procedure. Reviewed by TRC 18/6/15. Approved by CFE 24/6/15. Approved by EC 24/7/15. Reviewed by CGRC 31/7/15. Approved RANZCP Board B2015/5 RX.
20/07/16	v.2.0	RANZCP Board	Minor rephrasing to state SIMG comparability status (formerly exemption status). Updates to clarify that partially comparable SIMG candidates are no longer required to complete a remedial plan. Revised to reflect targeted learning/targeted learning plan (formerly remediation/remediation plan) and standard expected at end of stage 3 (formerly junior consultant standard) terminology changes. Approved EC 29/04/2016. Reviewed CGRC 28/04/2016. Approved Board B2016/4. Revised to reflect updates to the targeted learning and show cause points for the five centrally administered assessments, effective from 1/1/2017. Approved EC 03/06/2016. Reviewed CGRC 17/06/2016. Approved Board B2016/5.
18/11/2016	V 2.1	N/A	Minor amendment to remove reference to the exams centre webpage as this has been removed from the College website. Removed reference to curriculum coverage document as this is not available on the website. Clarified that one form of ID is required at registration in line with current practice.
11/02/17	v2.2	RANZCP Board	Removal of the Satisfactory Progress in a Targeted Learning Program Form and clarify a trainee's eligibility is dependent on the completion of the targeted learning program. CGRC reviewed 19/01/17, EC approved 27/01/17 RANZCP Board B2017/1.
19/05/17	V2.3	Education Committee	Clarifying eligibility to apply for the OSCE. . Approved CFE 10/05/17 and CFT 11/05/17. Approved by EC 19/05/2017.

15/09/17	v.2.3.1	N/A	Alignment with Targeted Learning Policy & Procedure updates (that Commencement form rather than Completion form required for eligibility to attempt exam after two failures; and that Rotational Targeted Learning is no longer a barrier to sitting the OSCE effective 15 September 2017) which were approved by RANZCP Board 13/08/17 B2017/5 R16.
18/11/17	v.3.0	RANZCP Board	Updating to reflect OSCE bye station additions (2 bye stations in short circuit & 2 bye stations in long circuit) to allow for increased candidate numbers at exam sitting, inclusion of whistle as method of display of time during exam, removal of watches as a permitted item, clarification that a trainee may be examined by a previous supervisor if more than 6 months later, changing communication prohibition by examiners and candidates about the exam to go both ways, rule that candidates cannot enter interior of exam venue after midday the day prior to the exam or it is an ethical breach, clarification of prohibited items (removal of restricted items category), clarification that candidates should hold note paper until handed over to exam assistants, and other minor examination updates as recommended by CFE and EC (reviewed by CFE 9/8/17, approved by EC with changes 1/9/17), reviewed by CGRC 26/10/17, approved by RANZCP Board 18/11/17 B2017/7 R30.

November 2019	NEXT REVIEW
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APPENDIX

26 OSCE FORMAT

26.1 Long station circuit (100 minutes)

26.2 An example of how long stations may be organised is given below:

- Bye 1
- STN 1
- BYE 2
- STN 2
- STN 3

26.3 Short station circuit (100 minutes)

26.4 An example of how short stations may be organised is given below:

- STN 4
- STN 5
- STN 6
- BYE 7
- STN 7
- STN 8
- STN 9
- BYE 10
- STN 10
- STN 11

26.5 Depending on the venue configuration, the placement of bye stations in the short circuit may change and will not follow the same order every time.

Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL EDT-TRN Special Consideration (18.2)

Contents

1. Policy on Special Consideration

This policy describes the process for special consideration for the examinations and centrally administered summative assessments governed by the RANZCP Fellowship Regulations 2012, including the written examinations, clinical examinations, Psychotherapy Written Case and Scholarly Project.

2. Policy Statement

The College is obligated to ensure that candidates eligible for Fellowship have achieved the required standards for each aspect of an assessment or examination along with all other training requirements. Candidates may require special consideration for an examination or a centrally administered summative assessment in order to perform to the best of their abilities.

Candidates may apply for special consideration in order to ensure they receive equal opportunities for attendance and success.

3. Purpose

This policy defines the process by which candidates may apply for special consideration in relation to circumstances that may adversely affect their ability to successfully complete a College examination or centrally administered summative assessment.

This policy does not set out the process for trainees who, due to exceptional circumstances, will not meet the deadlines set out in the Progression through Training Policy (6.1) and related Trainee Progress Trajectory. The process of requesting additional time beyond these examination and assessment deadlines is detailed in the Progression through Training and Failure to Progress Policies (6.1; 19.1).

4. Policy Details

4.1 Introduction

Candidates may submit a request for special consideration with regard to a particular examination or centrally administered summative assessment for circumstances that may adversely affect their performance on that examination or assessment. Special Consideration application details can be found in point 4.4.

Specific requests for special consideration will be considered on a case-by-case basis and the College will make its best endeavours to accommodate accepted requests.

Special consideration granted to a candidate is not ongoing and is only applicable to the particular examination or assessment attempt for which a request for special consideration has been made.

When considering requests for special consideration, the Committee for Examinations (CFE) will not grant adjusted marks for any aspect of an assessment or examination. If a candidate believes their performance is likely to be seriously affected by illness or other personal circumstances, they should consider withdrawing from the examination attempt or deferring their assessment submission. An application to the Committee for Training (CFT) for consideration of exceptional circumstances regarding the trainee's progress trajectory may be relevant in these cases (more information can be found in the Progression through Training Policy [6.1] and the Failure to Progress Policy [19.1]).

4.2 Core Psychiatry Skills

Psychiatrists in Australia and New Zealand require competence in a number of core skills that are assessed as part of the Fellowship Program examinations and assessments. Included in these skills and knowledge are:

- the ability to produce written material in English in a manner that is:
 - generally understood in Australia and New Zealand
 - legible
 - grammatically correct
 - correctly spelled
- the ability to communicate effectively in English with patients, other professionals and the community in Australia and New Zealand
 - The Australian Health Practitioner Regulation Agency (AHPRA) and Medical Council of New Zealand (MCNZ) each require a minimum standard of proficiency in written and spoken English.
- the ability to develop arguments to support a particular viewpoint and to recognise the importance of, and be able to discuss, the merits of opposing arguments
- the ability to demonstrate awareness of different models of illness and illness behaviour
- the ability to produce written material at a speed sufficient for usual psychiatric practice
- the ability to concentrate sufficiently to complete aspects of an examination reflective of usual psychiatric practice in the time allowed
- a sufficient knowledge of general medicine and the appropriate level of skill and ability to:
 - conduct an accurate physical examination
 - adequately deal with emergency situations including undertaking resuscitation
 - demonstrate an appropriate understanding of medical and surgical principles
 - manage medical situations that arise in psychiatric patients with the assistance of other health practitioners
- the knowledge of research principles, ethics, levels of evidence and the ability to recognise the strengths, weaknesses and limitations of the research.

4.2.1 Requests Related to Core Skills

Requests related to core psychiatry skills generally will not be accepted as grounds for special consideration.

Therefore, for example, English as a second language generally will not be accepted as grounds for special consideration.

A request for extra time will be reviewed on a case-by-case basis and may not be granted if it is determined that this would not reflect requirements of usual psychiatric practice. The timed parts of an examination are designed to simulate the real-life requirement for a psychiatrist to think rapidly, adjust to the needs of the situation and to formulate solutions to problems in real time.

4.3 Criteria for Special Consideration

The CFE will only consider requests that could adversely affect a candidate's ability to complete the examination or assessment within the standard procedures and timing. Each application for special consideration will be considered on a case-by-case basis.

The CFE may take into account other relevant information when determining the outcome of a request for special consideration, for example, the granting of special consideration for previous College examinations or assessments or special consideration granted by other organisations for any particular candidate.

The College cannot specify all circumstances that might lead to the granting of special consideration.

- With regard to examinations previous, applications have been in relation to longstanding medical conditions, for example diabetes mellitus where there may be a specific need to maintain adequate blood sugar levels.
- An example of a request for special consideration for a centrally administered assessment, such as the Psychotherapy Written Case or Scholarly Project, might be a request for a brief extension should there be a sudden and significant change in the candidate's personal circumstances shortly before the submission date.
 - Note: Any exceptional circumstances related to the fulfilment of at least 40 sessions of treatment for the Psychotherapy Written Case should be handled in line with the Psychotherapy Written Case Procedure (11.1) rather than through the special consideration process.

4.3.1 Requests on Religious Grounds

In considering requests based on religious grounds, the CFE will take into account reasonable workplace expectations and will consider any practical and financial impact on health services and others involved in the examination and on the viability of the examination.

The CFE may seek advice from an authority in that religion prior to making a decision.

Applications for special consideration due to religious observance prohibiting participation in an examination at a particular time or on a particular day should be made in writing to the CFE via the College Head Office. These requests must be received 12 months prior to the date of the examination or (where relevant) as soon as practicable once the examination timetable is released so that alternative arrangements may be considered.

4.4 Application and Process for Special Consideration

A request for special consideration must be addressed to the Chair, Committee for Examinations, at the College Head Office. It should accompany the application for the particular College examination or be submitted prior to the relevant assessment submission close date.

A new application for special consideration must be submitted for each further attempt or each examination or summative assessment. However, the supporting documentation will only be required to be resubmitted if there is a change in circumstances (see point 4.4.1).

4.4.1 Supporting Documentation

Requests for special consideration should state the specific special arrangements requested, for example, access to food and/or fluids in the examination room or the use of special equipment.

Requests should include supporting documents from treating health or other professionals, including letters, reports or statutory declarations describing the practical impact of the limitation or circumstance in the specific examination setting. Supporting documentation will be verified and will generally not be accepted when signed by a member of the candidate's family.

Requests must include a letter of support from the candidate's current principal supervisor or Director of Training (DOT).

4.4.2 Further Information

The CFE may require further information from the applicant. On request, candidates must submit such supporting and/or clarifying information and documentation as the CFE requires to reasonably consider the application. Such information may include:

- updated reports or letters from treating health professionals
- documentary evidence of any related previous granting of special consideration for the candidate (including in secondary or tertiary education)
- additional detail stating the reasoning for the special consideration request for the particular examination or assessment.

The CFE may approach the candidate's DOT or principal supervisor for further comments on the application. The CFE may also seek permission from the candidate to contact and request information from institutions or organisations where previous applications for special consideration have been granted.

4.4.3 Late Requests

Requests for special consideration related to medical conditions, compassionate grounds or significant changes in personal circumstances that occur after the application closing date for the relevant examination must be submitted as soon as possible after they arise. The granting of such requests can have a significant impact on examination venue resources and processes; therefore, late applications must provide the reason for submitting the request after the examination application close date as well as the nature of the issue that has arisen.

Requests for special consideration must be received at the College Head Office prior to the date of the examination or the assessment submission closing date.

4.5 Outcome and Implementation

The candidate will receive written notification of the outcome of their request for special consideration, which will specify any special arrangements where the request has been granted.

The CFE will liaise with the appropriate examination coordinators and assessment subcommittees as required with regard to any special arrangements for candidates granted special consideration.

4.6 Privacy and Confidentiality

The College and its committees must comply fully with the requirements of Australian and New Zealand privacy legislation, as well as the RANZCP Privacy Policy, with regard to the collection and distribution of information pertaining to special consideration. Discussions relating to requests for special consideration must be documented and maintained in accordance with the RANZCP Privacy Policy.

4.7 Review of Decisions

Any request by trainees for review of a decision in relation to special consideration should follow the formal education review process (X.X).

5. Monitoring, Evaluation and Review

The Education Committee (EC) shall implement, monitor and review this policy and report on anomalies and issues as these arise.

This policy will be reviewed biennially and updated as required.

6. Associated Documents

6.1 Regulation: 18.1 Written Examinations Education Training Regulation

18.2 Clinical Examinations Education Training Regulation

6.2 Policy: 18.1 Written Examinations Education Training Policy and Procedure

18.5 Objective Structured Clinical Examinations Education Training Policy and Procedure

6.1 Progression through Training Education Training Policy

19.1 Failure to Progress Education Training Policy

2.1 Reviews and Appeals Education Training Policy

RANZCP Privacy Policy

6.3 Procedure: 19.1 Failure to Progress Education Training Procedure

6.4 Forms : Written Examination Application Form – MCQ Examination

Written Examination Application Form – Essay-Style Examination

Clinical Examinations Application Form

Psychotherapy Written Case Submission Form

Scholarly Project Submission Form

6.5 Other: Cancellation and Refund Schedule

REVISION RECORD

Contact:	Policy Officer, Education and Training		
Date	Version	Approver	Description
27/10/13	v.1.0	RANZCP Board	First version approved by RANZCP Board B2013/6 R10.
15/05/18	v.1.1		Removal of Definitions & Abbreviations
July 2018		NEXT REVIEW	

Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL EDT-TRN Examination Incident Report & Breach Policy (18.3-4)

Background

An incident report notifies the College of any discrepancy, error, unanticipated incident or alleged breach during a College centrally administered summative assessment. This is also the first step in activating the College complaints resolution process with regard to examinations.

Policy Statement & Purpose

This procedure specifies the high-level operational processes for managing incidents and/or breaches arising from a centrally administered summative assessment (e.g. written or clinical examination, Psychotherapy Written Case or Scholarly Project) under the RANZCP Fellowship Program Regulations 2012.

Details and Process

1. Incident Reports

Incident reports should be submitted for any matter deemed to be a possible error or discrepancy in policy or procedure, a deviation from the examination or assessment rules, an ethical breach or an unanticipated incident that may have unfairly affected a candidate's performance or outcome in an examination.

An examination candidate, examiner, support or College staff or invigilator who witnessed or was involved in an incident that may have affected the outcome of that examination should individually lodge an incident report.

2. Lodgement and Processing

An incident report is to be submitted in writing via the College website. The online incident report form will be made available following an examination and will remain open for 5 working days.

Paper forms are made available at the examination venue on the day of the examination for examiners, support staff and invigilators.

2.1 De-identification

The Manager, Assessments (or delegate) will de-identify all submitted incident reports and gather relevant information.

2.2 Evaluation

The Manager, Assessments will collate all incident reports and relevant information with the examination results and will provide this to the Committee for Examinations (CFE), the General

Manager, Education and Training and the College Legal Officer for joint review of each incident report.

Incident reports and/or relevant information that describe the following will be considered by the CFE:

- a minor deviation from or discrepancy in the assessment procedures
- an unexpected incident or disruption to examination conditions
- a matter that requires review from an educational perspective.

Examples of these include: timing discrepancies or a slight delay, a ringing mobile phone, a candidate speaking briefly during the circuit interchange at the Objective Structured Clinical Examination (OSCE), an ongoing major disturbance such as a protest outside the examination area or an examiner/role player in an OSCE station improvising outside the confines of their assigned role.

- Note: Clinical examination candidates should expect occasional sounds or interruptions, such as loudspeaker announcements or alarms, which are part of the natural workplace environment. Therefore, incident reports pertaining to disruptions of this nature will not usually result in rectification measures or actions.

2.3 Ethical Breaches

Following the evaluation process, should there be any incident reports and relevant information that may constitute an alleged ethical breach or breach of the examination rules, the candidate will be advised. The General Manager, Education and Training and College Legal Officer will notify the Chair, Education Committee (EC) and the Chief Executive Officer (CEO) prior to any consideration of the matter.

Examples of these include: plagiarism, cheating during the examination, sitting the examination while not holding medical registration or sitting the examination under the alias of another person's name.

An alleged ethical or examination breach will be referred to the Membership Conduct Committee (MCC) for their review, consideration and determination. Should a matter regarding a candidate be referred to the MCC, the relevant authorities may be informed at the discretion of the MCC.

3. Review

Incident reports that describe the types of matters listed in point 2.2 will be reviewed and considered by the CFE.

Alleged ethical or examination breaches will be reviewed and considered by the MCC on a case-by-case basis.

3.1 Consideration of information

All relevant information pertaining to an incident or alleged breach will be considered.

Where relevant, the CFE or MCC may seek advice from and/or co-opt another member to provide specialised expertise on a particular incident or alleged breach in accordance with their Committee Regulations.

The CFE or MCC may determine that it is necessary to consider further evidence and/or may request that a candidate provide a written submission on the matter to the College Head Office by a specified date.

3.1.1 Option for MCC in reviewing a significant alleged breach

The MCC may determine that a teleconference or face-to-face meeting with a candidate is required. In this circumstance, the candidate will be advised in writing at least 10 working days prior of the date, location and the names of the MCC members who will be in attendance.

At the discretion of the MCC, the candidate may have a support person in attendance, who shall act as an observer. Any such support person must be pre-approved by the Chair, MCC.

4. The Outcome

Upon review and consideration of all relevant information:

- the CFE will determine the outcome of an incident that is the type of matter listed in point 2.2 (minor discrepancy in procedure, unexpected incident, educational matter)
- the MCC will determine the outcome of an alleged ethical or examination breach.

Where it is determined that the incident has unfairly affected the outcome of an examination or that an ethical or examination breach has occurred, there will be consideration whether rectification measures should be taken.

All determinations shall be minuted in accordance with the College's governance practices and the RANZCP Privacy Policy.

4.1 Possible outcomes

Possible outcomes of incidents or breaches related to assessments or examinations may include, but are not limited to:

- cancellation of accrued examination or assessment attempt
- revisiting the candidate's individual progress trajectory as per the Progression through Training Policy
- no action required
- cancellation or withholding of examination or assessment results
- targeted learning
- suspension from training
- reporting to regulatory bodies
- removal from the Fellowship Program or Specialist Pathway
- other actions or requirements as approved by the relevant committee.

4.2 Logging and reporting

The Manager, Assessments, the General Manager, Education and Training and the College Legal Officer will be notified of the outcomes of all incident reports, examination breaches and ethical breaches. These outcomes will be logged and reported to the relevant committees and Director of Training where appropriate.

4.3 Communication with the candidate

The candidate will be advised in writing of the outcome and the reasons for the decision. In general, candidates receive a written response to a lodged incident report with their examination results.

- Note: The release of a candidate's examination or assessment results will not usually be delayed by a review of a minor discrepancy or deviation in process or a minor unanticipated incident.

The outcome will also be communicated to the relevant Director of Training and any other relevant parties in accordance with the RANZCP Privacy Policy.

4.4 Suspension or removal from the Fellowship Program or Specialist Pathway

Following the process outlined in point 4.1, any determination to suspend or remove a candidate from the Fellowship Program or Specialist Pathway must be recommended to the RANZCP Board for consideration and for final approval (with notification to the EC).

4.5 Reporting to regulatory bodies

Following the process outlined in point 4.1, any determination to report a candidate to a regulatory body must be recommended to the RANZCP Board for consideration and for final approval (with notification to the EC).

5. Completion of rectification measures if required

On the completion of any rectification measures, or their time limit for completion, the candidate will be required to advise the relevant committee that the requirements have or have not been completed.

With regard to any candidate who was removed from the Fellowship Program, any application for re-entry to the College Fellowship Program must follow the process detailed in the Re-entry to training policy (X.X).

6. Review of Decisions

6.1 Clarification

Candidates are encouraged to discuss the determination with their Director of Training and/or supervisor prior to seeking clarification of the determination and outcome.

A candidate may apply in writing for clarification of the determination to the Chair of the relevant committee within 10 working days.

6.2 Review

If, following clarification from the CFE or the MCC, the candidate continues to be dissatisfied with the decision, they should follow the education review process and may utilise the RANZCP Reconsideration and Appeal Policy.

Associated Documents

1. Regulation: **18.1** Written Examinations Education Training Regulation
18.2 Clinical Examinations Education Training Regulation

27.1 Ethics and Conduct in Training Education Training Regulation
 Committee for Examinations Regulations
 Membership Conduct Committee Regulations

- 2. Policy: **18.1** Written Examinations Education Training Policy
 18.5 Objective Structured Clinical Examination Education Training Policy and Procedure
 RANZCP Privacy Policy
 RANZCP Reconsideration and Appeals Policy
 Education Reviews Policy
- 3. Forms: Online Incident Report Form, Exam Centre
- 4. Other: RANZCP Code of Ethics
 RANZCP Code of Conduct
- 5. References:

Revision record

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
19/07/14	1.0	RANZCP Board	New document. Reviewed by CFE and TRC March 2014. Approved by EC out of session April 2014. Approved by CGRC out of session April 2014. Approved by RANZCP Board B2014/4 R15.
21/07/2016	1.1	RANZCP Board	Revised to reflect targeted learning/targeted learning plan (formally remediation/remediation plan) and standard expected at End of stage 3 (formally junior consultant standard) terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4.
July 2016		NEXT REVIEW	