

<b>Division:</b>	<b>Education Development &amp; Assessment</b>	<b>Ref. No.</b>	<b>EDA-EXA-012</b>
<b>Department:</b>	<b>Examinations</b>		
<b>Title:</b>	<b>Observers of the Fellowship Examinations</b>		

## 1. PURPOSE AND SCOPE

This policy outlines the rules and conditions for an observer of the Fellowship Examination.

## 2. KEYWORDS

Observers, Fellowship Examination

## 3. BODY OF POLICY

### 3.1. Fellowship Examination

3.1.1. The Fellowship Examination assesses the knowledge, clinical skills, judgement and clinical decision making, communication skills as well as professionalism of the candidate with the aim of ensuring that the candidate is competent and safe to practice as an independent surgeon within our community.

3.1.2. The Court of Examiners' role is to conduct the Fellowship Examination.

3.1.3. The Censor in Chief (CIC), the Chair of the Court, the Deputy Chairs of the Court and all Senior Examiners may observe any segment of the clinical components and will not be considered an observer.

### 3.2. Observer

3.2.1. The role of the observer is to witness but not participate.

3.2.2. An observer may be one of the following:

- a. A member of the Court of Examiners, including a newly appointed examiner
- b. A Fellow of RACS, or another Medical or Surgical College
- c. A RACS staff member
- d. Other persons as approved by the Chair of the Court of Examiners

3.2.3. An observer will have no role in assessment but can be present for the following reasons:

- a. Education
- b. Due process
- c. Training for newly appointed examiners
- d. Assessing reliability and validity of the examination
- e. Assessment of examiner performance
- f. Other metrics with approval by the Chair of Court of Examiners

### 3.3. Conditions and Requirements for Observers

3.3.1. A newly appointed examiner must attend an examination as an observer, prior to examining for the first time.

3.3.2. An observer (as defined in clauses 3.2.2.b - 3.2.2.d) may attend only with the permission of the Chair of the Court of Examiners, or nominated Deputy Chairs and the Senior Examiner in the particular specialty of the candidate being observed.

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- 3.3.3. Each observer will make his/her presence known to the Chair of the Court of Examiners or Deputy Chairs and the Senior Examiner before attending any segment of the clinical components of the examination.
- 3.3.4. If an observer is present, the candidate will be advised prior to the commencement of his/her examination.
- 3.3.5. Only one person is permitted to observe in the examination room at any one time, i.e. either one observer as defined in clause 3.2.2 or one other as defined in clause 3.1.3. In extraordinary circumstances and with the approval of the Chair of the Court, an exception may be made to allow an additional person in the examination room. The number of persons observing must not exceed two.
- 3.3.6. A candidate may not object to the presence of an observer, but may object to having two persons present at the time of the examination, i.e. one observer as defined in clause 3.2 and one other as defined in clause 3.1.3.
- 3.3.7. If an objection is made, one person will voluntarily remove him/herself from the room.
- 3.3.8. For every examination, attendance will be documented in terms of each person attending, for what purpose and the respective segment that was observed.

#### **3.4. Conduct during an Examination**

- 3.4.1. The observer/s must not enter or leave the examination while in session.
- 3.4.2. The observer/s must be inconspicuous and avoid distracting or interacting with the examiners, the candidate and patient (when present).
- 3.4.3. The content of any examination component must be kept absolutely confidential. Any written notes made by observers, must relate solely to the purpose of attending as an observer, and must not form part of the candidate assessment. All written notes must be submitted to the Manager, Examination Department at the conclusion of each day.
- 3.4.4. Silence must be strictly observed. Observers must refrain from using items of distraction (i.e. tablet, smart phone, etc.) while in session.
- 3.4.5. Observers are to respect the privacy and autonomy of patients who play a role in the clinical components of the examination.
- 3.4.6. Observers, other than those requested by the Court, will attend the examinations at their own expense.
- 3.4.7. This policy must be made available for all observers to read prior to attending the Fellowship Examinations.

## **4. ASSOCIATED DOCUMENTS**

### **Policies**

EDA-EXA-010      Conduct of the Fellowship Examination

**Approver**      Education Board  
**Authoriser**     Council

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