



RACGP
Royal Australian College
of General Practitioners

Assessments and examinations candidate handbook

Part 2 – RACGP Fellowship examinations



Assessments and Examinations Candidate Handbook – Part 2

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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

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).** The AKT is designed to test the application of knowledge in the clinical context of Australian general practice, rather than just knowledge per se. The AKT comprises 150 single best answer questions.
- **Key Feature Problem (KFP).** The KFP is designed to assess clinical decision making and clinical reasoning in practice. It comprises 70 individual multi-selection questions, each unrelated to any of the others.
- **Clinical Competency Exam (CCE).** The CCE is an online real-time assessment of the candidate by multiple examiners across nine clinical cases (four case discussions and five clinical encounters).

For more information about each exam, including format, preparation, development, standard setting and results, refer to the [AKT and KFP Guide](#) and [Guidelines for the CCE](#).

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, do not assume you are enrolled. Contact the RACGP immediately to confirm the status of your enrolment. Requests for late enrolment will no longer be accepted outside the enrolment period.

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

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 are awaiting results from the AKT and/or KFP, you may enrol in the CCE while you are still awaiting those results; however, if you are unsuccessful in the AKT and/or KFP, you will be automatically withdrawn from the CCE and refunded the full CCE enrolment fee.

Exam attempts

Candidates for Fellowship are permitted to enrol in Fellowship exams 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 exams must have undertaken an RACGP-approved program and met all exam eligibility requirements of the respective training pathway.

For further information, please read the [Fellowship Exams Policy](#), or the [General Practice Experience Pathway – Exam Eligibility Policy](#), or the [Practice Experience Program – Specialist Stream Partially Comparable Exam Eligibility Policy](#).

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](#).

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 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 will be asked to nominate your preferred venue. If your preference changes after enrolling, please notify the RACGP via email to examinations@racgp.org.au as soon as possible so we can update your details.

We encourage you to complete your enrolment as soon as possible after enrolment opens, since venue capacity is strictly limited. If your preferred exam venue is oversubscribed, you will be allocated to the next closest venue.

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

Make sure you carefully plan your travel to and from the exam 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 venue after the location 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 exam by 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 arrangement, you must submit a completed [Special arrangements application form](#) via email to examinations@racgp.org.au by the close of enrolment date, as per the [Assessments Special Arrangements Policy](#).

Please note that:

- 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.

Circumstances that may require special arrangements

The following 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.

If you have applied or are considering applying for special arrangements, you are welcome to contact the Fellowship exams team via email at examinations@racgp.org.au to discuss your specific requirements prior to the exam date.

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 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. 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 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 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 exam.

Special arrangements for breastfeeding parents

If you expect to be breastfeeding at the time of your exam, you're encouraged to submit a [Special arrangements application form](#) with your enrolment or before enrolment closes.

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 exam; however, there will be no extension to the time allocated for completing the exam.

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 are 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; however, there will be no extension to the time allocated for completing the exam.

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 form](#) 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.

If you wish to withdraw from an exam, please note that:

- your enrolment can't be transferred to a future sitting of the exam. This includes transfer of the enrolment fee. You must enrol again if you wish to sit in a future exam.

- confirmed enrolments can't be transferred to another applicant
- the enrolment fee may not be refunded.

IMPORTANT

If you are an AGPT registrar and were granted any extension of program time, you must obtain written approval from your Region's Director of Training if you wish to withdraw from a Fellowship exam. Withdrawal requests that do not include a written approval signed by your Region's Director of Training will not be processed.

Impact on candidacy

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

Any withdrawal from an exam that isn't approved by the RACGP in writing is considered an unsanctioned withdrawal. If you enrol in an exam but fail to sit, this will be recorded as an unsanctioned withdrawal and you will not 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 from an exam.

The refund schedule is as follows.

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 (except for extenuating and unforeseen circumstances)

Extenuating and unforeseen circumstances

If you withdraw within 20 business days of the scheduled exam date, 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 exam, 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 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. 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 exam if they no longer meet the exam eligibility requirements.

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 face any other extenuating and unforeseen circumstances that prevent you from presenting to the exam or from performing in the exam to the best of your ability, you must notify the RACGP via email at examinations@racgp.org.au as soon as possible to discuss late withdrawal options.

If you suddenly become ill during an exam, you must 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:

- 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 is expected of you. If you require any clarification, please contact the RACGP via email at examinations@racgp.org.au.

Registration

For the AKT and KFP, arrive at the exam venue 60 minutes before the scheduled commencement time. 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.

We will not accept bad weather or traffic experienced on the way to the exam venue as valid reasons for late arrival. We encourage you to plan ahead and ensure you are 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. 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 examinations@racgp.org.au at least 48 hours before the exam date. You'll need to provide evidence of the name change as requested by the RACGP, and this must be approved before the exam day.

Authorised items

For the AKT and KFP, you're permitted to bring the following items into the exam room without an approved special arrangement. The invigilator will instruct you where to place them for the duration of the exam; you'll be able to retrieve your belongings once you are released from the exam.

Medicine and medical devices

- Medication – if in original pack:
 - EpiPens
 - inhaler
 - simple analgesia
 - prescription medications where doses are required during the exam time
 - insulin.
- Diabetes/blood glucose monitoring devices or insulin pumps. You can bring your blood glucose monitor as well as your insulin to help maintain your blood sugar levels. If your phone is required, it must be on flight mode with all sounds disabled and must be placed on your desk in view of the invigilators.
- Eye drops
- Ear drops

- Nasal spray
- Hearing aids.

Food and water

- A small amount of food, such as a muesli bar or lollies. Please note the food must be of a type that creates minimal disruption to other candidates and minimal noise when consumed (no plastic wrappers). Hot food or food with nuts or strong odours is not permitted. Food should be placed in a clear zip lock bag.
- Water in up to two clear, colourless plastic bottles. The bottles can't have any writing on them, labels must be removed and you should place these bottles on the floor or beside your chair (not on your desk) during the exam.

Comfort aids

- Prescription/reading glasses (can be in a case with a cleaning cloth)
- Feminine hygiene products – in plain, unlabelled packaging and placed in a clear zip lock bag
- Tissues – a small pack in their original packaging
- Hand towel
- Cushion
- Lip balm
- Pen grip
- Earplugs – disposable foam earplugs in their original sealed packaging only. If you choose to use earplugs, it's your responsibility to ensure you can hear any announcements the invigilator makes.
- Face mask (even if not mandated by state/venue).

All items must be reviewed at registration and may not be allowed in the exam if they don't meet the requirements.

Banned items

AKT and KFP

You are not permitted to bring the following items into the AKT or KFP exam room:

- pens, pencils, or other writing devices or stationery of any kind (pens will be provided in all examinations)
- paper, including blank notepaper, notes, books or notebooks
- mobile phone
- a watch of any type or description
- timing or recording devices, calculators, computers, iPads, iPods, tablets, organisers or electronic devices of any type
- electronic or active earplugs or headphones
- earmuffs or earplugs that are not in their original sealed packaging
- non-religious headwear, hats or hooded jackets/jumpers/tops
- any bags or other personal belongings. Your invigilator will advise where to place your belongings.

Personal belongings will be securely stored by staff until the exam concludes and you are released from the exam.

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 exam staff can verify that they are empty.

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

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.

IMPORTANT

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 will be provided with note-taking materials to use during the exam. These must be left in the exam room after you have 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

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 are out of the exam room.

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

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 will not 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 for a special exemption to have your non-attendance approved as a sanctioned withdrawal. Send a completed [Special exemption application form](#) to education.appeals@racgp.org.au. Applications for special exemption 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, we encourage you to advise the exam staff at the venue immediately after the incident, or notify the RACGP by emailing examinations@racgp.org.au within two business days of the exam. 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 an exam 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 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
- hospital announcements (MET calls etc) were heard in the exam room
- 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, and not dwell on the examiner in the room.
- name of the simulated patient on the case instructions is not gender-specific
 - Where a case is not 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 exam of the same segment. There are no other forms of compensation available. We won't re-mark your exam or adjust your results.

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. For further guidance, please refer to the [Dispute, Reconsideration and Appeals Policy](#) and the [Dispute, reconsideration and appeals guide](#).

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

Surveys

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

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

Glossary

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.
Business Day	A day when the RACGP national office is operating.
Exam semester	A period during which all three Fellowship Exams are delivered.
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.
Fellowship	Admittance to either: <ol style="list-style-type: none"> 1 Fellowship of the RACGP (FRACGP), or 2 FRACGP and Rural Generalist Fellowship (FRACGP-RG).
Special arrangements	Any reasonable adjustments made to an assessment where the RACGP considers the standard arrangements will put the Applicant at a disadvantage.
Suspension	An Exam Semester during the Candidacy in which the Candidate is not required or permitted to attempt Fellowship Exams. The two types are: <ol style="list-style-type: none"> 1 Standard suspension: A single suspension granted automatically by the RACGP and available to any Candidate once during their Candidacy. 2 Non-standard: A suspension granted by the RACGP to the Candidate on the provision of evidence of Extenuating and Unforeseen Circumstances.
Unsanctioned withdrawal	Withdrawal from an RACGP Assessment that is not approved in writing by the RACGP.