

<b>Portfolio:</b>	<b>Education</b>	<b>Ref. No.</b>	<b>REG-2074</b>
<b>Team:</b>	<b>Examinations</b>		
<b>Title:</b>	<b>Conduct of the Paediatric Pathophysiology Examination</b>		

## 1. PURPOSE AND SCOPE

The policy provides the criteria for the conduct of the Paediatric Pathophysiology Examination (PPE).

The examination is a summative evaluation of a candidate's knowledge, understanding and application of the basic sciences, anatomy, general patient care and surgical principles relevant to Paediatric Surgery early in a trainee's surgical training.

## 2. KEYWORDS

Examinations, Paediatric Surgery, Pathophysiology

## 3. BODY OF POLICY

### 3.1. Format

The examination is conducted over 1 day and consists of two papers. Each paper runs for 2 hours and is comprised of the following:

- a. Paper one consists of 6 essay questions, and
- b. Paper two consists of 40 short answer questions

### 3.2. Eligibility

The Paediatric Pathophysiology Examination is a Mid SET requirement. Refer to Paediatric Surgery Training Regulations.

### 3.3. Application

- 3.3.1. The examination dates and registration period are published on the RACS website.
- 3.3.2. A candidate must register for this examination using the online registration system on the RACS website. The examination fee must be paid in full at the time of registration.
- 3.3.3. By applying to present for this examination, the candidate is agreeing to this policy.
- 3.3.4. Registration outside the published timeframes will not be accepted.

### 3.4. Venue and Dates

- 3.4.1. The examination is run twice yearly, in April and August in the following locations:  
**Australia:** Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney  
**New Zealand:** Auckland and Wellington
- 3.4.2. The PPE examination will coincide with the Written segment of the Fellowship Examination.

### 3.5. Conduct

- 3.5.1. Invigilators play a central role to ensure that security of the examination is always maintained.
- 3.5.2. Disruptive behaviour by a candidate in any segment of the examination will be considered as misconduct. If a candidate is reported to be causing a disturbance during the examination, they will be removed from the examination room.

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- a. 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.
- b. A RACS Examinations staff member or other person supervising an examination segment will complete an incident report for consideration by the Board of Paediatric Surgery.

### 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”) include but is not limited to:
  - a. 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.).
  - b. 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 o
- 3.6.4. An RACS Examinations staff member or other person supervising an examination segment will complete an incident report for consideration by the Board of Paediatric Surgery.

### 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 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 invigilator or other person supervising an examination segment will, upon identifying suspected cheating during the examination, complete an Examination Incident Report for consideration by the Board of Paediatric Surgery.

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

- 3.8.1. If a report on the taking of prohibited equipment or materials into an examination room or cheating is received by the Paediatric Surgery Training Board:

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<b>Team:</b>	<b>Examinations</b>		
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- 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 □o□ 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 Training 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 be withdrawn and the candidate will be regarded as having an unsatisfactory performance.

### 3.9. Privacy and Confidentiality

Any person involved with the 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 examination. Any breach in confidentiality by any candidate may be treated as cheating and dealt with according to RACS process.

### 3.10. Special Circumstances Relating to Examinations

Refer to Exceptional Circumstances and Special Consideration Policy.

### 3.11. Results

- 3.11.1. The results are approved by the PPE Sub-committee.
- 3.11.2. A result of pass or fail only is awarded.
- 3.11.3. The candidate will be given access to their result via the RACS online eHub.
- 3.11.4. Results will be provided to the Board of Paediatric Surgery.

### 3.12. Feedback

- 3.12.1. Written feedback on the candidate's examination performance will be sent to the candidate via email.
- 3.12.2. An unsuccessful candidate can meet with their surgical supervisor to discuss the written feedback.
- 3.12.3. Feedback will be provided to the Board of Paediatric Surgery.

### 3.13. Withdrawals and refunds

- 3.13.1. A candidate who wishes to withdraw from the examination must complete the online withdrawal form on the RACS website.
- 3.13.2. A percentage of the examination fee will be refunded in accordance with the following timelines:

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- a. 95% of the examination fee for a withdrawal from the examination prior to the application closing date.
  - b. 50% of the examination fee for a withdrawal from the examination is received after the application closing date and more than 10 business days prior to the commencement of the examination.
  - c. No refund for a withdrawal from the examination with less than 10 business days prior to the commencement of the examination.
- 3.13.3. A candidate will not be refunded for any part of the examination fee for non-attendance unless without prior notice within the timeframes for withdrawal.
- 3.13.4. A candidate will not receive a refund if they are 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

Exceptional Circumstances and Special Consideration Policy  
Dismissal from Surgical Training  
Trainee Registration and Variation  
SET Misconduct  
IMG Misconduct

##### Other

Application for Special Consideration  
Examination Incident Report  
Board of Paediatric Surgery Regulations for Surgical Education and Training in Paediatric Surgery

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