

# Fellowship Examination

This guide will provide candidates for the Fellowship Examination with information on what to expect when presenting.

Further specialty specific information is available on the RACS website, particularly in the Notes from Senior Examiners.

Candidates should review the Conduct of the Fellowship Examination policy that provides the framework for the examination and details prohibited equipment and materials and the cheating policy.

## Written Examination

### Registration on Arrival

- You will need to arrive at the venue at least 30 minutes prior to the scheduled start time of the examination to allow for the registration process.
- If doing two examination papers, you will need to register again for the second session.
- Please bring photographic ID (e.g. passport, driving licence, hospital ID etc).
- All mobiles, tablets, watches and other electronic/recording devices are collected at registration for storage by the invigilators during the examination. These are returned at the end of both sessions.

### What to do if you are running late

Contact the Examinations Department in the first instance. If you arrive within 30 minutes of the examination starting, you will be admitted but no extra time will be available.

Candidates arriving more than 30 minutes after the commencement of the examination will be unable to enter and will have forfeited that segment of the examination.

### What not to bring

For reasons of general examination conduct, there are many things that you won't be permitted to keep with you in the examination room.

While you can bring your own pen and a water bottle with no labels on it, these items are also provided at the venue. Specifically, you can't have the following with you during the examination:

- Personal ear plugs/phones – earplugs are available from the invigilators.
- Personal watches/timers – there are timing devices visible for all candidates.
- Food – with the exception of medical conditions, please contact the Exams Dept.
- Notes/books/textbooks or blank paper – other than papers supplied, you cannot bring your own blank paper for notes, nor is it available.
- Mobile phones and electronic devices such as audio-recording wrist bands, pens, spectacles, mp3 players, IPods, iPads, etc. These should be handed in at registration.
- Pencil cases, calculators, liquid paper and glasses cases

## During 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 exam notes; either at the front of the room, or in a designated bag room.
- Your desk will have your candidate number displayed. Once all candidates are seated, the invigilator will announce the instructions for the examination.
- You must remain in the examination room until released by the invigilators; you cannot leave the exam early.
- 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. This form is provided to the Examiners for review during the marking and results period.
- If you experience a disturbance during the examination caused by any kind of noise or distraction, you need to inform the invigilator at the time and they will try to address the issue. Please note, unless raised with an invigilator, a disturbance cannot be relied upon for Special Consideration.
- If you become unwell during the examination, please inform the invigilator who will determine the appropriate course of action
- Candidates are not generally 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.

### Paper Based Examination

You can start reading/writing as soon as the invigilator indicates the start of the examination; there is no specific reading time.

There will be a visible clock in the room.

The invigilator will announce when there is 10 minutes remaining.

Spare pens are available from the invigilators.

Your answers need to be legible and only written where instructed (eg, on the lined pages). Answers outside of the prescribed area cannot be marked.

You will need to remain seated and silent at the conclusion of the examination until all papers have been collected.

You are not allowed to remove any printed material from the examination room.

### Computer Based 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.

## Clinical/Viva Examination

### Registration on Arrival

- Your arrival time for each segment will be detailed on the timetable sent to you in the weeks before the examination; in general it is 10-15 minutes prior to your segment start time to allow for registration and announcements from the Senior Examiner.
- Signage and marshals will be at various points in the hospital/venue to provide direction to the examination area.
- Please bring photo ID (e.g. passport, driving licence, hospital ID etc).
- At your first segment, you will be provided with your candidate number badge. This must be worn during every segment so if lost/forgotten, please inform the Local Coordinator or Examinations Department.
- At registration, all mobile phones, watches, timers and other electronic devices (including audio-recording devices) will be collected and securely stored during the examination. These will be returned when you leave the post-examination waiting area.

### Local Coordinators and Marshals

- The Local Coordinator is a Fellow of RACS appointed at each clinical/viva venue to ensure the smooth running of the examination. Marshals are volunteers who will provide assistance to candidates such as escorting candidates between the pre-examination and post-examination waiting areas and the examination rooms.
- Marshals should maintain a discreet distance during the examinations and not discuss the content of the examination with candidates. Please report any inappropriate behaviour to the Local Coordinator or the Examinations Department.

### Observers

- You may have an observer in the examination room during the examination. An observer may be:
  - a Court of Examiners Executive member or the Senior Examiner;
  - a newly appointed examiner;
  - an examiner from another specialty or a Fellow of RACS, or
  - others as appointed by the Chair of the Court of Examiners.
- The new examiners attend for training and other observers to ensure the reliability, validity and fairness of the examination process.
- Observers do not have any input into the candidate's assessment or mark for the segment.

### Quarantine post-examination

- Depending on your position in the segment's rotation of candidates, you may be required to remain in a quarantine area until the last rotation of candidates begins the examination.
- Water, tea, coffee and biscuits are provided in the pre and post examination areas, but you are welcome to bring your own food should you wish.
- You are able to retrieve paper notes/textbooks for the duration of quarantine, but no access to electronic devices/watches is allowed.
- Should you need to use the bathroom during this time, you will need to be escorted by a Marshal.

## Disturbances

- If you feel there is a disturbance during the examination caused by any kind of noise or distraction, you should raise it with the Examiners, Local Coordinators or Marshals who will work to address the issue.
- Depending on the level of the disturbance, candidates may apply for consideration of special circumstances, should they feel that their performance was impaired. Please note, unless raised with an Examiner or Local Coordinators a disturbance cannot be relied upon for Special Consideration.

## Special Consideration (for Written and Clinical/Viva segments)

- Applications for consideration of special circumstances relating to an incident during an examination such as noise disturbance, sudden illness or family emergency must be brought to the attention of the Local Coordinator, Examiner or Examinations Department at the time of the event.
- In addition to this, an Application for Special Circumstances form must be submitted within 24 hours of the written segments and prior to the conclusion of the last clinical/viva examination segment.
- Application forms will be available from the Local Coordinator or the Examinations Department.
- If you would like to seek advice at any point during the examination, please contact the Examinations Department, who will be available via a mobile phone number that will be circulated.
- Please refer to the Special Consideration policy for full details.