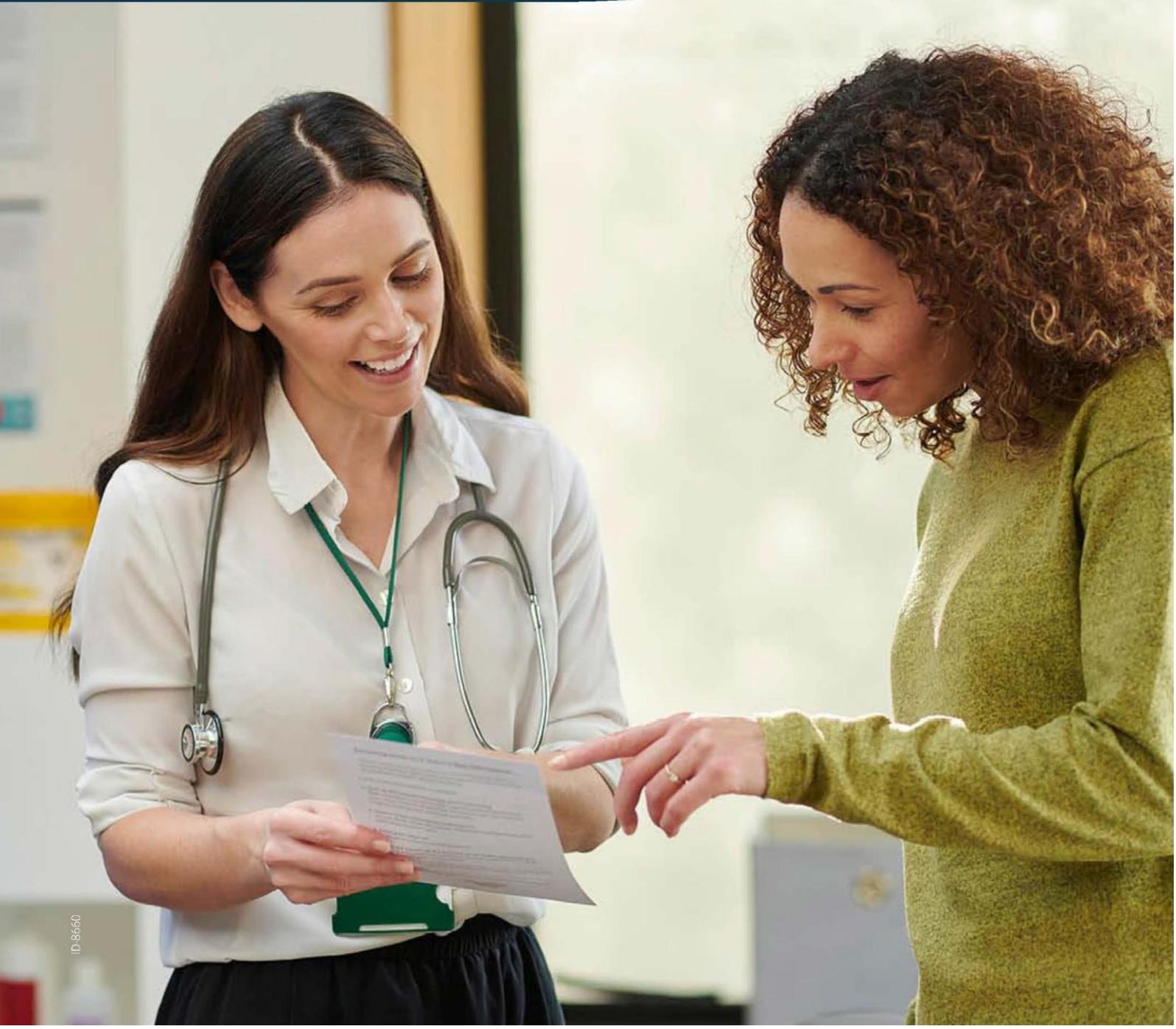




RACGP

Royal Australian College
of General Practitioners

Fellowship examinations handbook



Fellowship Examinations Handbook

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The Royal Australian College of General Practitioners. Fellowship Examinations Handbook. East Melbourne, Vic: RACGP, 2023.

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V9 February 2026

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Introduction

The RACGP Fellowship exams assess a candidate's competency for unsupervised general practice anywhere in Australia.

There are three Fellowship exams, and each has a unique and targeted approach to assessing a candidate's knowledge and ability:

- **Applied Knowledge Test (AKT)** – designed to test the application of knowledge in the clinical context of Australian general practice. The AKT includes 150 multiple-choice questions.
- **Key Feature Problem (KFP)** – designed to assess clinical decision making and clinical reasoning in practice. The KFP includes 70 individual multi-selection questions, each unrelated to any of the others.
- **Clinical Competency Exam (CCE)** – online assessment by multiple examiners across nine clinical cases. Four discussions with an examiner and five clinical encounters, where candidates interact with a role player as the examiner observes.

For more information about each exam, including format, preparation, development, standard setting and results, refer to the [AKT and KFP guide](#) and [Candidate guidelines for the Clinical Competency Exam](#).

Enrolling in the exams

Visit the [RACGP website](#) to enrol in exams and find details of exam dates, enrolment dates, venues and fees.

Exam enrolment fees are payable by credit card or PayPal, and payment is processed immediately when you enrol. Once you've successfully enrolled, you'll receive a confirmation email from the RACGP with detailed information about your enrolment.

If your credit card isn't charged and/or you don't receive the confirmation email, don't assume you're enrolled. Contact examinations@racgp.org.au immediately to confirm the status of your enrolment. Requests for late enrolment won't be accepted outside the enrolment period.

Only candidates with a valid enrolment will be permitted to sit an exam.

Exam eligibility

You're eligible to sit the Fellowship exams when the RACGP determines that you meet all exam eligibility requirements for your RACGP-approved program.

Refer to the [Fellowship Exams Policy](#), [Fellowship Exam Attempts Policy](#), [General Practice Experience Pathway – Exam Eligibility Policy](#), [Practice Experience Pathway Specialist – Fellowship Exams Policy](#).

Candidates will be withdrawn from the exam if they no longer meet the exam eligibility requirements.

Exam prerequisites

The AKT and KFP can be done in any order. You must hold a pass in the AKT and the KFP before you can sit the CCE.

You may enrol in all three exams within the one semester. If you're waiting on results from the AKT and/or KFP, you may enrol in the CCE while you're waiting for those results. However, if you're unsuccessful in the AKT and/or KFP, you'll be automatically withdrawn from the CCE and refunded the full CCE enrolment fee.

Sitting exams while on approved leave

If you're on a period of leave, you're not eligible to sit Fellowship exams as participating in an education and training program is the best way to prepare for exams. However, if you're on parental leave, you can submit a request to sit Fellowship exams through your training coordinator/medical educator.

Refer to the [Fellowship Exams Policy](#), [Fellowship Exam Attempts Policy](#), [General Practice Experience Pathway – Exam Eligibility Policy](#), [Practice Experience Pathway Specialist – Fellowship Exams Policy](#).

Exam candidacy

Candidacy is the overall time period that you have to sit and pass all Fellowship exams (AKT, KFP, CCE). It spans six consecutive exam semesters, over three calendar years. Candidacy commences when you enrol and sit your first exam after 2019.1. Once your candidacy starts, each exam semester counts towards your candidacy. If you don't sit an exam in a particular exam semester, your candidacy won't be extended, unless you're granted a suspension of candidacy.

An example of how the **candidacy period** works.

If your first Fellowship exam attempt is the 2026.2 AKT, your candidacy commences in the 2026.2 exam semester and expires at the end of the 2029.1 exam semester.

If you don't sit any Fellowship exams in a semester after your candidacy starts (and you don't have an approved suspension) the semester counts and your candidacy still expires at the end of 2029.1.

If a suspension is applied for a semester when you haven't attempted a Fellowship exam, your candidacy end date will extend by one semester. Your candidacy would then expire at the end of 2029.2.

Applying for a suspension of candidacy

A suspension of candidacy is an exam semester in which you're not required or permitted to attempt Fellowship exams. The exams you pass during your candidacy are valid for the duration of your candidacy, including periods of suspension. This means a suspension will automatically extend the validity of any exam results achieved during your candidacy, but not those completed before 2019.1.

There are two types of suspensions, standard and non-standard.

Standard suspension

You're eligible for one standard suspension during your candidacy. This suspension may be undertaken at any time during your candidacy. You may use your standard suspension for any reason.

You can apply for a standard suspension through the [My candidacy portal](#). You don't need to submit supporting documentation. If you need to apply for a standard suspension retrospectively, send an email to examinations@racgp.org.au.

Non-standard suspension

For non-standard suspensions of candidacy, refer to the [Fellowship Exams Policy](#), [Fellowship Exam Attempts Policy](#), or [PEP Specialist – Fellowship Exams Policy](#). Email examinations@racgp.org.au with details of your circumstances and supporting documentation. Additional evidence may be requested. Applications are assessed on a case-by-case basis.

Financial hardship

If you're experiencing financial hardship, you may request an alternative payment arrangement by submitting an [application for special consideration for financial hardship](#) to examinations@racgp.org.au.

Venue allocation for AKT and KFP

The AKT and KFP are delivered at designated venues across Australia.

When you enrol in the AKT or KFP you'll be asked to nominate your preferred venue. If your preference changes after enrolling, email examinations@racgp.org.au as soon as possible.

Complete your enrolment as soon as possible after enrolment opens, as venue capacity is strictly limited. If your preferred exam venue is oversubscribed, you'll be allocated to the next closest venue.

For the AKT and KFP, you'll receive confirmation of your venue location approximately six weeks before the date of the exam in which you're enrolled. It's important not to make any travel arrangements until your exam venue has been confirmed.

Plan your travel carefully to and from the exam venue and consider the impact of fatigue and stress. Where appropriate, you may want to consider overnight accommodation close to your allocated venue.

Applying for special arrangements

The RACGP aims to ensure equity throughout the educational assessment processes.

Special arrangements may be requested. These are granted to accommodate candidates likely to be disadvantaged in the exam by extenuating circumstances. These are defined as circumstances that are:

- beyond their control, and
- objectively likely to have an adverse impact on their performance in the exam

If you wish to apply for special arrangements, submit a completed [special arrangements application](#) to examinations@racgp.org.au by the close of enrolment date, as per the [Assessments Special Arrangements Policy](#).

- If an application for special arrangements is granted, it applies only to the exam to which the application relates.
- Special arrangements can't be transferred to another exam or another semester; a separate application will be required.

If you've applied or are considering applying for special arrangements, email examinations@racgp.org.au to discuss your specific requirements prior to the exam date.

The following extenuating circumstances may require special arrangements in the delivery of the exam:

- permanent and longstanding impairment
- temporary impairment
- essential religious observance

The following circumstances are generally not considered grounds for special arrangements:

- minor illness or medical condition
- pre-existing illness or medical condition affecting an immediate family member, partner or close relative
- stress that is:
 - ordinarily associated with preparation for or performance in the exam
 - due to travel arrangements to attend the exam
 - due to relationship difficulties
 - due to a minor illness or medical condition affecting the candidate
 - due to excessive work commitments, including specific rostering arrangements leading up to the exam
 - due to excessive educational and/or personal commitments
 - ordinarily associated with working in medical practice.

Supporting documentation

[Applications for special arrangements](#) and refunds must be accompanied by supporting documentation. Supporting documents must be from appropriate professionals. The person issuing or signing the document can't be a family member, close associate or colleague of the candidate, or a candidate in the same exam.

Where [statutory declarations](#) are required, they must be signed and witnessed by an approved witness as listed on the [Attorney-General's Department website](#).

The sections below outline the type of supporting documentation required according to your specific circumstances. You may be required to provide further information or documentation, as determined by the RACGP.

Special arrangements on medical grounds

Applications for special arrangements on medical grounds must include an [RACGP assessments and examination special arrangements medical certificate](#) from the treating medical practitioner with the following details:

- consultation date
- diagnosis
- severity of the medical condition, including likely duration
- medical practitioner's opinion on the impact of the condition on your performance in the exam
- the medical practitioner's opinion on the special arrangements that should be accommodated by the RACGP.

Special arrangements on pregnancy grounds

Applications for special arrangements on the basis of pregnancy must include an [RACGP assessments and examination special arrangements medical certificate](#) from the treating medical practitioner confirming the stage of pregnancy at the date of the exam.

Special arrangements for breastfeeding parents

Applications for special arrangements for breastfeeding parents must include a statutory declaration detailing either the expected date of delivery or the birth date of the child.

You may be granted permission to breastfeed/express for a break of up to 30 minutes. Exam time will be paused, so no exam time will be lost. The exam end time will be adjusted accordingly.

The RACGP will ensure a separate room is provided and equipped with appropriate seating for breastfeeding/expressing. A care provider may be permitted to care for the child in a designated area within the exam venue if appropriate, however, they must remain outside the breastfeeding/expressing room while you're using it.

Special arrangements on religious grounds

If you require time for special prayers or observances, you may be granted breaks during an exam. The duration of the break will be determined by the RACGP on a case-by-case basis. Exam time will be paused, so no exam time will be lost. The exam end time will be adjusted accordingly.

Applications for special arrangements on religious grounds must include a statutory declaration from an authoritative member of your religious community to:

- advise that a dispensation from religious observance has not been granted
- specify the specific times at which you must pray or otherwise observe your religion.

Sitting the AKT or KFP on an alternative day

If you're unable to present for the AKT and/or KFP on the scheduled exam dates for religious reasons, you may submit a [special arrangements application](#) to examinations@racgp.org.au to undertake the exam(s) on an alternative day.

If you're approved to undertake your exam(s) on an alternative day, you must complete a statutory declaration stating that you won't divulge or discuss the content of the exam with any other party. Any breach of this declaration will be investigated in line with the [Academic Misconduct Policy](#).

If you're approved to undertake your exam(s) on an alternative day, you may be required to pay an additional fee to cover the costs associated with delivering the exam in customised conditions.

Withdrawing from an exam

The RACGP understands that you may need to withdraw from an exam in which you're enrolled. To withdraw from an exam, you must email examinations@racgp.org.au with the reason and provide supporting documentation. Refer to the [Fellowship Exams Policy](#), [Fellowship Exam Attempts Policy](#), or [PEP Specialist – Fellowship Exams Policy](#).

If you're an AGPT registrar and were granted any extension of program time, you must obtain written approval from your regional director of training if you wish to withdraw from a Fellowship exam. Withdrawal requests that don't include a written approval signed by your regional director of training won't be processed.

Sanctioned and unsanctioned exam withdrawals

An exam withdrawal that is approved in writing by the RACGP is known as a sanctioned exam withdrawal. You may apply for a standard suspension of your candidacy for the exam semester in which the sanctioned exam withdrawal applies, providing you haven't sat any other Fellowship exams in that semester.

Any exam withdrawal that isn't approved by the RACGP in writing is considered an unsanctioned exam withdrawal. If you enrol in an exam but fail to sit, this will be recorded as an unsanctioned exam withdrawal, and you won't be able to apply for a standard suspension for that semester.

Refund of enrolment fee

You may be eligible for a refund of your enrolment fee when you withdraw. Refer to the [Fellowship Exams Policy](#) (for AGPT, FSP and RVTS registrars) and the refund schedule below. Requests will be assessed on a case-by-case basis.

For more information or to submit a request, email examinations@racgp.org.au.

Request for withdrawal received	Refund
<ul style="list-style-type: none"> at least 20 business days before the scheduled exam date 	Full refund of enrolment fee minus \$100 withdrawal fee
<ul style="list-style-type: none"> less than 20 business days before the scheduled exam date 	No refund

COVID-19

You must provide a medical certificate and evidence of a positive PCR test as part of your exemption application for COVID-19. Rapid antigen tests (RATs) won't be accepted.

Change to medical registration

If there are any changes to your medical registration, you must advise us immediately at examinations@racgp.org.au and include all relevant details. A change to your medical registration might include a restriction, condition, limitation, reprimand, supervision requirement, tribunal outcome, suspension, undertaking and/or other addenda or change.

If you don't notify us, you may be reported for academic misconduct. Refer to the [Academic Misconduct Policy](#).

Sitting the exam

Presumption of fitness to sit

Candidates who present to an exam are presumed to be fit to sit the exam. Marks are based solely on your performance in the exam and can't be changed based on personal circumstances surrounding the exam. Presumption of fitness to sit applies to all candidates, regardless of any approved applications for special arrangements.

If you're unwell or there are circumstances that prevent you from presenting to the exam or from performing in the exam to the best of your ability, notify the RACGP at examinations@racgp.org.au as soon as possible to discuss late withdrawal options.

If you suddenly become ill during an exam, notify the exam staff immediately to discuss available options.

On the day of the exam

Please follow the rules outlined in this section to ensure that:

- the delivery of the exam runs smoothly
- no candidates are disadvantaged
- the integrity of the exam environment is protected

Carefully read the information below and ensure you understand what's expected of you. If you require any clarification, contact the RACGP at examinations@racgp.org.au.

Registration

For the AKT and KFP, arrive at the exam venue during your allocated registration timeslot. Registrations close 30 minutes before the scheduled commencement time. If you arrive after this time, you won't be permitted entry into the exam and your attempt will be forfeited.

Bad weather or traffic experienced on the way to the exam venue aren't valid reasons for late arrival. It's important to plan ahead and ensure you're early for the exam.

For the CCE, log in to the exam using the appropriate link 30 minutes before the scheduled commencement time. If you log in after this time, you won't be permitted to sit the exam, and your attempt will be forfeited.

Proof of identity

You must present a primary proof of identity that is original, current (not expired) and includes a photograph. Digital proof of identity (for example, digital driver's licences) won't be accepted. Accepted identity documents include:

- Australian or foreign passport
- Australian driver's licence
- a proof of age or identity card issued by an Australian state or territory
- Australian student identity card
- any other current Australian entitlement or identity card, issued by the Australian Government or a state or territory government.

If the first or last name on your identity document is different to the name you entered on your enrolment form, email examinations@racgp.org.au at least 48 hours before the exam date. You'll need to provide evidence of the name change, and this must be approved before the exam day.

Permissible and non-permissible items

AKT and KFP

For the list of permissible and non-permissible items in the exam room, refer to the [webpage](#).

CCE

CCE candidates may use a pen and blank paper to take notes and may have their phone with them on silent in case they need to be in contact with the RACGP.

You must not record the exam or its content in any form. Failure to comply with this request will be investigated in line with the [Academic Misconduct Policy](#).

Note-taking during the exam

At RACGP-arranged venues, you'll be provided with note-taking materials to use during the exam. These must be left in the exam room after you've finished the exam.

For the CCE, you may use your own blank paper and pen. Notes must be torn up at the end of each exam case.

If you don't comply with these rules, you'll be investigated in line with the [Academic Misconduct Policy](#).

Conduct during the exam

You must follow all written instructions on the exam materials and verbal instructions given by the exam staff.

During an exam, you 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 your computer screen or exam paper
- disturb the exam proceedings in any other way
- record the exam or its contents in any form.

Failure to comply with these requests will be investigated in line with the [Academic Misconduct Policy](#).

Leaving the exam room

AKT and KFP

If you need to leave the room during an exam, you must be escorted by an invigilator. You won't be re-admitted into the exam room unless an invigilator supervises you while you're out of the exam room.

You must not leave the exam room during the first 30 minutes or the last 15 minutes of the exam.

CCE

If you need to use the bathroom, you may take a break during the marking/transition time of the exam (after your reading and case time ends). You need to advise your examiner that you're taking a bathroom break and ensure you're back for the start of the next case. Your exam time won't be extended if you return after your case has commenced. You must not log out of the exam until you've been dismissed by the examiner.

Exam confidentiality

All exam materials are confidential. The exam questions and cases must remain confidential and not be disclosed after the exam.

By enrolling in an exam, you agree that you won't disclose confidential exam material to peers, colleagues, external groups, companies or entities, or on any social media platform.

If you breach confidentiality, you'll be investigated in line with the [Academic Misconduct Policy](#).

Non-attendance at an exam

If you don't attend an exam in which you're enrolled, this is regarded as an unsanctioned withdrawal.

You may apply to the RACGP to have your non-attendance approved as a sanctioned withdrawal. Send a completed [exemption application](#) to education.appeals@racgp.org.au. Applications are considered on a case-by-case basis and granted at the RACGP's discretion.

Incidents during exams

While the RACGP makes every effort to ensure exams run smoothly and without incident, occasionally the delivery might not go to plan.

If an incident occurs during your exam that you believe has a significant effect on your performance in the exam, advise the exam staff at the venue immediately after the incident, and notify the RACGP by emailing examinations@racgp.org.au within two business days of the exam. For CCE, the incident must be reported via the [online incident report form](#) within two business days.

Any incident reported later than two business days won't be investigated.

Issues that are not considered incidents

If something happens during an exam that isn't considered an incident, you won't be compensated. Issues that aren't considered incidents include, but aren't limited to:

- someone sneezed or coughed during the exam
- a staff member, examiner or standardised patient had an accent that you had difficulty understanding
- a disturbance caused staff to pause the exam
- you misread the exam instructions or case details and missed important information
- technical issues (eg computer glitches) occurred before the exam began
- environmental noise (eg dog barking, car alarm, etc)
- brief connection or technical issue that was compensated for at the time of the incident
- minor technical issues related to internet connectivity, including lag or slow scrolling during reading and case time and brief periods of unstable connection where audio or video lagged or became slightly distorted
- a staff member knocked at the door or entered the exam room
- you recognised one of the examiners - sometimes an examiner may be known to a candidate. Examiners declare if they have a conflict of interest with any candidate, however, not all levels of conflict warrant the replacement of an examiner. If you know an examiner, you should proceed with the case, focusing on the specifics of that case and the simulated patient in front of you.
- name of the simulated patient on the case instructions isn't gender-specific - where a case isn't gender-specific, you should apply the case instructions to the gender the simulated patient identifies as.

Compensation

The Council of Censors (or delegate) investigates all incidents, including the impact of the incident on a candidate's performance, before results are released. If a candidate fails the exam and an incident is determined to have impacted their performance, compensation may be provided. Compensation is available in the form of a reduced enrolment fee for a future sitting exam of the same exam. There are no other forms of compensation available. Your exam won't be re-marked and results won't be adjusted.

After the exam

Reconsideration of a decision

If you believe that an incorrect decision was made in relation to your exam result, you may apply for reconsideration. An application for reconsideration must be submitted to the RACGP within ten business days of receiving notification of the original decision. Refer to the [Dispute, Reconsideration and Appeals Policy](#) and the [Dispute, reconsideration and appeals guide](#).

All exam marking and quality assurance steps will be investigated to ensure they were followed correctly, but your exam won't be re-marked and your performance won't be re-assessed.

Surveys

From time to time, the RACGP will send an online survey to exam candidates to help improve future exams.

If an incident occurred, report this immediately after the exam so it can be investigated, not in the survey.

Glossary

Term	Definition
Business day	A day when the RACGP national office is operating.
Candidacy	The three-year period, separate to training program time, during which a registrar can attempt Fellowship exams.
Candidate	The medical practitioner eligible to sit RACGP Fellowship exams.
Exam semester	A period during which all three Fellowship exams are delivered.
Extenuating circumstances	Circumstances that are outside the applicant's control and can be shown to have a direct and significant impact on the applicant. The RACGP considers extenuating circumstances on a case-by-case basis.
Fellowship	Admittance to either: Fellowship of the RACGP (FRACGP), or FRACGP and Rural Generalist Fellowship (FRACGP-RG).
Fellowship exams	The exams run by the RACGP to assess the candidate's competency for unsupervised general practice anywhere in Australia, including: <ol style="list-style-type: none"> i. Applied Knowledge Test (AKT) ii. Key Feature Problem (KFP), and iii. Clinical Competency Exam (CCE).
Non-standard suspension	A suspension of an exam semester granted by the RACGP to the candidate.
Sanctioned withdrawal	Withdrawal from a Fellowship exam that is approved in writing by the RACGP.
Special arrangements	Any reasonable adjustments made to an assessment where the RACGP considers the standard arrangements will put the applicant at a disadvantage.
Standard suspension	A single suspension granted automatically and available to any candidate once during their candidacy.
Suspension of candidacy	An exam semester in which the candidate is not required or permitted to attempt Fellowship Exams.
Unsanctioned withdrawal	Withdrawal from a Fellowship exam that is not approved in writing by the RACGP.