

THE ROYAL AUSTRALIAN COLLEGE OF GENERAL PRACTITIONERS

1.	POLICY TITLE	Allocation of Candidates to Remote Supervision and Established Examination Centres
1.1	Policy number:	AS-E-0202.1
1.2	Category:	Organisational
1.3	Approval date:	March 2012
1.4	Revision due date:	March 2015
1.5	Unit responsible	Education Services

2. POLICY DECLARATION

This policy describes the rules and procedures for allocating enrolled assessment Candidates to examination centres.

This policy is authorised by the CEO.

3. BACKGROUND

The College recognises extenuating circumstances, may render a candidate unable to present for a College Assessment on the published date, or at the College's Established Examination Centre. In order to accommodate such Candidates, the College may permit approved Candidates to present for College Assessment at locations, or times, other than those prescribed on the bases set out in this policy.

i) Objectives

The objectives of this policy are to:

- Ensure that the College accommodates Candidates' needs, by holding the College online examinations at alternative venues, when the Candidates are unable to attend at an Established Examination Centre
- Inform Candidates of the requirements of Established Examination Centres and Remote Examination Centres
- Inform Candidates of the process for requesting Remote Supervision
- Inform Candidates to the possibility that capacity may be limited at some examination centres
- Inform Candidates of the Candidate Priority Order Guidelines that determine Candidate allocation to alternative examination centres

ii) Specific Aims

The specific aims of this policy are to ensure that Candidates are aware of the rules, eligibility requirements and procedures for:

- Requesting Remote Supervision
- Requesting an assessment date to present for College Assessment
- Allocating Candidates amongst alternative Established Examination Centres.

3.1 Definitions

"Candidate" means a person who is enrolled in any College Assessment, or presenting for, or participating in, a College Assessment or segment of a College Assessment.

"College examinations" are of the College assessments which is comprised of three examination segments, being the Applied Knowledge Test (AKT) - an extended multiple choice exam; Key Feature Problems (KFP) - a mixture of extended multiple choice and short answer questions; and Objective Structured Clinical Examination (OSCE) - a combination of 14 short and long clinical cases.

Segment- Any one of the College examinations or PBA assessments

"Established Examination Centre" is a location established by the College where Candidates present for a College Assessment.

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“Practice Based Assessment” (PBA) is one the College assessments which is comprised of three segments, being the Oral Examination comprised of 20 two part questions (VIVA); Examiner Clinical Visit (ECV); and Recorded Consultations (RC).

“Remote Supervision” is supervision of a Candidate presenting for a College Assessment to be conducted online at a Remote Supervision Centre or on a different day from other Candidates presenting for the same College Assessment.

“Remote Supervision Centre” means an alternative location for the conduct of a College Assessment approved in its discretion by the College upon request by a Candidate.

3.2 Related Policies, Documents, Legislation & Strategic Priorities

[Enrolment Procedures](#)

[Special Consideration Policy](#)

[Withdrawal from Enrolment in College Assessments](#)

4. BODY OF POLICY

4.1 Established Examination Centres for College examinations

The AKT and KFP segments of the college examinations are currently held twice per year and may be established in the following locations:

- Adelaide, South Australia
- Brisbane, Queensland
- Bundaberg, Queensland
- Canberra, Australian Capital Territory
- Darwin, Northern Territory
- Dubbo, New South Wales
- Hobart, Tasmania
- Melbourne, Victoria
- Newcastle, New South Wales
- Perth, Western Australia
- Sydney, New South Wales
- Townsville, Queensland.

And other locations that from time to time may be available.

A minimum number of ten Candidates are required to establish an examination centre for the AKT and/or the KFP segments. If requests for allocation to any established examination centre do not reach ten, the examination will not be held at that examination centre. Candidates who had asked to be allocated to that centre, will be allocated to an alternative examination centre where places are available (see section 4.4), or an application for Remote supervision can be requested (see section 4.2).

The clinical segment, OSCE, is currently held twice per year and may be established in the following locations, subject to a minimum number of enrolments (see section 4.4) being received for the centre:

- Adelaide, South Australia
- Brisbane, Queensland
- Canberra, Australian Capital Territory
- Darwin, Northern Territory
- Hobart, Tasmania
- Launceston, Tasmania
- Melbourne, Victoria
- Perth, Western Australia
- Sydney, New South Wales
- Townsville, Queensland

*Darwin only operates as a centre for the clinical segment when the exam date is set on a Sunday, and usually in October.

The examinations will be held on the same day and at the same time in all centres, with an allowance for time zones.

The minimum number of Candidates required to establish an OSCE segment in any OSCE examination centre is ten. If enrolment requests for allocation to any established OSCE examination centre do not reach ten, the clinical examination will not be held at that examination centre, and Candidates who had asked to be allocated to that centre will be allocated to an alternative OSCE centre where places are available (see section 4.4).

4.2 Remote supervision for the AKT and/or KFP segments

Candidates may request remote supervision for the AKT and KFP segments of the examination, under certain circumstances. All Candidates requesting to sit segments under Remote Supervision must select the appropriate tick box on the online enrolment form and provide the required information as listed on the Confirmation of Receipt of Enrolment email. Candidates who have applied for remote supervision in past examinations are required to lodge a new application for remote supervision with each subsequent enrolment.

Only applications that fall under either of the following two categories will be considered:

- a) Geographically isolated Candidates (see 4.2.1 below);
- b) Candidates who cannot sit the AKT and/or KFP segments on the designated examination date due to religious reasons, or extenuating personal circumstances.

All Candidates who apply for remote supervision are expected to elect a supervisor and are required to identify their proposed supervisor on their Enrolment Form. The College must approve all supervisors (see section 4.2.3).

Failure to provide the required supervisor information at the time of enrolment may result in a Candidate being placed at an alternative Established Examination Centre. The College reserves the right not to establish Remote Supervision Centres for any examinations it administers.

If a Candidate does not meet the criteria for the establishment of a remote centre, but believes they have valid reasons for remote supervision, they may apply for an individual determination of eligibility.

4.2.1 Eligibility for Remote Supervision for Geographically Isolated Candidates

The establishment of a remote centre will only be accepted if the Candidate meets the following eligibility requirements.

If the Candidate's place of residence is:

- a) Remoteness Area 2 (RA2) and Rural Remote Metropolitan Area 3 (RRMA 3) or greater;
- b) Remoteness Area 3 (RA3) and greater.

Or the Candidates may be allocated to an already approved remote centre, rather than an established examination centre, if a Candidate's place of residence is closer, a list of which will be made available to Candidates.

As the AKT and KFP are online examinations, the examination centre must meet the minimum broadband and computer requirements for examination centres and be tested by the RACGP or contractors for compliance with these requirements.

4.2.2 Eligibility for Remote Supervision under Religious Consideration

i) AKT and KFP Segments

Candidates whose religious beliefs preclude sitting the AKT and/or KFP segments, on the designated examination date, are eligible to apply for supervision of the segment/s on an alternative date.

These Candidates at the time of enrolment must tick the relevant tick box and send in the relevant documentation for the application for Special Consideration (see *Special Consideration Policy*, section 4.2.2) to sit the segment/s under remote supervision. These Candidates must also provide the following information of the nominated supervisor:

- a) Supervisor Name;
- b) RACGP ID;
- c) Street Number/Name;
- d) Suburb/Town;
- e) State/Post Code;
- f) Telephone number; and
- g) Mobile number.

Arrangements will generally be made for Candidates to be remotely supervised on the day before the examination date. In these circumstances, Candidates sitting on the day prior will be required to complete a Statutory Declaration. The statutory declaration must state that they will not divulge or discuss the content of the RACGP examination with any other party before all Candidates have completed the examination. A Justice of the Peace must witness and sign this statutory declaration and include his/her full name and registration number. Any breach of this declaration will constitute a breach of the *Academic Misconduct Policy*.

Candidates who elect to sit on the day other than the published date for presentation for a College Assessment will be required to pay a fee (determined annually) to cover the costs of holding the assessment, such as invigilator fees and catering.

As the AKT and KFP are online examinations, the examination centre must meet the minimum broadband and computer requirements for examination centres.

ii) *Objective Structured Clinical Examination*

Alternative dates for the clinical segment, on the basis of religious considerations, will not be considered. The scheduling of the clinical segment alternates between Saturday (in May) and Sunday (in October) to accommodate this situation.

4.2.3 Eligibility requirements for Remote Supervisors

The eligibility requirements for Remote Supervisors are:

- a) Preferably be medically trained and hold Fellowship of an Australian, or Australasian Medical College;
- b) Have no conflict of interest; and
- c) If a medically trained person is not available, a person in a position of responsibility, such as a teacher, policeman, justice of the peace, notary public, who must also have no conflict of interest.

Candidates must submit all supervisor details to the Fellowship Services Branch at time of enrolment, and no later than four weeks before the date of the AKT/KFP segments of the examination. All supervisors will be required to be trained in the use of software required to conduct the online examinations.

4.2.4 Costs associated with the establishment of a Remote Centre

All costs associated with the establishment of a remote centre (eg. checking the site meets the broadband and computer requirements, venue hire, supervisor fees, and training of the supervisor) are the responsibility of the Candidate.

4.3 Requests for change of examination centre for AKT and KFP examinations

Anyone can request a change of Established Examination Centre for the AKT and/or KFP examinations, provided requests are received by the Fellowship Services Branch no later than four weeks prior to the examination.

4.4 Change of OSCE Examination Centre

4.4.1 OSCE requests for change

Due to security and logistic considerations, applications to change examination centres will only be accepted up to four weeks before the examination date.

All applications for examination centre changes must be submitted to the Fellowship Services Branch, either by:

- a) Email to: fellowshipservices@racgp.org.au (preferred method), or
- b) By post to: Fellowship Services Branch
Royal Australian College of General Practitioners
1 Palmerston Crescent
South Melbourne
Victoria 3205
Australia

4.4.2 Reallocation of OSCE Candidates (involuntary)

Under certain circumstances, it may be necessary to limit the number of Candidates undertaking college examinations at any one examination centre. The enrolment registration process requires Candidates to nominate alternative preferences for examination venues.

If the maximum number of Candidates for any examination centre is exceeded, some Candidates will be allocated to an alternative Established Examination Centre; in accordance with the Candidate Priority Order Guidelines (see section 4.4.3). When the number of available OSCE places are filled, remaining Candidates will be advised to sit the OSCE in the next semester. Candidates who are involuntarily deferred in the OSCE will be made highest priority in the Candidate Priority Order for the next semester, (as specified in section 4.4.3 below).

Candidates may not be able to sit the OSCE examination in the cycle they have enrolled, if the number of Candidates exceed the number of places available.

The minimum number of Candidates required in any clinical examination centre is ten. If enrolments do not reach this number, the clinical examination will not be held at that examination centre. Candidates will be allocated to an alternative centre where places are available, taking into consideration their expressed preferences.

4.4.3 Candidate Priority Order Guidelines

The Candidate Priority Order Guidelines are implemented if it becomes necessary to limit the total number of Candidates undertaking the college examination at any examination centre. This will only be implemented when Candidate numbers exceed available places and/or examiner availability at a given examination centre.

Candidates who wish to sit the clinical examination in the state where they are training or work will be given preference in this group. The allocation of the places in the faculty will be based on:

- a) The time remaining in the Candidate's 3-year cycle for completion of fellowship examinations
- b) Whether the Candidate was deferred from the previous exam cycle

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- c) The date the Candidate's application was received by the Fellowship Services Branch (expression of interest date)

The remaining Candidates will be placed in faculties based on the Candidates' preferences and where places are available. The order of allocation will be based on:

- a) The time remaining in the Candidate's 3-year cycle for completion of fellowship examinations
- b) Whether the Candidate was deferred from the previous exam cycle
- c) The date the Candidate's application was received by the Fellowship Services Branch (expression of interest date)

Candidates will be contacted and given the choice of either:

- (i) Changing to a venue where a place is available, or
- (ii) Sitting the clinical examination in the next cycle.

When the number of Candidates exceeds the number of available places, the remaining Candidates will sit the examination in the next cycle.

Candidates will be advised of the venue, or deferral, at least three (3) weeks prior to the date of the examination being held.

5. ADMINISTRATIVE PROCEDURES

5.1 Policy documents

This policy will be publicly available via the website at www.racgp.org.au/assessment/policy.

5.2 Review of this policy

The review cycle for this policy is three years.