

<b>Portfolio:</b>	<b>Education Development &amp; Delivery</b>	<b>Ref. No.</b>	<b>REG-2008</b>
<b>Team:</b>	<b>Examinations</b>		
<b>Title:</b>	<b>Conduct of the Paediatric Anatomy and Embryology Examination</b>		

## 1. PURPOSE AND SCOPE

The policy provides the criteria for the conduct of the Paediatric Anatomy and Embryology (PAE) Examination.

The PAE examination is a summative assessment of a candidate's knowledge, understanding and application of the basic sciences of Anatomy relevant to Paediatric Surgery early in a trainee's surgical training.

## 2. KEYWORDS

Examination, Paediatric Surgery, Anatomy, Embryology, Prerequisites, Eligibility, Application, Conduct, Results

## 3. BODY OF POLICY

### 3.1. Format of the Paediatric Anatomy and Embryology Examination

The examination consists of the following components:

- 3.1.1. One written paper of 100 short answer questions. The paper runs for 1½ hours.
- 3.1.2. One viva with two sections of 12½ minutes duration each.
- 3.1.3. A candidate who fails the written component will not progress to the viva component of this examination.
- 3.1.4. To be successful in this examination a candidate must pass both components in the one sitting of this examination.

### 3.2. Eligibility to Present for the Examination

- 3.2.1. All Early-SET trainees in the SET program in Paediatric Surgery are eligible to present.
- 3.2.2. Nominated Specialist International Medical Graduates (SIMG) as recommended and approved by the Board of Paediatric Surgery.

### 3.3. Application

- 3.3.1. The PAE examination is usually held once per year. Information and dates are published on the RACS website.
- 3.3.2. A candidate must apply to present for the PAE examination through the online registration system, via the RACS website. The full examination fee must be paid at the time of registration.

An application outside the published timeframes will not be accepted.

### 3.4. Time Limitations and Number of Attempts

- 3.4.1. A trainee must pass this examination by the completion of Early-SET.
- 3.4.2. The examination is limited to four attempts. Failure to pass on the fourth attempt will result in dismissal.

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- 3.4.3. Each sitting of the examination undertaken will count towards the maximum four (4) attempts, irrespective of whether the trainee is in active clinical training, deferred or on interruption.

### 3.5. Conduct of the Examination

- 3.5.1. The conduct of the PAE examination is the responsibility of the Paediatric Surgery Specialty Court of Examiners and others as deemed appropriate by the Board of Paediatric Surgery.
- 3.5.2. The Paediatric Surgery Specialty Court of Examiners is responsible for setting the questions and defining the standards of the examination.
- 3.5.3. Curriculum areas covered in the examination include General Anatomy, Neck, Upper Limb, Lower Limb, Thorax and Abdomen and Pelvis.
- 3.5.4. For the written component, invigilators play a central role to ensure that security of the examination is maintained at all times.
- 3.5.5. Disruptive behaviour by a candidate in any segment of the examination will be investigated as misconduct. If a candidate is reported to be causing a disturbance during the examination, they will be removed from the examination room.
- The candidate involved will not be given extra time at the end of the examination for any reason including time taken to address the incident.
  - An examiner or other person supervising an examination segment will complete an incident report for consideration by the Paediatric Surgery Specialty Court of Examiners.

### 3.6. Prohibited Equipment or Materials

- 3.6.1. Equipment or materials which are not permitted to be taken into an examination room by a candidate ("prohibited equipment or materials") includes but is not limited to:
- all watches, mobile phones, calculators, portable computers, tablets or other electronic audio-recording devices (e.g. audio-recording wrist bands, pens, spectacles, mp3 players, iPods, iPads, etc.).
  - notes, books, textbooks or other materials.
- 3.6.2. A candidate who takes prohibited equipment or materials into an examination room will be informed that they must leave the examination room immediately and will not be permitted to take further part in the examination. An incident report for consideration by the Board of Paediatric Surgery must be completed.
- 3.6.3. The candidate's result for the examination will not be approved and any examination fees paid will be forfeited as per terms stipulated in clause 3.11.
- 3.6.4. An examiner or other person supervising an examination segment will complete an incident report for consideration by the Paediatric Surgery Specialty Court of Examiners.

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### 3.7. Cheating

3.7.1. Cheating is defined as, but is not limited to:

- a. gaining or attempting to gain access to any materials such as specimens or images, or patients involved in the examination, prior to an examination;
- b. copying, or allowing another candidate to copy, answers during the course of an examination;
- c. disseminating or making available questions or answers to another candidate or prospective candidate relating to the current examination;
- d. procuring knowledge of the questions, and their answers, from anyone before the examination.

3.7.2. An examiner or other person supervising an examination segment will, upon identifying suspected cheating during the examination, complete an incident report for consideration by the Board of Paediatric Surgery.

### 3.8. Report of prohibited equipment or materials or cheating

3.8.1. Upon receipt of an incident report of the taking of prohibited equipment or materials into an examination room or cheating, the Paediatric Surgery Specialty Court of Examiners will:

- a. In the case of a trainee, transmit the report to the Board of Paediatric Surgery for consideration pursuant to the RACS Misconduct policy and the Board's regulations.
- b. In the case of an Specialist International Medical Graduate, transmit the report to the Chair, SIMG Committee.

3.8.2. If a report on the taking of prohibited equipment or materials into an examination room or cheating is received by the Paediatric Surgery Specialty Court of Examiners or if the Board of Paediatric Training receives the report directly:

- a. prior to the examination taking place; the candidate's application for presenting to an examination will be withheld until such time an investigation has concluded; if an allegation is upheld in addition to any penalty imposed by the relevant authority or Board, the candidate's application will not be valid and the entire examination fee paid will be forfeited as per terms stipulated in clause 3.11 of this Policy.
- b. during the examinations and prior to the examination results being made available to candidates - the examination result will be withheld until such time as an investigation has concluded; if the allegation is upheld, in addition to any penalty imposed by the relevant authority or Board, the examination result will not be approved and the candidate will be regarded as having an unsatisfactory performance.
- c. after the examination results have been made available to candidates; if the allegation is upheld, in addition to any penalty imposed by the relevant authority or Board, the examination result will

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be withdrawn and the candidate will be regarded as having an unsatisfactory performance.

### 3.9. Privacy and Confidentiality

Any person involved with the PAE examination and any candidate presenting for the examination shall treat as strictly confidential any materials, images, content or discussions of any examination component viewed or discussed for the purposes of conducting the PAE examination.

Any breach of confidentiality by any candidate may be treated as cheating and dealt with according to RACS process

### 1.1. Special Circumstances Relating to Examinations

Refer to Exceptional Circumstances and Special Consideration Policy.

### 3.10. Results

3.10.1. The results are approved by the Paediatric Surgery Specialty Court of Examiners.

3.10.2. The candidate will be awarded a result of pass/fail only.

3.10.3. The candidate will be informed of his/her result via the RACS Portfolio.

3.10.4. The results will be communicated to the Board of Paediatric Surgery.

### 3.11. Withdrawals and Refunds

3.11.1. A candidate who wishes to withdraw from the examination must do so via the RACS website and online withdrawal form.

3.11.2. A percentage of the examination fee will be refunded in accordance with the following timeline.

- a. A candidate will be refunded 95% of the examination fee if notification of withdrawal from the examination is received prior to the application closing date.
- b. A candidate will be refunded 50% of the examination fee if notification of withdrawal from the examination is received after the application closing date and more than 10 business days prior to the commencement of the written component of the examination.

3.11.3. A candidate will not receive a refund if notification of withdrawal from the examination is received with fewer than 10 business days prior to the commencement of the written component of the examination.

3.11.4. A candidate will not receive a refund for non-attendance of the examination.

3.11.5. A candidate will not receive a refund if prevented from participating in the examination as a result of taking prohibited equipment or materials into an examination room or cheating.

## 4. ASSOCIATED DOCUMENTS

### Policies

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Exceptional Circumstances and Special Consideration Policy

### Regulations

Paediatric Surgery Training Regulations  
 RACS Regulation: Dismissal from Surgical Training  
 RACS Regulation: Trainee Registration and Variation  
 RACS Regulation: SET Misconduct  
 RACS Regulation: IMG Misconduct

### Other

Application for Special Consideration  
 Examination Rules for Candidates  
 Examination Incident Report

**Approver** Education Committee  
**Authoriser** Council

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