



RANZCOG Examinations Emergency Policy and Procedures

Purpose and scope

It is the purpose of this policy to provide guidance to invigilators and RANZCOG examination candidates in the event of an emergency during an examination.

1. Definitions

Emergency	An unexpected event that must be dealt with urgently. For example, medical emergency, act of God, fire, terrorist threat, disruption to essential services, internet outage or system failure.
Head of Examinations	The Director, Education and Training, or their appointed representative: Deputy Director, Education and Training; Manager, Assessments and Selection; or Senior Coordinator, Assessments.
Invigilators – written examinations	For written examinations, the invigilator is the Pearson VUE appointed test administrator at each venue.

2. Background

RANZCOG recognises that interruptions to candidates during examinations may cause distress to candidates and negatively impact on their performance. This policy sets out the measures to deal with emergency situations to reduce their impact on candidates and provides the mechanism by which candidates may seek redress. Whilst security of the examination is important in any emergency situation, the safety of candidates and staff has priority.

3. Policy

It is the policy of RANZCOG to have procedures in place in the event of an emergency during an examination. Where examinations are delivered in partnership with third parties RANZCOG will ensure that agreed emergency procedures are in place.

4. Procedures

4.1 Evacuation emergency

Candidates will be evacuated from the examination centre according to the evacuation procedures identified at the examination centre.

If appropriate, in written examinations, candidates will be instructed to submit their examination answers before exiting the examination centre.

Examination candidates will be directed to leave the centre in silence and may not take any of their non-essential personal items.

All examination materials must be left behind.

Once candidates have exited the centre, examination conditions remain in force and candidates must not communicate with each other in any way at any time.

The invigilator will ensure that attendance registers are taken to the evacuation area and that all personnel are accounted for.

All candidates must remain together in the designated evacuation area and no one is allowed to re-enter the centre until the venue has been given the all clear by authorised personnel.

The invigilator will make a note of the length of time of the interruption.

The invigilator will advise the RANZCOG Head of Examinations of the circumstances of the emergency evacuation and liaise with regard to resumption of the examination, additional time granted to candidates or the abandonment of the examination.

Where appropriate the Head of Examinations will liaise with the EAC Chair and Examination Coordinators regarding arrangements to deal with the disruption and, if appropriate, the abandonment of the examination.

Candidates may apply for special consideration and no fee will be charged in this instance.

The invigilator will prepare a detailed case report for the Director, Education and Training within 24 hours.

Resuming written examinations

An appropriate time may be added to the examination to make up for the examination time lost due to the interruption plus additional time to allow candidates to refocus on the examination.

Resuming oral examinations

An appropriate time may be added to the reading time and/or the interaction time for the first station, after the examination resumes. This will allow candidates to refocus on the examination. If the candidates had commenced a station (either the reading time or interaction time) when the examination was interrupted the Head of Examinations will decide whether candidates may continue that station or if the examination will resume with the next rotation.

4.2 Medical emergency

If a candidate requires immediate medical assistance and is not able to leave the examination centre, the examination may be suspended while the candidate is attended to and, if necessary, the candidates may be evacuated.

The Head of Examinations will liaise with the EAC Chair and Examination Coordinators regarding arrangements to deal with the disruption and if, appropriate, the abandonment of the examination.

Candidates may apply for special consideration and no fee will be charged in this instance.

The invigilator will prepare a detailed written report to the Director, Education and Training within 24 hours.

Resuming Written examinations

Depending on the circumstances of the interruption to candidates, appropriate time will be added to make up for time lost due to the interruption plus additional time to allow candidates to refocus on the examination.

Resuming Oral examinations

The Coordinator, Assessments, will stop the rotations while the medical assistance is provided, or candidates may be evacuated from the centre. An appropriate time may be added to the reading time and/or the interaction time for the first station after the examination resumes. This will allow candidates to refocus on the examination.

If the candidates had commenced a station (either the reading time or interaction time) when the examination was interrupted the Head of Examinations will decide whether candidates may continue that station or if the examination will resume with the next rotation.

4.3 System failure

In the event of an interruption to an examination due to a system issue or failure, all efforts to rectify the issue will be made. The Head of Examinations will liaise with the EAC Chair and Examination Coordinators regarding arrangements to deal with the disruption and if, appropriate, the abandonment of the examination and conversion to paper-based delivery of the examination.

The invigilator will prepare a detailed written report to the Director, Education and Training within 24 hours.

Resuming Written examinations

Depending on the circumstances of the interruption to candidates, appropriate time will be added to make up for time lost due to the interruption plus additional time to allow candidates to refocus on the examination.

Resuming Oral examinations

An appropriate time may be added to the reading time and/or the interaction time for the first station after the examination resumes. This will allow candidates to refocus on the examination.

If the candidates had commenced a station (either the reading time or interaction time) when the examination was interrupted the Head of Examinations will decide whether candidates may continue that station or if the examination will resume with the next rotation.

4.4 Guidelines for the provision of additional examination time

The decision to grant any additional time to candidates will be based on the circumstances of the examination interruption and its perceived impact on candidates.

Suggestions for awarding additional time – written examinations:

- interruptions < 15 mins – interruption time + 5 minutes additional time
- interruptions ≥15 mins – interruption time + 10 minutes additional time
- interruptions > 60 mins – examination abandoned

Suggestions for awarding additional time – oral examinations:

- interruptions < 15 mins – 1 minute additional reading time for the first station after the examination resumes
- interruptions ≥15 mins – 2 minutes additional reading time for the first station after the examination resumes, consider option of additional interaction time
- interruptions > 60 mins – examination abandoned

4.5 Special consideration

If an interruption to an examination occurs candidates will be advised that they may apply for special consideration and payment of the special consideration application fee is not required. The EAC shall consider special consideration applications and will recommend a response for approval by the Board.

The outcome of special consideration applications arising from interruptions to examinations may include but are not limited to:

- No action
- In oral examinations, the station that was interrupted may not be counted, when calculating the examination pass mark or the candidates'
- Examination attempt not count for unsuccessful candidates
- Fee waived for the next examination attempt for unsuccessful candidates
- Recalculation of examination score for unsuccessful candidates
- Supplementary examination offered to unsuccessful candidates

5. Related RANZCOG documents

- Pearson VUE Client Contingency Plan
- RANZCOG First Aid Policy and Procedure
- RANZCOG Exceptional Circumstance, Special Consideration and Reconsideration Policy

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