



**RACGP**

Royal Australian College  
of General Practitioners

# Assessments and examinations candidate handbook

## Part 1 – RACGP National entry assessment



## Assessments and Examinations Candidate Handbook – Part 1

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*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.*

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## Introduction

If you're deemed eligible for the AGPT Program, you'll be invited to participate in the selection process.

The selection process includes two assessments:

- [Candidate Assessment and Applied Knowledge Test \(CAAKT\)](#)
- [Multiple Mini Interviews \(MMIs\)](#).

The determination of offers will depend on many factors including meeting eligibility criteria, your performance in the CAAKT and MMIs, your training region and pathway preferences and being able to meet the requirements of training.

## Enrolling in the CAAKT

If you're eligible for the AGPT program, you'll receive an email from the RACGP prompting you to enrol in the CAAKT.

You must first pay the enrolment fee by credit card. A link to the payment system will be available in the email you receive from the RACGP.

After you've made the payment, you'll receive an email from Pearson VUE with a link to their enrolment platform. Once you've successfully enrolled, you'll receive a confirmation email from Pearson VUE.

If your credit card isn't charged and/or you don't receive a confirmation email, do not assume you are enrolled in the CAAKT. Contact the RACGP immediately via email to [selection@racgp.org.au](mailto:selection@racgp.org.au) to confirm the status of your enrolment.

Only candidates with a valid enrolment will be permitted to sit the test.

### Personal information

The RACGP will collect your personal information and may need to share it with other agencies as deemed necessary. These agencies include, but are not limited to:

- Australian Department of Health and Aged Care
- Australian Health Practitioner Regulation Agency (AHPRA)
- Australian Medical Council (AMC)
- Medicare.

Your personal information will be handled as per the RACGP's [Privacy Policy](#).

### Late enrolment

The RACGP understands that circumstances may cause you to miss the enrolment deadline for the CAAKT. In this case, we'll accept a late enrolment if it's received within 10 business days of the closure of enrolments. You don't need to demonstrate extenuating and unforeseen circumstances to be eligible for a late enrolment within this period.

Late enrolments incur a non-refundable fee of AU\$100 and will be added to your enrolment invoice. You will not be able to sit the test if the late enrolment fee is not paid.

No late enrolments will be accepted more than 10 business days after the closure of enrolments. To request a late enrolment, please email [selection@racgp.org.au](mailto:selection@racgp.org.au).

## 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 form](#) via email to [selection@racgp.org.au](mailto:selection@racgp.org.au).

## Venue allocation

When you complete your enrolment, you'll be asked to select your preferred test date, time and location from the available options. We encourage you to complete your enrolment as soon as possible after receiving your CAAKT invitation as venue capacity is strictly limited.

Once your enrolment is complete, you'll receive a confirmation email from Pearson VUE with details of the test date, time and location.

If your address changes after enrolling, please notify the RACGP via email to [selection@racgp.org.au](mailto:selection@racgp.org.au) as soon as possible so we can update your details.

Make sure you carefully plan your travel to and from the test venue and consider the impact of fatigue and stress on safe travel. Where appropriate, you may want to consider overnight accommodation close to your allocated test venue after your enrolment has been confirmed.

## Applying for special arrangements

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

Special arrangements may be granted to accommodate candidates likely to be disadvantaged in the test by circumstances that are:

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

If you wish to apply for special arrangement, you must submit a completed [Special arrangements application form](#) via email to [selection@racgp.org.au](mailto:selection@racgp.org.au) at least 10 business days before the scheduled test date, as per the [Assessments Special Arrangements Policy](#).

Special arrangements only apply to the test to which the application relates to. Special arrangements can't be transferred to another test; a separate application will be required.

If you've applied, or are considering applying, for special arrangements, you're welcome to contact the RACGP via email at [selection@racgp.org.au](mailto:selection@racgp.org.au) to discuss your specific requirements prior to the test date.

## Circumstances that may require special arrangements

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

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

- living in a remote community during the testing period and face significant challenges in travelling to the nearest testing location
- being the only doctor in the remote community during the testing period and leaving to sit the test would pose a risk to the community.

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 test.
  - due to relationship difficulties.
  - due to excessive work commitments, including specific rostering arrangements leading up to the test.
  - due to excessive educational and/or personal commitments.
  - ordinarily associated with working in medical practice.

## Supporting documentation

Applications for special arrangements must be accompanied by supporting documentation. Supporting documents must be from appropriate professionals, provided that the person issuing or signing the document is not a family member, close associate or colleague of the candidate, or a candidate in the same test.

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. Please note that 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 be accompanied by a medical certificate on the [RACGP template](#) 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 CAAKT, and
- 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 be accompanied by a medical certificate on the [RACGP template](#) from the treating medical practitioner confirming the stage of pregnancy at the date of the CAAKT.

### 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 up to 30 minutes during the test; however, there will be no extension to the time allocated for completing the CAAKT.

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 test venue if appropriate; however, they must remain outside the breastfeeding/expressing room while you are using it.

### Special arrangements on religious grounds

If you require time for special prayers or observances, you may be granted breaks during the test. The duration of the break will be determined by the RACGP on a case-by-case basis; however, there will be no extension to the time allocated for completing the CAAKT.

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, and
- specify the specific times at which you must pray or otherwise observe your religion.

### Special arrangements for remote doctors

Applications for special arrangements as a remote doctor must include a statutory declaration stating:

- you are living in a remote location and face significant challenges travelling to the nearest testing location, or
- you are the only medical practitioner within your community and leaving to sit the test would pose a risk to your community.

## Withdrawing from the CAAKT

The RACGP understands that you may need to withdraw from a test in which you're enrolled. To withdraw from the CAAKT, you must email [selection@racgp.org.au](mailto:selection@racgp.org.au).

If you wish to withdraw from the CAAKT, please note that:

- your enrolment can't be transferred to a future sitting of the test. This includes transfer of the selection fee. You must enrol again if you wish to sit the CAAKT at a future date.
- confirmed enrolments can't be transferred to another applicant.
- fees paid may not be refunded.

### Refund of selection fee

The selection fee covers the CAAKT, MMI, and various other activities related to your selection.

You may be eligible for a partial refund of your selection fee if you withdraw from the test.

The refund schedule is as follows.

| Request for withdrawal received   | Refund  |
|---|---|
| <ul style="list-style-type: none"> <li>• at least 48 hours before the scheduled test date</li> </ul>  | 50% refund of selection fee                                     |
| <ul style="list-style-type: none"> <li>• less than 48 hours before the scheduled test date</li> </ul> | No refund (except for extenuating and unforeseen circumstances) |

### Extenuating and unforeseen circumstances

If you withdraw within 48 hours of the scheduled test, you may apply for an exemption to the refund schedule on the grounds of extenuating and unforeseen circumstances.

Extenuating and unforeseen circumstances are considered on a case-by-case basis, but must relate to circumstances that were unforeseen, outside your control, and that can be shown to have a direct and significant impact on your ability to sit the test, for example:

- ill-health (other than minor illnesses)
- carer's leave
- bereavement
- acute adverse life circumstances
- hospitalisation
- Australian Defence Force deployment leave
- other significant changes to your circumstances.

We assess applications on a case-by-case basis. We take into consideration any costs already incurred by the RACGP when determining any refund amount. Some applications may receive a partial refund.

To apply for an exemption, send a completed [Special exemption application form](#) to [education.appeals@racgp.org.au](mailto:education.appeals@racgp.org.au) with relevant supporting documentation. Supporting documents must be from appropriate professionals, provided that the person issuing or signing the document is not a family member, close associate or colleague of the candidate, or a candidate in the same test.

#### Exemption for COVID-19

If you need to apply for an exemption because you have contracted COVID-19, you must provide a medical certificate and evidence of a positive PCR test with your special exemption application. Rapid antigen tests (RATs) will not be accepted.

### Change to medical registration

You must inform the RACGP if there are any changes to your medical registration by sending an email to [education@racgp.org.au](mailto:education@racgp.org.au). This includes any restrictions, conditions, limitations, reprimands, supervision requirements, tribunal outcomes, suspensions, undertakings, and/or other addenda on your medical registration, whether in Australia or overseas. Failure to do so will be investigated in line with the [Academic Misconduct Policy](#).

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

## Sitting the test

### Presumption of fitness to sit

Candidates who present to the CAAKT are presumed fit to sit the test. Marks are based solely on your performance in the test and can't be changed based on personal circumstances surrounding the test.

Presumption of fitness to sit applies to **all** candidates, regardless of any approved applications for special arrangements.

If you're unwell or face any other extenuating and unforeseen circumstances that prevent you from presenting to the test or from performing in the test to the best of your ability, you must notify the RACGP via email at [selection@racgp.org.au](mailto:selection@racgp.org.au) as soon as possible to discuss late withdrawal options.

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

## On the day of the test

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

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

Carefully read the information below and ensure you understand what is expected of you. If you require any clarification, please contact the RACGP via email to [selection@racgp.org.au](mailto:selection@racgp.org.au).

### Registration

Arrive at the test centre at least 30 minutes before the scheduled commencement time.

You'll need to:

- present your proof of identity
- have your photograph taken
- provide your digital signature
- read and sign the Candidates Rules Agreement.

### Late arrival

If you arrive up to 15 minutes late, you'll be permitted to sit the test, but you will **not** be given any extra test time. The start of the test will not be delayed for late arrivals.

If you arrive more than 15 minutes late, you'll be refused entry and will not be permitted to sit the test. You will not be able to reschedule the test, and you'll forfeit the enrolment fee.

### Proof of identity

You must present a primary proof of identity that is original, current (not expired) and includes a photograph. 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.

### IMPORTANT

Please note:

- Digital proof of identity (for example, digital driver's licences) will not be accepted.
- If the first or last name on your identity document is different to the name you entered on your enrolment form, you must notify the RACGP by sending an email to [selection@racgp.org.au](mailto:selection@racgp.org.au) at least 48 hours before the test

date. You'll need to provide evidence of the name change as requested by the RACGP, and this must be approved before the test day.

### **Banned items**

You're not permitted to take any personal items into the test room. This includes, but is not limited to:

- pens, pencils, or other writing devices
- paper, including blank notepaper, notes, books or notebooks
- watches of any description
- computers or electronic devices of any type
- calculators or any type of timing or recording device
- mobile phones
- pagers
- earplugs or headphones (disposable foam earplugs in their original sealed packaging are permitted)
- wallets
- non-religious headwear, such as hats or hooded tops
- any other personal belongings.

Your personal belongings will be securely stored by staff until the test concludes and you are released from the test.

You may be asked to pat yourself down (eg along the arms, legs and waistline) to show that you are not concealing banned items. You may also be asked to turn out your pockets so test staff can verify that they are empty. Failure to comply with these requests will be investigated in line with the [Academic Misconduct Policy](#).

### **Note-taking during the test**

You will be provided with note-taking materials to use during the test. These must be left in the test room when you leave. If you don't comply with these rules, you'll be investigated in line with the [Academic Misconduct Policy](#).

### **Conduct during the test**

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

During the CAAKT, you must not:

- smoke in the venue
- disturb any other candidate (eg by mumbling, talking)
- communicate with or help any other candidate
- accept assistance from any other candidate
- look at another candidate's computer screen or test paper for any purpose
- permit any other candidate to read or copy from your computer screen or test paper
- disturb the assessment proceedings in any other way
- record the test or its content in any form.

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

### **Test confidentiality**

All RACGP assessment materials are confidential. The test questions must remain confidential and not be disclosed after sitting the test.

By enrolling in the CAAKT, you agree that you will not disclose confidential RACGP assessment 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](#).

## Incidents during the test

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

If an incident occurs during your test that you believe has a significant effect on your performance in the test, we encourage you to advise the test staff at the venue immediately after the incident, or to notify the RACGP by emailing [selection@racgp.org.au](mailto:selection@racgp.org.au) within two business days of the test. You may receive compensation. Any incident reported later than two business days will not be investigated.

### Issues that are not considered incidents

If something happens during a test that isn't considered an incident, you won't be compensated. Examples of issues that aren't considered incidents include, but are not limited to:

- someone sneezed or coughed during the test
- a staff member's accent was difficult to understand
- a disturbance caused staff to pause the test
- you misread test instructions or questions and missed important information
- technical issues (eg computer glitches) occurred before the test began.

### 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 test 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 CAAKT. There are no other forms of compensation available. We won't re-mark your test or adjust your results.

## After the test

### Reconsideration of a decision

If you believe that an incorrect decision was made in relation to your test 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 test results. For further guidance, please refer to the [Dispute, Reconsideration and Appeals Policy](#) and the [Dispute, reconsideration and appeals guide](#).

We will investigate if all test marking and quality assurance steps were followed correctly, but we won't re-mark your test or re-assess your performance.

### Surveys

From time to time, we will send an online survey to candidates to help us improve future tests.

The survey is not the place to report an incident that occurred during a test. If an incident has occurred, please report this immediately after the test.

## Glossary

|  |   |
|--|---|
| Candidate                                | The Applicant who has progressed to participation in the National Entry Assessment.   |
| Business Day                             | A day when the RACGP national office is operating.  |
| Extenuating and unforeseen circumstances | Circumstances that are outside the applicant's control and can reasonably be considered to have been unforeseen, and can be shown to have a direct and significant impact on the applicant. The RACGP considers extenuating and unforeseen circumstances on a case-by-case basis. |
| Special arrangements                     | Any reasonable adjustments made to an assessment where the RACGP considers the standard arrangements will put the Applicant at a disadvantage.  |