



Participation by Members in Preparatory Courses for Assessment Policy

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Document Writer	Executive Officer, Education Policy, Research and Evaluation (EPRE), Education, Learning & Assessment
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Note: This is a controlled document within the [RACP Policy Framework](#).

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1. INTRODUCTION

The College administers a range of written and clinical assessments as part of the training programs offered by the Divisions, Faculties and Chapters.

Members directly involved in these assessments as contributors or assessors/examiners have particular knowledge of the content material, conduct, standard setting, and/or assessment criteria for these assessments.

The College recognises the value of preparatory activities (including practice/trial assessments) for trainees preparing for centrally administered assessments. The invaluable role played by Members in coordinating, contributing to and examining for these assessments is also acknowledged.

To protect the integrity of the RACP assessment process, the RACP has a duty to prevent situations arising where there is a perceived or actual direct, indirect, pecuniary or non-pecuniary duality or conflict of interest for Members, and to ensure that assessment candidates are not advantaged or disadvantaged by Members' involvement in preparatory or training activities aimed directly at the assessment.

2. PURPOSE

The purpose of this policy is to articulate the College's position on Members directly involved in centrally administered summative written and clinical assessments participating in preparatory courses/lectures for these same assessments.

This policy defines the obligations of Members in relation to participation in preparatory courses (commercial and non-commercial) or training sessions for centrally administered College assessments.

3. SCOPE

The policy is applicable to RACP Members who are members of training program, education, and assessment related committees, sub-committees, working groups, examining panels, regional examiners, co-opted examiners or observers of assessments.

4. POLICY CONTENT

4.1. Definition of a Member directly involved in centrally administered assessments

For the purpose of this policy, the College defines a Member directly involved in a centrally administered assessment as someone with explicit knowledge of the content of the relevant assessment within that year. This includes contributors or assessors/examiners.

4.2. Participation in Commercial Preparatory Courses

4.2.1 The College defines a commercial course as any of the following:

- a) A course where Members may gain financially or are paid for participating in a given course. This would also include refusing payment to participate when other participants are being paid.
- b) A course where the participation by certain Members in the course is used as a means to promote/advertise the course.
- c) A course that is not delivered under the auspices of the College, for example where it is not run by a state or territory committee. This does not include local hospital examination preparation, such as hospital lecture series.

4.2.2 Members directly involved in a centrally administered assessment may not participate in commercial preparatory courses/lectures for that assessment as this is regarded as a conflict of interest. For example, a Member involved in the Divisional Clinical Examination may not participate in a commercial preparatory course for the Divisional Clinical Examination.

4.2.3 Any Member directly involved in a centrally administered assessment who is in doubt as to whether a course would be considered by the College to be commercial should seek the advice of staff within the relevant College office.

4.2.4 The College will not advertise the commercial preparatory courses outlined in item 4.2.1.

4.3. Participation in Non-Commercial Preparatory Courses or Training Activities

4.3.1 The College defines a non-commercial course or training activity as any activity not covered by item 4.2.

4.3.2 Members directly involved in a centrally administered assessment are required to consider carefully the implications of participating in any non-commercial preparatory course or training activity.

4.3.3 If approached to participate in a non-commercial course or training activity, Members directly involved in a centrally administered assessment are required to ensure the extent of their involvement and the nature of the course is fully defined prior to making any decision and consider whether their knowledge of the content of the upcoming assessment could be perceived as being potentially advantageous or disadvantageous to trainees.

4.3.4 If a Member directly involved in a centrally administered assessment does agree to participate in a non-commercial course or training activity it must be in their capacity as a specialist physician and not as a College examiner/member of an assessment committee.

4.3.5 Members directly involved in a centrally administered assessment must be aware of confidentiality and copyright issues with regard to College assessment processes.

4.3.6 Any Member directly involved in a centrally administered assessment who is in doubt as to whether their participation in a non-commercial preparatory course or training activity would constitute a conflict of interest or not comply with this policy should seek the advice of staff within the relevant College office.

- 4.3.7 Members who are directly involved in a centrally administered assessment must make their participation in any non-commercial preparatory course or training activity known to the College committee(s) or groups to which they belong.

4.4. Failure to comply with this Policy

In the event of a breach of this policy the College may take action against the Member(s) involved. Such action may include but not be limited to removal from the relevant assessment committee/panel of examiners. In cases of breach of confidentiality and copyright relating to RACP assessment process the College may seek to recover any costs relating to the development of examination materials.

5. REVIEW OF POLICY

This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.

Staff and members of the College may provide feedback about this document by emailing RACPPolicy@racp.edu.au.

6. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
Fellow, Trainee, and Member	have the same meaning as in the College Constitution.

7. HISTORY

Revision	Effective Date	Summary of Changes
1.0	01.08.2010	New Policy
1.1	02.12.2022	Administrative update and transfer to new policy template
1.2	27.03.2025	Administrative update of committee titles as part of the Education Governance Review Initiative