2019 AFOEM Stage B
Written Examination

Australia & New Zealand

Instructions to Candidates
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2019 AFOEM Written Examination – 7–8 September 2019
Updated: June 2019
Important examination information

Key dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination dates</td>
<td>Saturday, 7 September and Sunday, 8 September 2019</td>
</tr>
<tr>
<td>Results release (via email)</td>
<td>Thursday, 17 October 2019</td>
</tr>
<tr>
<td>Applications open</td>
<td>Monday, 24 June 2019</td>
</tr>
<tr>
<td>Applications close</td>
<td>Friday, 5 July 2019 (5pm AEST)</td>
</tr>
<tr>
<td>Pre-examination special consideration requests close:</td>
<td>Friday, 5 July 2019 (5pm AEST)</td>
</tr>
<tr>
<td>– Provisions for examination day</td>
<td></td>
</tr>
<tr>
<td>Examination day special consideration requests close:</td>
<td>Friday, 13 September 2019 (5pm AEST)</td>
</tr>
<tr>
<td>– Technical and procedural issues</td>
<td></td>
</tr>
<tr>
<td>Re-mark requests</td>
<td>Sunday, 27 October 2019 (5pm AEST)</td>
</tr>
</tbody>
</table>

All candidates must meet the eligibility criteria by the application deadline. Applications received after the deadline may not be accepted.

Locations

The Australian Faculty of Occupational and Environmental Medicine (AFOEM) (the Faculty) Stage B Written Examination is held once each year. Venues are selected at the discretion of the College, but the examination will be held in Australian and New Zealand capital cities and regional centres.

Fees

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount (AUD)</th>
<th>Amount (NZD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFOEM Stage B Written Examination</td>
<td>$1,930.00</td>
<td>$2,219.50</td>
</tr>
<tr>
<td>Re-mark application</td>
<td>$593.00</td>
<td>$619.95</td>
</tr>
</tbody>
</table>

For more information about paying your exam fees, please refer to the Terms and Conditions of College Fees.
Applying to sit the examination

Purpose of the examination

The purpose of the AFOEM Stage B Written Examination is to determine whether a trainee’s knowledge in occupational and environmental medicine is of the required level for progression to Stage C training. This examination is a summative assessment.

1. Eligibility

Occupational and Environmental Medicine (OEM) trainees are eligible to apply for the AFOEM Stage B Written Examination only if they are currently in the OEM Training Program. All Stage B trainees must complete a minimum of 18 months of active certified training (three training periods) in Stage B before they can attempt the AFOEM Stage B Written Examination.

To be eligible to sit the AFOEM Stage B Written Examination, you must:

- be a Stage B trainee in the AFOEM training program
- have an Educational Supervisor
- have current medical registration and be approved for the training term
- have successfully completed the AFOEM Stage A Written Examination (if required)
- have certification in the most recent training period – that is, have completed all teaching and learning activities and formative assessments
- have completed a minimum of 18 months of active certified training in Stage B (three training periods)
- have completed the relevant university graduate diploma or equivalent, and submitted the certificate to the Faculty prior to sitting the exam
- comply with the limit on the number of examination attempts and other requirements for progression through training, which are detailed in the RACP’s Progression through Training Policy and the 2019–20 Program Requirements Handbook
- be fully current with all College training fees. Trainees with outstanding training fees will not be eligible to sit the AFOEM Stage B Written Examination unless they have made an application in writing to the Honorary Treasurer requesting special consideration
- complete payment of the examination fee by the due date in order to guarantee a place at the examination

OR

- have been endorsed by the Faculty Education Committee for special consideration – for example, overseas trained physicians.

2. Examination attempts

Limits on the total training time allowed is specified in the Progression through Training Policy.

Limits on the number of examination attempts allowed are specified in the 2019–20 Program Requirements Handbook.

For more information, see both the Progression through Training Policy and 2019–20 Program Requirements Handbook for eligibility criteria and examination attempts.
All enquiries relating to AFOEM Stage B Written Examination eligibility and examination attempts must be directed to the OEM Training Program.

**Email:** OccEnvMed@racp.edu.au  
**Phone:** 
Australia – 1300 MY RACP (1300 697 227)  
New Zealand – 0508 697 227  
Overseas – (+61) 2 9256 5444

3. **Application period**

The AFOEM examination dates are advertised in the eBulletin during the month of June. Application forms for AFOEM examinations are uploaded to the Exams page on the College website. You can download and complete the application form online, and then submit it by email to examinations@racp.edu.au.

Late applications may not be accepted.

Closing dates are listed in the ‘Important examination information’ section in this document.

4. **Payment**

Once the application period has closed, you will receive an email with a link to pay the examination fee and any outstanding fees due to the College.

If you have outstanding training fees, you will not be eligible to sit the examination unless you have made an application in writing to the Honorary Treasurer requesting special consideration.

5. **Application confirmation**

You will receive an email confirming your application has been received, and a receipt of payment will be available in your MyRACP account. If you do not receive a confirmation email, then please contact examinations@racp.edu.au. You should also make sure you have checked your junk/spam email folders.

**Note:** The confirmation email indicates only that your application and payment has been successfully received. It does not confirm that your registration for the examination has been finalised.

6. **Final confirmation**

Once your eligibility for the examination has been finalised, you will be sent a candidate allocation letter by email. This letter will confirm your registration for the examination and will also provide details of your examination venue.

7. **Withdrawal of application**

If you wish to withdraw from the AFOEM Stage B Written Examination, you must advise the College by email at examinations@racp.edu.au. Withdrawals are not counted as examination attempts. You may withdraw up until the commencement of the examination.
Refunds of application fees will be provided according to the following rules:

<table>
<thead>
<tr>
<th>Date of withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 July – 11 August 2019</td>
<td>50% of application fee</td>
</tr>
<tr>
<td>12 August 2019 onwards</td>
<td>No refund available</td>
</tr>
</tbody>
</table>

To request a refund outside of these rules on medical or compassionate grounds, you must submit an application under the RACP's Special Consideration for Assessment Policy (see below).

If you withdraw from the AFOEM Stage B Written Examination, you may re-apply to sit the examination in the following year, provided you meet the eligibility criteria. Application fees will not be rolled over from one year to another.

8. Special consideration

8.1 Grounds for special consideration

The College will take the following circumstances into consideration for the AFOEM Stage B Written Examination:

- circumstances occurring before the examination, including
  - permanent and longstanding impairment
  - temporary impairment – medical grounds
  - non-medical compassionate grounds or serious disruption
  - essential commitments (religious, cultural, societal or legal obligations)
- circumstances occurring after you have commenced the examination, including
  - technical or procedural issues encountered during the examination.

Candidates should refer to the Special Consideration for Assessment Policy for possible outcomes of an application for special consideration.

8.2 How to apply for special consideration

1. Read the Special Consideration for Assessment Policy.
2. Confirm the grounds for your request and the outcome you are seeking.
3. Collect the appropriate supporting documentation for your category.
4. Submit your request in writing to: examinations@racp.edu.au.

If you need to request a pre-examination special consideration after the specified closing date, you should contact the College immediately to discuss by calling 1300 697 227 or emailing examinations@racp.edu.au.

Requests for post-examination special consideration for events occurring on the examination day cannot be accepted after the specified closing date. Closing dates are listed in the 'Important examination information' section in this document.
Preparing for the examination

9. Format of the examination

The Stage B Written Examination tests a trainee’s knowledge in OEM through scenario-based extended response questions. This summative assessment consists of two (2) three-hour papers (Paper 1 and Paper 2) conducted on consecutive days. Each paper consists of five (5) questions, which each comprise a given scenario and five (5) separate parts, or sub-questions. Detailed marking guides are prepared. The standard for the exam is set using a modified Angoff process.

The examination content is based on the AFOEM training curriculum:

- Paper 1: Domains 10, 30, 40 and 80, but may to refer to other domains
- Paper 2: Domains 10, 20, 50, 60, 70, 80 and 90

To view the OEM curriculum, please click here.

To view the AFOEM Stage B Written Examination learning objectives, please click here.

The AFOEM Stage B Written Examination covers topics across the breadth of the curriculum domains and is designed to determine if the trainee has reached the appropriate level to proceed to Stage C. The standard is set at the level of a competent occupational medicine practitioner who is not yet a specialist occupational physician.
Examination day

10. Timetable

You are advised to arrive at your allocated examination centre by **8.15am**.

**Note:** This is an example of the typical timetable. It may vary on the day.

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 - 8.30am</td>
<td>Candidates arrive and sign in</td>
</tr>
<tr>
<td>8.40am</td>
<td>Pre-examination announcements</td>
</tr>
<tr>
<td>9.00am</td>
<td>Reading time commences</td>
</tr>
<tr>
<td>9.15am</td>
<td>Examination commences. Candidates may commence writing candidate name, candidate number and other details on question booklet and answer booklets</td>
</tr>
<tr>
<td>12.05pm</td>
<td>Announcement to candidates that there are 10 minutes remaining in the examination, and that candidates cannot leave the examination room until 12.15pm</td>
</tr>
<tr>
<td>12.15pm</td>
<td>Examination finish time – question booklets and answer booklets collected</td>
</tr>
</tbody>
</table>

11. Items to bring to the examination

You are required to bring the following items to the AFOEM Stage B Written Examination:

- your candidate allocation letter (hardcopy or email) showing your candidate name, number and examination location. This letter is sent to you in August and will also outline your examination venue details. You cannot sit the examination without this letter.

- current photographic identification that shows your full name and signature – for example, passport or photo driver licence

- blue or black ballpoint pens (no pencils or gel or felt-tip pens are allowed)

- one (1) ruler.

During the examination, all mobile phones/pagers/electronic devices are to be switched off, placed on the floor under your desk and visible to the Invigilator at all times. Any candidates found with their mobile phone/pager/electronic device on their person during the examination will be automatically disqualified and immediately escorted out of the examination venue. Any phones or pagers that sound during the examination will be subject to an incident report.

Electronic watches are to be switched off and placed under your chair.
12. **Items not permitted in the examination area**

The following items are not permitted in the examination area:

- written material (other than your candidate allocation letter)
- calculators*/electronic devices (including ‘smart’ watches and/or any devices)
- food or beverages (other than water**)
- all other belongings (e.g. bags).

* Should a question in the examination require the use of a calculator, one will be provided to you at the venue.

** You may bring bottled water into the examination room. If you require other beverages or food during the examination for medical reasons, you must submit an application for special consideration by Friday, 5 July 2019. No other food or beverage may be consumed during the examination without pre-approval. See ‘How to apply for special consideration’ above in these instructions for special consideration application procedures.

13. **Seating arrangements**

Examination seating is allocated. Seating lists showing candidate names and seat numbers will be displayed near the entrance of the venue.

Any enquiries about seating on the examination day must be discussed with the Chief Invigilator as soon as possible.

If you require specific seating arrangements during the examination for medical reasons, you must submit an application for special consideration by Friday, 5 July 2019. See ‘How to apply for special consideration’ above in these instructions for special consideration application procedures.

14. **Completing the examination**

14.1 **Completing the question booklet and answer booklets**

You will be provided with the following items:

- a question booklet
- answer booklets (one (1) for each question).

On your question booklet and each answer booklet, you must write your name, candidate number and, on the question booklet, your examination city. These details are in your candidate allocation letter. You are not permitted to commence filling in your details until the examination has commenced and you are instructed to write by the Invigilator.

Use only a black or blue ballpoint pen to mark the question booklet and answer booklets. Please keep the answer booklets clean and neat when writing your responses.

Should you require additional answer booklets, please let an invigilator know.

Where you use more than one answer booklet for a particular question, you must indicate this on the front of each answer booklet used (e.g. ‘1 of 2’, ‘2 of 2’).

Where a question asks you for a specific number of responses (e.g. ‘recommend five (5) diagnostic investigations’), only the first of that number of responses will be considered (e.g. using
the previous example, only the first five (5) responses will be considered. Any additional responses will not be awarded marks.

14.2 Leaving the examination room

You must not leave the examination room without the approval of an invigilator. If you require a toilet break, an invigilator will escort you to the facilities. If you wish to leave the examination room before the end of the examination, please remain seated and raise your hand to alert an invigilator who will then check your materials and release you.

When you have finished the examination, you may leave the examination room from 30 minutes and up until 10 minutes before the end of each exam paper. Please ensure your question booklet and answer booklets are collected by an invigilator before leaving. You are not permitted to leave the examination room during the last 10 minutes of each paper.

On completion of each paper, your question booklet and answer booklets will be collected.

All content contained in these documents is considered confidential examination material and must not be removed from the examination room. You are not permitted to reproduce or distribute the contents of examination material at any time or in any way. Reproducing or distributing examination material is considered a breach of the College’s Academic Integrity in Training Policy.
After the examination

15. Passing criteria

The AFOEM Stage B Written Examination consists of a total of ten (10) questions, each comprising a given scenario and approximately five (5) parts, or sub-questions, making an overall total of around 50 question items in both Paper 1 and Paper 2. There is no negative marking. Each question is equally weighted.

To set the pass mark, the College uses the Modified Angoff method. In this process, a number of subject matter experts (SMEs) are asked to estimate, for each question, the score that minimally competent candidates would receive. The SMEs’ ratings are averaged per question and this average rating is the Angoff score for each question. The pass mark for the examination then is determined by averaging all the Angoff scores. Given this process, the pass mark may vary from year to year according to the difficulty of the paper.

The College reviews the examination before the release of results. All answer sheets are scanned, and any anomalies are reviewed. The performance of each of the examination questions is analysed and the pass mark reviewed to determine each candidate’s result. During this process, one or more questions may be removed from the examination and the pass mark adjusted accordingly.

16. Marking

A group of SMEs will mark all questions according to a pre-determined marking guide. A pair of markers will mark all candidates’ responses to one question to ensure fairness for all candidates. Each pair of markers will review their scores to come up with a consensus score for each sub-question.

Scores will be entered into a spreadsheet through two (2) independent processes and verified. Any discrepancies between these two sets of data will be manually verified to ensure candidates receive the correct score for each question.

Failing candidates will have their scores recounted to ensure that their scores and outcome reflect the examiners’ intent.

All questions undergo item analysis to ensure that they perform to expectations.

17. Results release

You will be notified of your examination outcome by email. Please log on to MyRACP or contact memberservices@racp.edu.au to ensure that both your email and contact number with the College are current. You can update your details yourself simply by logging on to MyRACP and going to ‘Edit details’.

Results release (after 3pm AEDT): Thursday, 17 October 2019

If you have not received your results by 8am the day after the results release date, please:

- check your junk/spam email folder
- identify whether you are using a computer with a firewall.

If you still have issues, please contact the Examinations unit at examinations@racp.edu.au and request that your results notification be re-sent. * You may also contact the College by phone at 1300 MY RACP (1300 69 7227), (+61) 2 9256 5444.

* Please note that the Examinations unit is unable to discuss examination results with candidates over the phone or by email.
18. Candidate feedback

You will receive a results letter via email. It will include a summary of feedback on general candidate performance.

19. Re-marking

If you are unsuccessful in the AFOEM Stage B Written Examination, you may request a re-mark.

The re-mark process consists of a reassessment of your examination paper, based on the marking guide, by a pair of independent examiners. The College advises those who are considering a re-mark to first discuss their performance with their Educational Supervisor.

To request a re-mark, contact examinations@racp.edu.au. A fee of $593.00 (AUD) or $619.95 (NZD) applies to re-mark applications. Requests must be received by Sunday, 27 October 2019 (5pm AEDT). The College is unable to accept late applications for a re-mark.

20. Next steps

A pass in both the AFOEM Stage B Written Examination and AFOEM Stage B Practical Examination is required before trainees are eligible to progress to Stage C Training. There is no requirement to take the AFOEM Stage B Written Examination prior to the Stage B Practical Examination.

After successful completion of both the AFOEM Stage B Written Examination and AFOEM Stage B Practical Examination, trainees will need to complete their year of training and any training requirements. The Occupational and Environmental Medicine Training Program Officer will advise on the next steps to Stage C Training.

Refer to the eligibility criteria and examination attempts set out in the 2019–20 Program Requirements Handbook.

Please see the College website for the following important information on the AFOEM training program and important education policies:

- AFOEM 2019-20 Program Requirements Handbook
- AFOEM Training Curriculum
- College education policies.