

Candidate Etiquette and Consent Form

Candidate Etiquette for participating in the RACP Divisional Clinical Examinations

Candidates must be aware of their responsibilities in relation to academic integrity, and that all cases of alleged academic misconduct will be dealt with consistently, openly, justly and fairly using an appropriate process. The usual examination rules apply which prevent any candidate gaining an unfair and dishonest advantage. Below, are the additional requirements for participating in the Clinical Examinations by teleconference conference if the need arises.

1. Candidates must:

- (a) adhere to the COVID-safe policies and procedures of their allocated Hospital they attend for the examination
- (b) practise good hand hygiene (hand sanitiser will be provided)
- (c) wear a face mask if required by the hospital or if this is their personal preference
- (d) stay home and not attend the examination if they are unwell
- (e) adhere to the timing prompts given by the LEO/examiner/invigilator including promptly ending the patient interview when instructed.

2. Candidates are permitted to:

- (a) bring their own stationery (for example, blank manila folders, blank cards, paper, pens/pencils)
- (b) bring standard patient growth charts
- (c) wear a basic analogue watch and/or bring a basic timing device (no smart devices)
- (d) seek assistance from the LEO/invigilator in the event of any issues that arise

3. Candidates are NOT permitted to:

- (a) bring any electronic devices into the examination room (including mobile phones, laptop, smart watches and communication devices). If a candidate's mobile phone is required to assist with authenticating password resets, they must ask the LEO/invigilator for access to their phone, the LEO/invigilator must observe and the candidate must hand it back as soon as the authentication is complete
- (b) take food or beverages into the examination room (except on medical grounds with an approved special consideration application)
- (c) bring any other belongings into the examination room (for example, bags)
- (d) ask the LEO/invigilator/examination assistant for details about the patients before or after the exam
- (e) request feedback on their performance from the invigilator/examination assistant
- (f) access any applications, study materials, references or messaging services during any of the interviews. This is considered gross misconduct and penalties will apply.
- (g) speak to other candidates about anything relating to the examiners and patients during the interval between Cases.

If you have any questions about the above information, please email examinations@racp.edu.au

Candidate Participation Agreement
RACP Divisional Clinical Examinations

I agree to the below terms and conditions of participation, declare that I have read the RACP *Academic Integrity in Training policy*, *Conflicts of Interest Policy* and *Privacy Policy for Personal Information*, and understand my responsibilities.

Signed by: _____
(Print full name)

Signature: _____ Date: _____

To protect the integrity of College examinations, all candidates must:

- **adhere to the College Academic Integrity in Training policy**
- **maintain confidentiality**
- **respect the privacy of other participants, and**
- **declare conflicts of interest.**

All candidates agree:

- (a)** to keep all information about RACP examinations, in any form, confidential
- (b)** to surrender all examination materials – including questions, answers, notes or any other materials – before leaving the examination venue
- (c)** not to copy, reproduce, distribute, or disclose any examination content during or after their examination session
- (d)** to promptly notify the RACP (via email to examinations@racp.edu.au) on becoming aware of any actual or potential security breach, including: unauthorised access to; copying, reproduction, distribution, disclosure or use of; or tampering with; the examination content or related materials
- (e)** to respect the privacy of the personal information of all other participants, including patients
- (f)** to familiarise themselves with College policy and requirements, and uphold the standards of academic integrity in accordance with these expectations. The College in turn has an obligation to report incidents of academic misconduct, and to apply its policies and procedures consistently and in accordance with procedural fairness
- (g)** to adhere to the instructions in the candidate exam etiquette document
- (h)** to promptly notify the RACP (via email to examinations@racp.edu.au) in writing of any actual or potential conflict of interest (*see below*).

Participants must declare conflicts of interest. A 'conflict of interest' exists where a candidate has, or is likely to have, any involvement or contact with a person who is or is likely to be an examiner or patient in their examination process, either:

- (a) in the workplace or in other training environments; or
- (b) outside of the workplace/training environment, including in a family or social relationship.