



The Royal Australasian
College of Physicians

Advanced Training Committees *Guidelines for reviewing projects*

Each project will be sent to two reviewers.

All project are covered under RACP academic honesty policy. It will be forwarded for the sole purpose of marking. It may not be used for any other purpose.

Reviewers are provided with three grading options:

- *Pass* – Meets expected standards
- *Resubmit* – Below expected standard
- *Fail* – Does not meet the standard

Additional guidance for marking projects:

While projects can only be given an overall mark of *pass*, *resubmit* or *fail*, the marker's comments may offer greater guidance if they adopt a more graded perspective:

1. **Pass**
2. **Pass with comments** about how the project report could be improved. Doesn't require resubmission. eg *The project would have been enhanced by.....*
3. **Resubmit. Requires resubmission with minor revisions** eg *Some minor changes are required for this project to attain the level expected, eg more detail regarding the trainee's contribution etc.*
4. **Resubmit. Suggestions where improvements need to be made.** eg *The project should be revised focusing on questions that can be addressed by the study. The aims of the project have not been addressed in the discussion. Important publications are missing in the bibliography etc.*
5. **Fail** eg *not of direct relevance to geriatric medicine, plagiarism, not a unique project (previously submitted to another training program), unacceptable format eg PowerPoint*

This grading system may be implied, rather than explicitly stated, as the other reviewer may have a different perspective.

In general, a resubmit is preferred rather than fail, unless there are no prospects that the project could pass with a resubmission, that the project is not of direct relevance to Geriatric Medicine, or that it is in breach of the project guidelines or academic honesty and plagiarism guidelines.

The outcome of the various grading options will be as follows:

- **Two pass reviews** → the project is considered to be a pass. The trainee will be notified of the result and will be provided with the anonymous reviewers' comments.
- **Two resubmit reviews** → the project is considered to be a resubmit. The Education Officer of the College to advise both reviewers of the marks with a prepared overall summary for the trainee. The trainee and the trainee's current supervisor will be notified of the result, along with the project supervisor and will be provided with the anonymous reviewers' comments. The trainee will be asked to revise and resubmit the project, taking

into account the reviewers' comments and the guidelines for preparing projects in the *Requirements for Physician Training* handbook.

- **One pass review + one resubmit review** → the Education Officer of the College to advise both reviewers of the marks and these reviewers discuss the project. If the reviewers do not reach an agreement then the project is referred to a third reviewer.
- **One pass review + one fail review** → the Education Officer of the College to advise both reviewers of the marks and these reviewers discuss the project. If the reviewers do not reach an agreement then the project is referred to a third reviewer.
- **Two fail reviews** → the project is considered to be a fail. The Education Officer of the College to advise both reviewers of the marks with a prepared overall summary for the trainee. The trainee and the trainee's current supervisor, along with the project supervisor will be notified of the result and will be provided with the anonymous reviewers' comments. The trainee will be notified and a new project will be required.

The trainee usually expects to receive a project review after three weeks.

Once a project has been sent for review, the Education Officer will note a timeframe for this review to be submitted to the College, if you are unable to review this project by the suggested deadline please notify the Education Officer as soon as possible to ensure a replacement reviewer can be organised. This will ensure a prompt turnaround to avoid disadvantage to the trainee.

**If you decide that a project is unsatisfactory, it is useful if you include comments specifying how the project may be revised to meet the ATC's requirements.*

Note: the review forms will also be sent to you by email so that you can type your comments. If you prefer to hand-write the forms, please write legibly.

Please refer to the project requirements on the RACP website. The link is:

<http://www.racp.edu.au/trainees/advanced-training/advanced-training-programs/geriatric-medicine>