



RACGP

Royal Australian College of General Practitioners

*Assessments and  
examinations  
candidate  
handbook*

*Part 1 – RACGP  
National entry  
assessments*



**Assessments and examinations candidate handbook, Part 1 - RACGP national entry assessments****Disclaimer**

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. Nor is this publication exhaustive of the subject matter. Persons implementing any recommendations contained in this publication must exercise their own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing. Compliance with any recommendations cannot of itself guarantee discharge of the duty of care owed to patients and others coming into contact with the health professional and the premises from which the health professional operates.

Accordingly, The Royal Australian College of General Practitioners Ltd (RACGP) and its employees and agents shall have no liability (including without limitation liability by reason of negligence) to any users of the information contained in this publication for any loss or damage (consequential or otherwise), cost or expense incurred or arising by reason of any person using or relying on the information contained in this publication and whether caused by reason of any error, negligent act, omission or misrepresentation in the information.

This is a living document and printed copies may therefore not be the most accurate and up to date.

**Recommended citation**

The Royal Australian College of General Practitioners. Assessments and examinations candidate handbook, Part 1 - RACGP national entry assessments. East Melbourne, Vic: RACGP, 2022.

The Royal Australian College of General Practitioners Ltd  
100 Wellington Parade  
East Melbourne, Victoria 3002

Tel 03 8699 0414  
Fax 03 8699 0400  
[www.racgp.org.au](http://www.racgp.org.au)

ABN: 34 000 223 807

© The Royal Australian College of General Practitioners 2022

This resource is provided under licence by the RACGP. Full terms are available at [www.racgp.org.au/usage/licence](http://www.racgp.org.au/usage/licence). In summary, you must not edit or adapt it or use it for any commercial purposes. You must acknowledge the RACGP as the owner.

*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*

## *Table of Contents*

Introduction	2
1. Enrolling in the assessments	2
2. Special Arrangements	3
3. Withdrawing from an assessment	3
4. Sitting the assessments	4
5. Incidents	6
6. Post-assessment	6

## Part 1 - RACGP national entry assessments

### Introduction

The RACGP has two entry assessments:

1. **Candidate Assessment and Applied Knowledge Test (CAAKT)** – a multiple choice and ranking question format computer-based test that assesses candidates' readiness to undertake the Australian General Practice Training (AGPT) Program
2. **Practice Experience Program Entry Assessment (PEPEA)** – a multiple choice computer-based test, which assesses candidates' readiness to undertake the Practice Experience Program (PEP) – Standard Stream.

Candidates must obtain a minimum standard in the CAAKT in order to proceed to the next stage of the AGPT Program selection process, which is Regional Training Organisation (RTO) interview. For further information regarding this process, please read the [RACGP Australian General Practice Training Program Selection Policy](#) and refer to the AGPT '[Application and selection process](#)' web page.

Candidates must obtain a minimum standard in the PEPEA to be eligible to proceed to the next stage of the PEP selection process. For further information regarding this process, please read the [Practice Experience Program – Standard Stream Entry Policy](#) and refer to the RACGP '[About the PEP](#)' web page

### 1. Enrolling in the assessments

Candidates who have been found eligible for the AGPT Program or the PEP will then be prompted via email to enrol in the CAAKT or PEPEA respectively.

Payment for the CAAKT and PEPEA does not constitute enrolment in the assessment. After successful payment has been made, candidates must ensure they proceed to assessment booking.

Enrolment fees are payable by credit card. 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 assessment.

#### 1.1 Exemption from the PEPEA

A candidate may qualify for an exemption from the PEPEA if they are either:

- i. a current AGPT registrar who has completed all training terms and has exhausted their training time
- ii. a previous AGPT registrar who has completed all training terms and was withdrawn within the three years of the expected PEP start date.

For further information, please read the [Practice Experience Program – Standard Stream Entry Policy](#).

#### 1.2 Financial hardship

Candidates are encouraged to enrol into an assessment 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](mailto:examinations@racgp.org.au).

### 1.3 Venue Allocation

When candidates submit their enrolment, they are asked to select their preferred assessment venue location based on the available options. Candidates will receive confirmation of their scheduled test date, time and location upon completion of enrolment. Candidates should endeavour to select their preferred assessment venue as soon as possible as venue capacity is strictly limited.

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

All candidates are advised to carefully plan their travel to and from 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 once this has been confirmed by the RACGP.

### 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 assessment in which they are enrolled, by submitting a [Special Arrangements Application Form](#). Granted requests for special arrangements apply to the individual assessment/s to which the application relates. Special arrangements cannot be transferred to another assessment 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 assessment

The RACGP understands that candidates may need to withdraw from an assessment in which they are enrolled. To withdraw from an assessment, candidates must email [selection@racgp.org.au](mailto:selection@racgp.org.au).

A candidate will be withdrawn from an assessment if they no longer meet the assessment 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](mailto:education@racgp.org.au)

### 3.1 Withdrawal fees

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

#### Withdrawal fee schedule

Date request for withdrawal is received	Fee refund
At least 48 hours before the scheduled assessment date	Full enrolment fee
Less than 48 hours before the scheduled assessment date	Generally not available

For withdrawals within the last 48 hours before the scheduled assessment 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](mailto: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 assessment, 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.

## 4. Sitting the assessments

### 4.1 Presumption of fitness to sit

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

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

If a candidate suddenly becomes ill during an assessment, 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 assessment sitting.

## 4.2 Presenting for an assessment

On the day of the assessment, it is important that candidates adhere to the following rules to ensure that delivery of the assessment runs smoothly, that no candidates are disadvantaged, and to protect the integrity of the assessment 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:** It is recommended that candidates present for the assessment 30 minutes prior to the scheduled assessment commencement time. Candidates who present for the assessment up to 15 minutes late will be permitted to sit the assessment but they will not be given any additional assessment time. Candidates who are more than 15 minutes late will not be permitted to sit the assessment and their attempt will be forfeited.
2. Candidates must present primary current proof of identity to assessment staff when presenting for the assessment. 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 [selection@racgp.org.au](mailto:selection@racgp.org.au) at least 48 hours in advance of the assessment date. Candidates will be required to provide evidence to support their name discrepancy, and this must be approved prior to the assessment day.

3. **No items are permitted in the assessment.** Candidates must present all mobile phones and other personal belongings at the point of registration. These personal belongings will be securely stored by staff until the assessment concludes and candidates are released from the assessment and/or any designated quarantine areas.

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 clothing pockets for the purposes of allowing staff to verify that nothing is in them. Failure to comply with these requests will be investigated in line with the [Academic Misconduct Policy](#).

## 4.3 Note taking during the assessments

Candidates will be provided with appropriate materials to take notes during the assessment and must leave all of these in the assessment room after completing the assessment.

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

## 4.4 Assessment conduct

Candidates must obey all written instructions on assessment materials or verbal instructions given by assessment staff.

During an assessment, candidates must not:

- smoke in the venue
- disturb any other candidate (eg mumbling, talking)
- communicate with or help any other candidate

PART 1 – RACGP NATIONAL ENTRY ASSESSMENTS

- accept assistance from any other candidate
- 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 assessment proceedings in any other way.

## 4.5 Assessment confidentiality

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

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

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

Any breach of these rules will be handled as per the [Academic Misconduct Policy](#).

## 5. Incidents

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

If a candidate has encountered an incident during the assessment that they believe has had a significant effect upon their performance in the assessment, they are encouraged to advise assessment staff at the venue, or to notify the RACGP via email to [selection@racgp.org.au](mailto:selection@racgp.org.au) within two business days of the assessment. 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 assessment 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:

- Staff or other assessment candidate sneezed or coughed during the assessment
- Staff accent
- Known disturbance that caused pause during the assessment
- Not reading case instructions/details properly and missing vital information
- Technical issues (eg computer glitches) that occurred before the commencement of the assessment

### 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 assessment, the candidate may be compensated in the form of a reduced enrolment fee for the next assessment (same segment). Compensation cannot extend to the re-marking of an assessment or an adjustment to results.

## 6. Post-assessment

### 6.1 Reconsideration

Candidates who believe that an incorrect decision has been made in relation to their assessment 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 assessment 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 assessment candidate experiences.

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





Royal Australian College *of* General Practitioners

Healthy Profession.

Healthy Australia.