Candidate handbook
# Changes in this version

The following updates have been made in the new version of the Fellowship Exams Candidate Handbook published on 8 January 2015:

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<th>Section</th>
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| 1.5 Expiry of exam results | *This requirement will take effect from January 1 2016 and applies to all past exam Candidates.*  
Candidates who pass all three exam segments must now apply for Fellowship within five years. After this time their exam results will expire and cannot be used to meet the requirements for Fellowship. |
| 4.2.1 Current Australian medical registration | Candidates require current Australian medical registration throughout the assessment process. Clause 4.2.1 has been updated to ensure candidates are aware that they must disclose any conditions on or changes to their medical registration. Any non-compliance with this requirement will be handled as per the Academic Misconduct Policy. |
| 5.3 Remote supervision | The criteria for making a request to sit the Applied Knowledge Test (AKT) or Key Feature Problems (KFP) exam segments remotely has changed. Candidates may now request to sit these exam segments remotely if their usual place of residence is 200 kilometres or 2 hours travel time from an established exam centre. |
| 6. Exam rules | The rules about leaving an exam room (12, 13 and 14) have been updated to create greater clarify for candidates. |
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1. **Overview of the RACGP Fellowship exams**

1.1 **Exam segments**

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

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

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

The AKT and KFP are held twice per year and the OSCE is held three times per year.

1.2 **Prerequisites**

Candidates can enrol in all three exams of a cycle (i.e. 2015.1), however, must pass the AKT as a prerequisite to undertaking the OSCE.

1.3 **The three year rule**

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

1.4 **Restrictions on exam attempts**

From 2014.2, after three unsuccessful attempts at the same exam segment, candidates will be required to show just cause to be able to enrol for a fourth attempt. At the end of six unsuccessful attempts at the same exam segment, candidates cannot enrol in that segment for one year and must participate in a remediation program prior to re-enrolment. The Board of Censors has the right to request remediation of a candidate and evidence of completion of remediation if a candidate fails an exam segment.

1.5 **Expiry of exam results**

Once a candidate has passed all three exam segments they must apply for Fellowship within five years. After this time their exam results will expire and cannot be used to meet the requirements for Fellowship. This requirement will take effect from January 1 2016 and applies to all past exam candidates.
2. Exam segment objectives and formats

2.1 Applied Knowledge Test (AKT)

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

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

The AKT contains 150 questions.

There are two question types:
1. single best answer
2. extended matching questions.

Questions of each type are grouped together.

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

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

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

2.2 Key Feature Problems (KFP)

Objective
To assess clinical decision making skills in general practice cases.

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

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

There are two question types:
1. ‘write-in’ questions (short answer questions)
2. ‘completion’ questions (select responses from a list).

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

The KFP is a 3 hour exam. However, a universal allowance of an additional 30 minutes has been granted to all candidates. This allows extra time for candidates who have English as their second
language, slow readers, slow typists, or for other reasons. This means that all candidates are provided 3 hours and 30 minutes to complete the KFP.

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

2.3 Objective Structured Clinical Exam (OSCE)

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

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

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

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

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

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

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

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

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

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

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

3.1 Exam preparation approaches

3.1.1 RACGP Curriculum for Australian General Practice

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

3.1.2 Frequency and patterns of problems in general practice

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

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

3.1.3 Exam preparation in the work setting

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

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

3.2 Exam preparation resources

3.2.1 Pre-exam courses

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

3.2.2 Quality Improvement and Continuing Professional Development program

Many activities that are promoted through the RACGP Quality Improvement and Continuing Professional Development (QI&CPD) program may also be useful to candidates as they prepare for the exams. These include clinical audits, supervised clinical attachments, lectures, workshops, small group learning and online learning programs. While this is not a comprehensive list, it indicates the breadth of educational material available to candidates. Candidates interested in accessing QI&CPD activities can contact the QI&CPD Department within their state faculty or search for activities at [www.racgp.org.au/education/courses/activitylist/](http://www.racgp.org.au/education/courses/activitylist/).
3.2.3 check
The RACGP check program is a versatile self-education program and QI&CPD activity that provides a range of cases written by expert clinicians. Each case includes a brief clinical scenario followed by a series of questions designed to highlight the important issues for practitioners to consider in the clinical history, examination, investigation and/or management of a problem. Further information is available at www.racgp.org.au/education/courses/check/.

3.2.4 gplearning
gplearning is the RACGP’s interactive online QI&CPD service containing over 200 activities on a wide range of subject areas, including Category 1 and Category 2 activities. Dedicated gplearning modules are available to support candidates studying for the exams. Further information is available at www.gplearning.com.au.

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

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

3.2.7 2014 Thursday evening pre-exam tutorial series on DVD
The National Rural Faculty and the NSW & ACT Faculty have developed an updated edition of the popular Thursday evening pre-exam tutorial series. There are 10 DVDs which can be ordered as a set or individually including:

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

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

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

4.1 **Fellowship pathway exam eligibility requirements**

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

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

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


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

4.2 **Other exam eligibility requirements**

4.2.1 **Current Australian medical registration**

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

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

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

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

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

4.2.2 **Membership**

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

5.1 Enrolling online

Candidates must enrol online at www.racgp.org.au/education/fellowship/exams/exam-enrolments/. Details on exam dates, enrolment dates, venues and fees are also available on this page. Once an application has been submitted, candidates will receive a confirmation email containing further instructions. Candidates must enrol during the published enrolment period and enrolments outside this time will not be accepted.

5.2 Venue allocation

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

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

If a candidate is allocated to an exam venue which is not closest to their preferred address, and is unable to accept the allocation, they have the option to withdraw from the exam. To do this, candidates must advise RACGP in writing within 5 working days of receiving their venue confirmation. Candidates will be refunded the enrolment fee for that exam segment less an administration fee of $300. If a candidate elects to withdraw from an exam segment the three year exam rule (see section 1.3) will not be extended.

In circumstances where a candidate cannot attend an exam centre for medical reasons or other exceptional reasons, the candidate may make a request for special consideration as per the Special Consideration Policy, available at www.racgp.org.au/assessment/policy and request to be placed in a specific exam centre. Such requests must be received no later than the last day of the enrolment period for the relevant exam, and include sufficient supporting documentation.

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

5.3 Remote supervision

Candidates may request to sit the AKT or KFP remotely if their usual place of residence is 200 kilometres or 2 hours travel time from an established exam centre. The RACGP will assess the distance and travel time using Google Maps. Candidates must make the request at the time of enrolment by emailing racgpeducation@racgp.org.au.

The RACGP will consider each request on a case by case basis. If suitable venue, technology and supervision requirements can be arranged candidates will be offered the opportunity to sit the AKT or KFP remotely.

Candidates who elect to sit under remote supervision will be required to pay fees to cover the costs associated with delivering the exam. Due to the resources and costs involved in conducting the OSCE, it is not possible to undertake the OSCE via remote supervision.

5.4 Sitting an exam on an alternative day

Candidates who cannot present for the AKT or KFP on the designated exam date for religious reasons or for other exceptional reasons may make a request for Special Consideration to sit the exam on an alternative day. The application for Special Consideration must be submitted at the time of enrolling. Candidates who are unable to sit the exam on a Saturday due to religious beliefs, must provide a letter from the leader of the congregation, signed and dated on the letterhead of that organisation. The Special Consideration Policy is available at www.racgp.org.au/assessment/policy.
Candidates approved to sit on an alternative day are required to complete a Statutory Declaration stating they will “not divulge or discuss the content of the exam with any other party before all other candidates have completed the exam”. This declaration must be signed and witnessed as per the Witnessing and Certification of Documentation Policy, available at www.racgp.org.au/assessment/policy prior to commencing the exam. Any breach of this declaration will be dealt with under the Academic Misconduct policy, available at www.racgp.org.au/assessment/policy.

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

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

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

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

5.8 Withdrawing from an exam
If a candidate needs to withdraw from an exam, they should email racgpeducation@racgp.org.au.

5.8.1 Withdrawal fees
All withdrawals from the exams will incur a $300 withdrawal fee per exam segment, regardless of when they are received.
- Candidates who withdraw up to and including 30 days before the exam will be refunded the exam fee less a $300 withdrawal fee. Enrolment fees cannot be transferred to another cycle.
- Candidates who withdraw 29 days or less before the exam will forfeit the entire exam fee.

In exceptional circumstances, candidates may apply for Special Consideration detailing the reasons why they cannot present for the exam and providing appropriate supporting documentation. Where Special Consideration is approved, the enrolment fee will be refunded less a $300 withdrawal fee.

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

5.8.3 Candidates unsuccessful in the KFP and enrolled in the OSCE at the end of their three years.
Candidates coming to the end of their three years but who fail the KFP will be withdrawn from the OSCE and refunded the full enrolment fee following the release of the KFP results.
6. Exam rules


Presenting for an exam

2. Candidates must be in the waiting area for each exam at least 30 minutes prior to the scheduled exam commencement time.

3. Candidates must present primary current proof of identity to the administrator/supervisor at the commencement of the exam. A primary proof of identity should be an original document and include a photograph. Accepted forms of proof of identity include:
   a) Australian passport, not expired more than two years
   b) current overseas passport
   c) current Australian photo driver’s license
   d) proof of age or identity card issued by an Australian State or Territory Police
   e) current Australian student identity card
   f) any other Australian entitlement or identity card, issued by the Commonwealth or a State or Territory Government, that includes a photograph of the candidate.

4. Candidates must present all mobile phones at the point of registration, demonstrate to staff that it is completely turned off, and store it in a clear plastic bag provided by staff for the duration of the exam. Mobile phones and other belongings will be securely stored by RACGP staff until the exam ends and candidates are released from quarantined areas.

Items that can be brought into an exam

5. Candidates may bring the following items into the exam room:
   - a pen, wallet and/or small handbag
   - a clear, colourless plastic water bottle
   - earplugs are permitted during the online exams, however, candidates must ensure they can hear announcements made by the Invigilator or Supervisor.

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

Items that cannot be brought into an exam

6. Candidates must not bring the following items into the exam room:
   - writing paper, notes, books, computers, calculators or any recording or electronic devices
   - food (unless special consideration has been granted)
   - any other personal belongings.

Taking notes during an exam

7. Candidates will be provided with paper to take notes in the online exams and the OSCE.

8. In the online exams candidates must leave all paper in the exam room after completing the exam.

9. In the OSCE candidates are permitted to take notes during the allocated reading time prior to each case. At the conclusion of each case, all notes must be submitted to the examiners and cannot be removed from the exam room. Candidates are not permitted to take any notes during rest stations.
Conduct in the exams

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

11. During an exam candidates must not:
   - smoke in any exam room
   - disturb any other candidate
   - communicate with or provide assistance to any other candidate
   - accept assistance from any other candidate
   - look at another candidate’s screen for any purpose (during the online exams)
   - permit any other candidate to read or copy from their computer screen (during the online exams)
   - disturb the exam proceedings in any other way.

Leaving an exam room

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

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

14. During the OSCE once a candidate has completed a station, they may not return to the exam room.
7. Submitting an incident report

If a candidate has encountered an exam incident that has had a significant effect upon their exam performance they can complete an incident report at the exam venue.

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

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

All incident reports are investigated and the impact on a candidate’s performance is considered by the Board of Censors or its delegated sub-committee prior to the release of results. If it is determined that an incident occurred due to an error in exam procedures the candidate may be compensated.
8. **Standard setting**

8.1 **Overview of standard setting**

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

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

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

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

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

8.3 **Standard setting in the OSCE**

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

9.1 Ratification of exam results

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

9.2 Release of exam results

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

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

9.3 Requesting feedback

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

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

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

9.4 Reconsideration of an exam result

In some circumstances candidates may request for their exam result to be reconsidered. For full details on the grounds for reconsideration and how to submit an application candidates should refer to the Board of Censors Decisions Reviews Policy available at www.racgp.org.au/assessment/policy.

Candidates should be aware that in the appeals process the candidate’s exam cannot be remarked and the clinical content of the exam cannot be questioned.