



Situational Judgement Test Information Booklet

Table of Contents

| | |
|--|---|
| Learn about your Situational Judgement Test | 3 |
| What is a Situational Judgement Test? | 3 |
| Why is RACS conducting the Situational Judgement Test pilot? | 3 |
| How do I sit the Situational Judgement Test? | 3 |
| About the Qualtrics platform | 4 |
| How online supervision works | 4 |
| Data and privacy | 4 |
| Device and system set up | 4 |
| Computer requirements | 4 |
| Recommended minimum laptop specifications | 5 |
| Setting up your browser | 5 |
| Network requirements | 6 |
| Smartphones | 6 |
| Recommended smartphone specifications | 6 |
| Setting up your test space for online supervision | 7 |
| Test rules | 7 |
| Items you can have in your test space | 8 |
| Accessing your test on the day | 8 |
| Getting help and support | 8 |
| We value your feedback | 9 |

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 Team work, Communications, and Health Advocacy.

Which specialties are using the SJT as a selection tool?

In 2023 the Australian Orthopaedic Association (AOA) and the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS) require applicants to complete a SJT as part of the selection process for the 2024 intake.

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

AOA - <https://aoa.org.au/orthopaedic-training/becoming-an-aoa-trainee/2024-intake-changes-to-selection>

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

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

Registration for the SJT close on 24 February 2023. An email with a link to complete the online registration form was sent to the email you used to submit your SET registration. Please email us at SET.enquiries@surgeons.org if you have not received it.

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 Qualtrics XM platform and you'll be supervised remotely using the Monash University eVigilation platform. A trained Monash University online supervisor will greet you once you login and continue to supervise you for the duration of your test. 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 device, network, internet browser and smartphone to optimise your test experience.
2. Ensure your [space is suitable](#) and meets the test rules and conditions.
3. Complete a practice session a couple of weeks 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.

How online supervision works

A trained Monash staff member will check your identification documents, step you through the process of photographing your room, and supervise you through your camera, speakers and microphone for the duration of your test. Once you start your test, you won't be aware of your supervisor, but you can talk to your supervisor at any time through web chat or by speaking directly into your camera/microphone. Only your supervisor will be able to see your computer screen and webcam during the test. Your entire session will be recorded, including video of you taking your test, screen capture, and any audio/chat interactions you have with your supervisor. At the end of your test, your supervisor will check in with you again.

Data and privacy

Any of your information collected via the online supervision platform 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 set up

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 dual 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 | 120GB SSD (solid state drive) | 120GB 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 speedtest](#).

If you're conducting your test in your work environment, check there are no scheduled network or system maintenance outages during your scheduled test time, otherwise you'll need to arrange access to a stable internet connection.

If your internet connection drops out during your test, don't panic – your completed test responses are automatically saved.

If you're unable to reconnect to your online exam session, call our technical support hotline **+61 3 9905 4300** – they'll endeavour to get you reconnected as soon as possible. All calls to the hotline are logged, in case this is required later.

If you experience difficulties during your test, see [getting help and support](#).

Smartphones

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

- a working camera
- a QR code app
- 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) |
| QR code scanner | Inbuilt or QR code app (ensure the scanner or app is enabled) | |

| 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.1. In Chrome, tap Settings and enable notifications.2. 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 conditions in the space where you'll be sitting your test. This means conditions that are very similar to what you'd expect in an exam venue. These will be verified by your online supervisor on the day.

You'll need a quiet private room. You must be the only person in the room. We suggest that you let others in your location 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
- if you have dual monitors, remove one of the monitors: you're only allowed to use one monitor in the test
- 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.

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 present your government-issued photo ID (e.g. your passport) to the supervisor when requested so they can verify your identity.
- 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 place your phone 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 your exam 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 in reach during your exam. |
| Cap, hooded top | Are not acceptable. |
| Watch | Analogue watches are allowed. If you wear a smart-watch, 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 your own face mask while sitting your assessment, e.g. if you're in a public space, such as your workplace. |
| Food and drink | Water is allowed in your private exam space. |
| Smartphones | You can have your smartphone with you during your test, but it must be out of arm's reach. |
| Headphones | Headphones with a built-in microphone are optional for supervised eExams. 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. |

Accessing your test on the day

1. You'll need a copy of the email we send you with the eVigilation and Qualtrics url links open on your device.
2. Launch a new Incognito window in Google Chrome (Windows: CTRL+SHIFT+N) or (MAC: ⌘ + SHIFT + N)
3. Navigate to the Monash eVigilation (online supervision) platform using the url link shown in the table above and log in with your RACS credentials username and password.
4. You'll be asked to accept the eVigilation terms and conditions on your screen. You'll then need to follow the onscreen prompts to allow the platform access to your webcam, speaker and microphone and you'll be asked share all your screens. If you have any difficulties during this process you should be able to chat with your online supervisor using the webchat function.
5. Once you've connected your audio, visual streams, you'll then be greeted by your online supervisor who will verify your identity, confirm your authorised materials and guide you to complete a room scan using your smartphone.
6. Once this check-in process is complete, you'll need to keep your eVigilation tab open and then open a new tab in your browser and copy and paste the Qualtrics url link (shown in the table above). You'll need to log into the Qualtrics platform using the email you used when applying to sit the test.

7. Your online supervisor will provide your test password via the web chat function. You can copy and paste the password to access the test home page. The start button will become active at the scheduled start time. If you click the button too early and receive a message to say the test is not available, please refresh your page at the scheduled start time and the button will become active and allow you to access the test.

You must keep both tabs open at all times. If you close the eVigilation window accidentally, you should be able to click 'refresh' and rejoin your supervisor - but if this doesn't work you may need to copy and paste the eVigilation url again and re-share your audio-visual streams to reconnect to your supervisor.

Getting help and support

If you experience any difficulties on the day of your test (technical or otherwise), contact our technical support hotline on **+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

After you've submitted your test you'll be required to complete a mandatory feedback form. Navigate back to your test landing page and click **Provide feedback**. We may share your responses with relevant staff.