

Specialty Surgical Science Examinations

CSSP, PRSSP, OPBS, PAE & PPE, OHNS, VAS & URO

This guide will provide candidates for this examination with information on what to expect when presenting for the SSE examination.

Candidates should review the relevant policy on the conduct of the examination they are undertaking for the framework of the examination and details of prohibited equipment and materials and the cheating policy.

Registration

- Please bring photographic identification (e.g. passport, driving licence, hospital ID etc). Electronic forms of ID are not permitted. The name on your ID must match the name you have registered as. If your name has changed you must bring supporting documentation to confirm this (marriage certificate etc).
- Once you have signed in mobile phones and watches must be handed over and turned off. All other electronics must be put in your bag.
- Your computer terminal number will be given to you on a strip of paper.

Session 1

- You will need to arrive at the venue no later than the time stated in your confirmation email allow for the registration process.

Session 2

- You will need to arrive at the venue no later than the time given in your confirmation email to allow for mandatory quarantining.
- Please note that food and drink are permitted during this time but cannot be taken into the examination.
- You can keep paper notes and books with you in the quarantine area, but they cannot be taken into the examination. No electronic devices are permitted.
- The quarantine time is necessary due to the number of candidates presenting. This requires two sessions in some locations and the quarantine time ensures the security of the examination.

What to do if you are running late

Session 1

Contact the examinations department in the first instance and if you arrive within 30 minutes of the examination starting, you will be admitted but no extra time will be available. **Time will be taken off your exam.**

Session 2

For those sitting in session 2 and requiring the quarantine period, you will need to communicate directly with RACS staff on the day to ascertain the status of the preceding examination. Please keep in mind that if you are late to the examination you hold up those sitting in session one. Please plan ahead and allow time for travel, delays and unexpected circumstances.

If the examination has finished and candidates released, you will not be able to enter quarantine and will forfeit the sitting of the examination. The examinations team can be contacted on +613 9249 1244

What not to bring

For general examination conduct reasons, there are many things that you won't be permitted to keep with you in the examination. This list below is not comprehensive, but an indication of the usual things.

You are required to follow the requests and instructions from the invigilators who are present to ensure the integrity of the examination. If you have any questions about a particular item, please contact the [examinations department](#) prior to the examination for clarification.

Specifically, you cannot have the following with you during the examination:

- Personal ear plugs/phones – earplugs are available at the venue.
- Personal watches/timers – your examination is individually timed.
- Food - only in the exception of medical conditions, please contact the examinations department to advise of this prior to the examination.
- Water bottles – you can bring bottled water into the exam; it must be placed on the water station at the front of the room with labels removed from the bottles. No water can be taken to the exam desk.
- Notes/books/textbooks or blank paper – other than papers supplied, you cannot bring your own blank paper for notes.
- Pens, pencil cases, calculators, liquid paper and glasses cases.
- Mobile phones and electronic devices such as audio-recording wrist bands, pens, spectacles, mp3 players, iPods and iPads.
- Hats are not to be worn or taken into the examination.

The examination

- You will be admitted to the examination room about 10 minutes prior to the start of the examination.
- The invigilators will provide direction on where to leave any bags, books or examnotes; either at the front of the room, or in a designated bag room.
- You will be directed to find your computer terminal using the strip of paper with your computer number on it. Once all candidates are seated, the invigilator will announce the instructions for the examination.
- Your log in details and the Computer Based Testing (CBT) instructions will be at your allocated terminal.
- You cannot log in until directed by an invigilator.
- You must remain in the examination room until released by the invigilators; you cannot leave the exam early.

Illness and rest breaks

- If you become unwell during the examination, please inform the invigilator who will determine the appropriate course of action.
- Candidates are not allowed a toilet break in the first or last 30 minutes of the examination. An invigilator is required to escort one candidate at a time.

Question queries

- If you are uncertain about a question, please inform the invigilator at the time and you will be offered a 'Question Query form' to complete straight away. This form is provided to the examiners for review during the marking and results period.

Disturbances and disruptions

- If you feel there is a disturbance during the examination caused by any kind of noise or distraction, you should raise it immediately with the invigilators or RACS staff who will work to address the issue.
- Depending on the level of the disturbance, you may apply for special consideration, should you feel that your performance was impaired. Please note, unless raised with an invigilator or RACS staff member, a disturbance cannot be relied upon for special consideration.

Information about computer-delivery of the examination

You should familiarise yourself with the electronic platform by using the practice examinations on the RACS website.

Your examination is individually timed and starts when you click on the 'Start Attempt' button.

You have a countdown clock on your monitor.

Answers are auto-saved regularly and whenever the 'Next' button is clicked.

If you have a problem with your computer, tell the invigilator immediately and don't panic. Depending on the problem they will help resolve the issue or escalate the problem to IT support. Any time lost will be added to the examination duration.

When your time is complete, all answers to that point will be submitted automatically and the examination will close.

If you complete and submit before the time runs out, you will need to remain seated until all candidates have finished.

Special consideration

- Applications for special consideration relating to an incident during an examination such as noise disturbance, sudden illness or family emergency must be brought to the attention of the invigilator or RACS staff member at the time of the event.
- In addition to this, a 'Special Consideration' form must be submitted no later than 5:00p (AEST) the day after completing the final examination. Forms will be available from the invigilator or can be downloaded from the RACS website.
- If you would like to seek advice, please contact the examinations department.
- Please refer to the 'Special Consideration Policy' for full details.