

Situational Judgement Test Information Booklet

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Learn about your Situational Judgement Test

What is a Situational Judgement Test?

Situational Judgement Tests (SJT) assess non-cognitive aptitudes such as empathy, integrity, teamwork and resilience. The tests use scenarios to assess implicit traits – the spontaneous evaluation of a situation – in a workplace setting. Applicants are presented with a situation accompanied by multiple-choice responses. The RACS SJT tests specific domains of the RACS competencies and JDocs Framework, i.e. Professionalism and Ethics, Management and Leadership, Collaboration and Teamwork, Communications, and Health Advocacy.

Which specialties are using the SJT as a selection tool?

In 2024 the Australian Orthopaedic Association (AOA), the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS), and General Surgeons Australia (GSA) require applicants to complete an SJT as part of the selection process for the 2025 intake.

For further information about the selection process for the AOA, ASOHNS, and GSA please visit the following websites:

AOA - <https://aoa.org.au/orthopaedic-training/becoming-an-aoa-trainee/>

ASOHNS -

<https://asohns.org.au/Training-and-Education/SET-Selection/2024-Intake-OHNS-SET-Application-Selection>

GSA - <https://www.generalsurgeons.com.au/education-and-training/selection>

Please note that the SJT is a mandatory component of the selection process for selection into training with the AOA, ASOHNS, and GSA.

Registration for the SJT is open 9 January - 2 February 2024. An email with a link to complete the online registration form will be sent to the email you use to submit your SET registration. Please contact us at SET.Enquiries@surgeons.org if you do not receive this.

How do I sit the Situational Judgement Test?

You'll take your Situational Judgement Test online from a location of your choice. Your test will be conducted online using Monash University's assessment and online invigilation platforms. You'll be supervised online by a trained Monash University staff member. Your entire test session will be supervised and recorded using your computer's webcam, microphone and speakers. You can speak directly to your online supervisor, if you have a query, at any time.

We'll email you to confirm the date and time of your RACS Situational Judgement test.

There are three things you need to do to prepare for your test.

1. Prepare your laptop or PC, network connections, internet browser and smartphone to optimise your test experience.
2. Ensure your test [space is suitable](#) and meets the test rules and conditions.
3. Complete a practice session before your actual test to make sure everything goes smoothly on the day of your test. We'll send you details to set up a practice test session via email.

Data and privacy

Any of your information collected via the online assessment and supervision platforms is used by Monash University to support RACS in administering your test and will be handled in accordance with Monash's [Data Protection and Privacy Procedure](#).

Your personal information will be collected and processed by RACS in accordance with the [RACS Privacy of Personal Information policy](#). RACS will only share with Monash University your name, RACS ID, contact details and test registration details for the purpose of administering the SJT.

Device and system setup

Here's the equipment you'll need to sit your test:

- A desktop computer or laptop (see [Computer requirements](#))
- A smartphone

Computer requirements

You'll need a desktop computer or a laptop to sit your test. Chromebooks, tablets and mobile phones cannot be used for this test. To ensure the integrity of your test, you won't be able to use additional monitors.

Your device must:

- have a webcam
- be connected to a power source during the test
- have the latest version of **Chrome (used in Incognito mode)** with pop-ups enabled (or pop-up blocker disabled). **No other browser** can be used.

Recommended minimum laptop specifications

We recommend that your laptop has the following minimum specifications.

	Windows	Mac
Processor	i5 2.2GHz /AMD A6 1.8Ghz	1.2GHz dual-core m3
Operating system	Windows 10	OS X 10.13
Memory	8GB	8GB
Hard drive	120 GB SSD (solid state drive)	120 GB SSD (solid state drive)
Display	14" screen with 1920 x 1080 screen resolution	13" screen with 1920 x 1080 screen resolution

Battery life	4 hours under normal use	4 hours under normal use
Wi-fi	802.11ac or better	802.11ac or better
Webcam	User facing, inbuilt microphone and speakers	User facing, inbuilt microphone and speakers

Setting up your browser

On the latest version of [Chrome](#):

- enable pop-ups (or disable pop-up blocker)
- ensure system or application notifications are disabled so they don't distract you during the test.

Chrome in Incognito mode must be used for your test.

Network requirements

Your internet download and upload speeds need to be at least 2Mbps. You can test your internet speed by [running an online speed test](#).

We recommend that you don't undertake the test from your work setting as your workplace may have strict cybersecurity controls that could cause issues connecting to the assessment platform on the day of your test.

If your internet connection drops out during your test, don't panic – your test responses are automatically saved every 30 seconds. If your webcam, screenshare or supervision platform connection drops out, you may see a message on your screen advising that your test has been locked. This means we've temporarily paused your test. Simply call the hotline number on your screen and they'll help you get reconnected as soon as possible and resume your test.

Smartphones

You'll need a fully charged smartphone with the following features to complete the required room scan:

- a working camera
- WiFi enabled or data connectivity.

Recommended smartphone specifications

We recommend that your mobile device has the following specifications to ensure you're able to photograph your test environment.

	Android	iOS
Operating system version	4.1 or above (released July 2012)	11.0 or above (released September 2017)
Compatible browser	Chrome 55+ (released middle of 2016)	Safari version 13+ (released September 2019)

Chrome settings	Safari settings
<ol style="list-style-type: none"> 1. In Chrome, tap Site Settings. 2. Adjust the following settings: <ul style="list-style-type: none"> • Cookies: allow cookies • Camera: enabled • Motion sensors: enabled • JavaScript: enabled. 3. In Chrome, tap Settings and enable notifications. 4. Ensure the cache is cleared. 	<ol style="list-style-type: none"> 1. Tap Settings > Safari. 2. Adjust the following settings: <ul style="list-style-type: none"> • Block All Cookies: off • Camera: allow • Block Pop-ups: on. 3. Tap Advanced > JavaScript: on.

Setting up your test space for online supervision

You'll need to provide exam-like conditions in the space where you'll be sitting your test.

You'll need a quiet private room and you must be the only person in the room. We suggest that you let family or colleagues know that you're sitting your test and require a private quiet space for the duration of the test. The room must have good lighting, but light must not shine directly onto your webcam.

Before the test:

- remove all study materials from the room
- ensure there are no stickers, notes or writing on your computer device
- you're only allowed to use one screen in the test, you can't extend your screen display across two screens
- ensure nothing is on the floor under your desk.

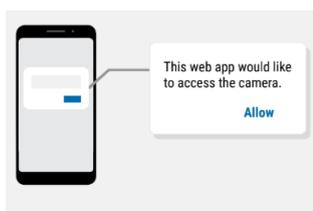
During the test:

- no one is allowed to enter your room
- background noise must be kept to a minimum.

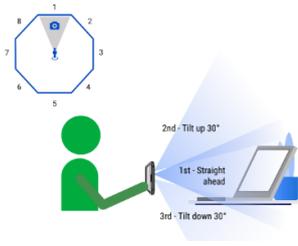
How to photograph your test environment



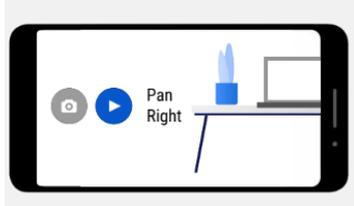
1. On the day of your test, when prompted on-screen, use your smartphone to scan the QR code displayed on your screen. This will open a secure application owned by Monash University.



2. You'll need to allow the application access to your phone's camera. Click the **Allow** permissions to continue.



- You'll need to take photos at three different angles and on eight sides of your room (24 photos in total). The room scan app will step you through the process.



- When you're ready, click **Let's Start** and follow the instructions on your phone.

It'll only take about 2 to 3 minutes to take the photos. Your supervisor won't be able to see what you're photographing, and your photos will be encrypted and stored securely in accordance with Monash's privacy and security policies.



- Once you've taken all the required photos, you'll be instructed to upload them. After the photos have been uploaded, return to your computer screen and click **Continue**.

Practise photographing your test space

Take a test drive on a practice version of the room scan app. With this practice version, you can take photos but there's no upload function (so there's no data transfer to Monash, RACS or elsewhere).



Scan the QR code to begin

Test rules

- Once you click **Join Supervisor**, video recording of your session will start.
- You must stay in sight of your webcam throughout the test. You can't leave the room during your test unless there is an emergency. The session will continue to be recorded while you're out of the room.
- You must acknowledge the test terms and conditions and follow the on-screen instructions to complete the identity verification and room scan steps to be able to access your test questions.
- During the test, you must not have in your possession any book, notes, paper, calculator, smart watch/device, writing on any part of your body, or any other material which hasn't been authorised for the test. Possession of unauthorised materials, or attempting to cheat or cheating in your test, will be considered as misconduct and may jeopardise your ability to proceed in the selection process.
- After completing your room scan, you must switch it to silent and place it face down out of arm's reach.

- Once you've finished your test, you should review your answers before clicking the **Submit All and Finish** button. You'll no longer have access to the test once you've submitted it.

Items you can have in your test space

Here's what you're allowed to take into your test. Only the items listed in the table below are permitted. We'll regard any material or item on your desk, chair, or person to be in your possession. Possession of unauthorised materials in this test will be considered as misconduct and may jeopardise your ability to proceed in the selection process.

Item	
Bag	Your personal belongings are allowed to be in the room, but they must not be within reach during your exam.
Cap, hooded top	Are not acceptable.
Watch	Analogue watches are allowed. If you wear a smartwatch, you must remove your watch, switch it off and place it out of arm's reach.
Face masks	As per advice from your local public health authorities, you may need to wear a face mask while sitting your test, e.g. if you're in a public space, such as your workplace. We ask that you remove the mask momentarily when taking a photo of yourself for identity verification. If it's not safe to do so, please let your online supervisor know via the webchat function.
Food and drink	Water is allowed in your private exam space.
Smartphones	You can have your smartphone with you during your test, but you must switch it to silent and place it face down out of arm's reach. You can access your phone again once you have submitted your test questions.
Headphones	Headphones with a built-in microphone are optional for this test. They must be used only for communicating with your online supervisor . You're not allowed to listen to music, audio files or speak with anyone other than your online supervisor during your exam.

How to access your test on the day

1. Launch a new Incognito window in Google Chrome (Windows: CTRL+SHIFT+N) or (MAC: ⌘ + SHIFT + N)
2. At least 30 minutes before the test is due to start, log into the [Monash assessment platform](https://assess.monash.edu) (assess.monash.edu) with your RACS credentials. A verification code will be sent to your phone to complete the secure login process.

3. On the index page, click the Situational Judgement test (SJT) link. You'll then see a link to **Applicant Details**. Click this link and complete the form. Once you submit this form, you'll arrive at the SJT landing page.
4. 30 minutes before the scheduled start time, the **Join Supervisor** button will appear on the landing page. Click this button when it appears. You'll automatically be assigned to an online supervisor, but you won't see or hear them during your test unless they need to ask you a question or provide instructions. If you need assistance, you can message them using the platform's web chat function or click the **Raise Hand** button which alerts the supervisor that you'd like to talk to them directly. Your supervisor may be attending to another candidate and will respond to you as quickly as possible.
5. The first step in the online check-in process is to review and agree to the Terms and Conditions that appear on the screen.
6. Then follow the on-screen prompts to allow the online supervision (eVigilation) platform access to your webcam, speaker and microphone. You'll also be instructed to share your entire screen.
7. You'll then need to verify your identity and perform a room scan.
8. Next, you'll be prompted to review and acknowledge the authorised materials for your test. Once this step is complete, click the **Ready to Start** button.
9. Keep the supervision tab open and click back on the assessment platform tab.
10. On the test landing page, the **Start Exam** button will turn blue at the scheduled start time of your test. You may need to refresh the test page to activate the button.
11. There's no reading time so you can start answering questions at any time. You'll have two hours to answer the test questions. Your answers will automatically save every 30 seconds.

You must keep both tabs open at all times. If you close the supervision window accidentally, you may see a message on your screen advising that your test has been locked. This means we've temporarily paused your test. Simply call the hotline number on your screen and they'll help you get reconnected as soon as possible and resume your test.

Getting help and support

If you experience any difficulties on the day of your test (technical or otherwise), contact the **SJT technical support hotline +61 3 9905 4300** – they'll endeavour to get you reconnected as soon as possible. All calls to the support hotline are logged, in case this is required later.

We value your feedback

Once you've submitted your test responses, you'll return to the test landing page. You then need to **click the grey Feedback button** and complete a short questionnaire about the Situational Judgement Test before you leave. We may share your feedback responses with relevant staff.