



RACGP

Royal Australian College of General Practitioners

*Assessments and
examinations
candidate
handbook*

*Part 2 – RACGP
Fellowship
examinations*



Assessments and examinations candidate handbook Part 2 – RACGP Fellowship examinations

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Part 2 – RACGP Fellowship examinations

Introduction

The RACGP Fellowship Examinations consist of three exams:

1. **Applied Knowledge Test (AKT)** – a multiple choice format test
2. **Key Feature Program (KFP)** – a combination of multiple choice and short answer format test
3. **Clinical Competency Exam** – a real-time assessment of the candidate by multiple examiners across multiple clinical scenarios.

The RACGP Fellowship Examinations 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.

For further information on each examination, including format, preparation, development, standard setting and results, refer to the RACGP [Examinations Guide](#).

1. Enrolling in the examinations

Enrolment for the RACGP Fellowship Examinations can be completed at the [RACGP website](#). Details of examination dates, enrolment dates, venues and fees are also available at the [RACGP website](#).

Examination enrolment fees are payable by credit card or Paypal, and payment is processed immediately at the time of enrolment. Upon successful completion of enrolment, the candidate will receive a confirmation email with detailed information about that enrolment.

If a candidate's credit card is not charged/debited and the confirmation email is not received, candidates should not assume they are enrolled and should contact the RACGP immediately to confirm the status of their enrolment. Only candidates with a valid enrolment will be permitted to sit an examination.

1.1 Financial hardship

Candidates are encouraged to enrol into an examination as soon as possible after enrolments open, and to not wait until the end of the enrolment period. Any candidate experiencing financial hardship may make a request for an alternative payment arrangement by submitting an [Application for Special Consideration for Financial Hardship](#) via email to examinations@racgp.org.au.

1.2 Venue Allocation

When candidates submit their enrolment, they are asked to select their home or practice as their preferred address. Candidates are allocated to their closest available exam venue based on venue capacity and their preferred address.

If the closest exam venue is oversubscribed, candidates will be allocated to the next closest centre.

If a candidate's address changes after enrolling, they must notify the RACGP as soon as possible.

Candidates are advised not to make any travel arrangements until their venue location has been confirmed.

- **For the AKT and KFP:** candidates will receive confirmation of their specific venue location approximately four weeks prior to the date of the exam in which they are enrolled.
- **For the Clinical Examination:** candidates will receive confirmation of the city their exam will be held in approximately four weeks prior to the exam.

All candidates are advised to carefully plan their travel to and from exam venues and consider the impact of fatigue and stress on safe travel. If appropriate to the situation, it is recommended that candidates consider overnight accommodation close to their allocated venue.

1.3 Sitting the AKT or KFP on an alternative day

Candidates who cannot present for the AKT and/or KFP on the scheduled examination dates for religious reasons may submit a [Special Arrangements Application Form](#) via email to examinations@racgp.org.au to undertake the examination/s on an alternative day. For further guidance, please refer to the [RACGP Assessments and Examinations Special Arrangements Policy](#) and the [RACGP Assessments and Examinations Special Arrangements Guidance Document](#).

Candidates approved to undertake their examination/s on an alternative day are required to complete a [Statutory Declaration](#) stating they will not divulge or discuss the content of the examination with any other party before all other candidates have completed the examination. This declaration must be signed and witnessed as per [List of Authorised Witnesses](#) advice from the Department of the Attorney-General. Any breach of this declaration will be investigated in line with the [Academic Misconduct Policy](#).

Candidates approved to undertake their examination/s on an alternative day may be required to pay fees, in addition to the standard enrolment fee, to cover the costs associated with delivering the examination in the customised conditions.

1.4 Personal Information

The RACGP will collect and may distribute your personal information as deemed reasonably necessary. It may be necessary to disclose personal information to bodies such as the Commonwealth Department of Health, the Australian Health Practitioner Regulation Agency (AHPRA), Medicare, Training Organisations or other bodies.

Further information concerning the collection or distribution of personal information is available via the RACGP [Privacy Policy](#).

2. Special Arrangements

Candidates affected by circumstances beyond their control may request special arrangements in the delivery of an examination in which they are enrolled, by submitting a [Special Arrangements Application Form](#). Granted requests for special arrangements apply to the individual examination/s to which the application relates. Special arrangements cannot be transferred to another examination or semester; candidates are required to submit new applications for these.

For further guidance, please refer to the [RACGP Assessments and Examinations Special Arrangements Policy](#), the [RACGP Assessments and Examinations Special Arrangements Guidance Document](#), and the [Provisions and procedures for nursing breaks during RACGP Assessments and Examinations](#).

3. Withdrawing from an examination

The RACGP understands that candidates may need to withdraw from an examination in which they are enrolled. To withdraw from an examination, candidates must email examinations@racgp.org.au.

A candidate will be withdrawn from an examination if they no longer meet the examination eligibility requirements – for example, because they have lost their Australian medical registration. Candidates must disclose all changes to their medical registration including any restrictions, conditions, suspensions and/or undertakings on their

practice to the RACGP. Failure to do so will be investigated in line with the [Academic Misconduct Policy](#). Candidates must disclose changes to their medical registration via email to education@racgp.org.au.

3.1 Withdrawal fees

Enrolment fees cannot be transferred to a subsequent sitting of an examination. Withdrawal fees may apply if a candidate withdraws from an examination. Enrolment fees will be refunded according to the following schedule:

Withdrawal fee schedule

Date request for withdrawal is received	Fee refund
At least 20 business days before the scheduled exam date	Enrolment fee minus \$100 withdrawal fee
Less than 20 business days before the scheduled exam date	No refund

For withdrawals within the last 48 hours before the scheduled exam date, a candidate may apply for a special exemption to the refund schedule above on the grounds on extenuating and unforeseen circumstances. The RACGP determines the special exemption application and refund amount on a case-by-case basis. Factors such as cost already incurred by the RACGP will be taken into consideration when determining this amount and for some applications a partial refund may be provided. A candidate may apply for special exemption by submitting the [Special Exemption Application Form](#) to education.appeals@racgp.org.au.

Extenuating and unforeseen circumstances are considered on a case by case basis, but must relate to circumstances which were unforeseen, outside the candidate's control and which can be shown to have a direct and significant impact on the candidate's ability to sit the scheduled exam, including:

- i. ill-health (other than minor illnesses) with valid certificates;
- ii. carer's leave with valid certificates;
- iii. bereavement;
- iv. acute adverse life circumstances
- v. hospitalisation;
- vi. Australian Defence Force deployment leave;
- vii. Other circumstances involving significant changes to a participant's circumstances.

Please see clause 4.9 below for the consequences of non-attendance at an exam without a sanctioned withdrawal from that exam.

3.2 Candidates unsuccessful in the AKT and/or KFP and enrolled in the Clinical Examination

Clinical Examination candidates requires a pass in both the AKT and KFP prior to sitting their clinical exam.

Candidates who enrol in all three Fellowship examinations in the same semester but fail the AKT and/or KFP will be withdrawn from the CCE and refunded the full enrolment fee following the publication of the prerequisite exam results.

4. Sitting the examinations

4.1 Presumption of fitness to sit

Candidates who present at an examination are presumed fit to sit the examination. Marks are based solely on the performance of the candidate in the examination, and cannot be changed based on personal circumstances surrounding the examination.

If a candidate is unwell, or faces any other extenuating and unforeseen circumstances that prevent them from presenting to an examination or from performing in an examination to the best of their ability, they must notify the RACGP via email to examinations@racgp.org.au as soon as possible to discuss late withdrawal options available to them.

If a candidate suddenly becomes ill during an examination, they must notify exam staff immediately to discuss options available to them.

Note: Presumption of fitness to sit applies to **all** candidates, regardless of any approved applications for special arrangements within an examination sitting.

4.2 Presenting for an examination

On the day of the examination, it is important that candidates adhere to the following rules to ensure that delivery of the examination runs smoothly, that no candidates are disadvantaged, and to protect the integrity of the examination environment. Carefully read the information and ensure you understand what is expected of you. If you require any clarification, please contact the RACGP.

1. Registration:

For the AKT and KFP, it is recommended that candidates present for the examination 60 minutes prior to the scheduled examination commencement time. Registrations close 30 minutes prior to the scheduled examination commencement time. Candidates who arrive after this time will not be permitted entry into the examination and their attempt will be forfeited.

For the CCE, candidates must log into the examination via the appropriate link 30 minutes prior to the scheduled commencement time.

Candidates who present for the examination after this time will not be permitted to sit the examination and their attempt will be forfeited.

The RACGP does not accept bad weather or traffic experienced on the way to the exam venue as valid reasons for late arrival. Candidates are therefore encouraged to plan ahead and ensure they are early for the examination.

2. Candidates must present primary current proof of identity to exam staff when presenting for the examination. A primary proof of identity should be an original document and include a photograph. Accepted forms of proof of identity include:

- a. current Australian or foreign passport
- b. current Australian driver's license (with photograph)
- c. proof of age or identity card issued by an Australian state or territory
- d. current Australian student identity card (with photograph)
- e. any other current Australian entitlement or identity card, issued by the Australian Government or a state or territory government, that includes a photograph of the candidate.

If a candidate's proof of identity is in a different name to the name registered with the RACGP, contact examinations@racgp.org.au at least 48 hours in advance of the examination date. Candidates will be

required to provide evidence to support their name discrepancy, and this must be approved prior to the examination day.

3. **Personal items:** For the AKT and KFP, candidates must present all mobile phones and other personal belongings at the point of registration. These personal belongings will be securely stored by exam staff until the examination concludes and candidates are released from the examination. Candidates may be asked to pat themselves down (eg along the arms, legs and waistline) to show that there is nothing hidden on their body. Candidates may also be asked to empty any pockets for the purposes of allowing exam staff to verify that nothing is in them. Failure to comply with these requests may be investigated in line with the [Academic Misconduct Policy](#).

4.3 Items permitted in the examinations

For the AKT and KFP:

- Up to two clear, colourless water bottles.
- Earplugs; however, candidates must ensure they can hear announcements made by exam staff.

4.4 Items not permitted in the examinations

Candidates must not bring the following items into the AKT, KFP or CCE (face to face) exam room:

- Pens (these are provided by the RACGP in all examinations)
- Watches of any type or description
- Writing paper, notes, books and notebooks, computers, calculators or any recording or electronic devices
- Food or beverages other than water (unless special arrangements have been granted)
- Any other personal belongings.

CCE candidates completing the remote/ online portion of their exam may use a pen and blank paper for note taking and may have their phone with them on silent in case contact with the College is required.

Candidates who bring a prohibited item into the exam room will be investigated in line with the [Academic Misconduct Policy](#).

4.5 Note-taking during the examinations

At RACGP arranged venues:

- Candidates will be provided with paper to take notes during the examination.
- Candidates must leave all paper in the exam venue after completing the examination.

For remote examinations:

- Candidates may bring their own blank paper and pen into the examination.
- Notes must be torn up at the end of each exam case.

Candidates who fail to comply with these rules will be investigated in line with the [Academic Misconduct Policy](#).

4.6 Exam conduct

Candidates must obey all instructions on exam materials or given by exam staff.

- During an examination, candidates **must not**:
- smoke in the venue
- disturb any other candidate (eg mumbling, talking)
- communicate with or help any other candidate

- accept assistance from any other candidate or person in the room
- look at another candidate's computer screen or exam paper for any purpose
- permit any other candidate to read or copy from their computer screen or exam paper
- disturb the examination proceedings in any other way.

4.7 Leaving the exam room

If a candidate needs to leave the room during an examination, 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.

During the AKT and KFP, candidates must not leave the exam room during the first 30 minutes or the last 15 minutes of the exam.

4.8 Exam confidentiality

All RACGP exam materials are confidential. Candidates are required to maintain exam confidentiality, and to not disclose confidential information, including details of exam questions and cases even after sitting the examination and the release of results.

By enrolling in an examination, candidates agree to the following rules:

- To not disclose confidential RACGP exam material with any peers, colleagues, external groups, companies or entities
- To not disclose confidential RACGP exam material on any social media platform

Any breach of these rules will be investigated in line with the [Academic Misconduct Policy](#).

4.9 Non-attendance at the exam

As per the [Fellowship Exam Attempts Policy](#), candidates are permitted to enrol in Fellowship examinations in up to six semesters over a maximum of three years, subject to granted periods of leave or suspension. If a candidate does not attend an exam in which they are enrolled (without having their withdrawal from the exam sanctioned by the RACGP), the exam attempt is still recognised. For example, a candidate enrolled and sat the 2019.1 and 2019.2 AKT, and enrolled but did not attend the 2020.1 AKT. The RACGP recognises three attempts at the AKT.

A candidate may apply for a special exemption to have their withdrawal sanctioned by the RACGP, by submitting the [Special Exemption Application Form](#) to education.appeals@racgp.org.au. If granted, their non-attendance at the exam will not be considered as an exam attempt. Applications for special exemption are considered on a case-by-case basis, and granted at the RACGP's discretion.

Regardless of whether the non-attendance at an exam is counted as an exam attempt, if a candidate sat another exam within that same semester their exam candidacy cannot be suspended. To continue the example above, a candidate does not attend the 2020.1 AKT but does go on to sit the 2020.1 KFP. Even if their non-attendance at the 2020.1 AKT was then sanctioned, the RACGP cannot suspend their exam candidacy for the 2020.1 semester. This is because they have sat the KFP in that same semester.

5. Incidents

While every effort is made to ensure all examinations run smoothly and without incident, circumstances beyond the control of the RACGP may occasionally arise.

If a candidate has encountered an incident during the examination that they believe has had a significant effect upon their performance in the examination, they are encouraged to advise exam staff at the venue, or to notify the RACGP via email to examinations@racgp.org.au within two business days of the examination. Any incident reported after the deadline of two business days will not be considered.

5.1 Issues that are not considered incidents

Candidates may encounter events during an examination that are not considered incidents caused by RACGP procedural or administrative error, and candidates will not be compensated for the occurrence of these events. Examples include, but are not limited to, the following:

- Exam staff, examiner, standardised patient, or other exam candidate sneezed or coughed during the examination
- Exam staff, examiner or standardised patient accent
- Known disturbance that caused pause during the examination
- Not reading case instructions/details properly and missing vital information
- Technical issues (eg computer glitches) that occurred before the commencement of the examination
- Hospital announcements (MET calls etc) overheard
- Staff member knocked or entered the room
- Recognising an examiner who is known to the candidate
Some examiners may be known/familiar to candidates. Examiners declare conflicts of interest with any candidates they consider themselves to have a conflict of interest with; however, not all levels of conflict warrant a replacement examiner. Candidates should proceed with the case focusing on the specifics of that case and the simulated patient in front of them and not dwell on the examiner in the room.
- Names of the simulated patients on the case instructions
You should apply the case instructions as relevant to the gender of the simulated patient in the case.

5.2 Compensation

All incidents are investigated and the impact on a candidate's performance is considered by the Council of Censors (or delegate) prior to the release of results. If it is determined that an incident occurred due to RACGP procedural or administrative error and the candidate does not pass the exam, the candidate may be compensated in the form of a reduced enrolment fee for the next exam (same segment). Compensation cannot extend to the re-marking of an exam or an adjustment to results.

6. Post-examination

6.1 Reconsideration

Candidates who believe that an incorrect decision has been made in relation to their examination may apply for a reconsideration of that decision. An application for reconsideration must be submitted to the RACGP within ten national office business days of the applicant being notified of the original decision. For further guidance, please refer to the [RACGP Reconsiderations and Appeals Policy](#) and the [RACGP Reconsiderations and Appeals Guidance Document](#).

Candidates should note that an investigation will be undertaken to ensure all examination marking and quality assurance steps were correctly executed. This investigation does not extend to the recalculation of results or performance reassessment in any circumstances.

6.2 Surveys

From time to time, the RACGP will issue an online survey to candidates. The purpose of these surveys is to inform and guide the continued improvement of future RACGP examination candidate experiences.

The survey is not the forum to report an incident that occurred during an examination. If an incident has occurred, please report this immediately following the examination concluding. All incident reports must be received within two business days following the conclusion of the examination. Refer to 'Part 1 Section 5: Incidents'.

following the conclusion of an examination. Refer to the 'Incident reports' section above.

7. Exam eligibility and exam attempts

Candidates for Fellowship are permitted to enrol in Fellowship examinations in up to six semesters over a maximum period of three years, subject to granted periods of suspension or leave.

From 1 January 2022, all medical practitioners who wish to commence their candidacy and attempt the Fellowship examinations must have undertaken an RACGP-approved program and met all exam eligibility requirements of the respective pathway before being eligible to sit the examinations.

Medical practitioners who have commenced their candidacy but have not passed all three Fellowship examination segments prior to 1 January 2022 will be required to undertake an RACGP-approved program (the AGPT Program, the Remote Vocational Training Scheme [RVTS] or the PEP) and meet all exam eligibility requirements of the respective pathway before being able to continue sitting the examinations. The candidate's period of candidacy will be suspended upon entering the program, until they have regained exam eligibility status.

For further information, please read the [Fellowship Exam Attempts Policy](#).



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