



# RANZCOG Examination Verbal Feedback Policy

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## Purpose and scope

This policy describes the written and verbal feedback provided to RANZCOG examination candidates and the process by which the feedback is provided. The role of members of the Board of Examiners in providing the feedback is also described.

## 1. Definitions

<b>MAPS</b>	The Minimum Acceptable Passing Standard required of trainees to be considered to be performing at the level required in the training program.
<b>Mentor</b>	A trainee will nominate a mentor to work with them during the verbal feedback process. The mentor is either the trainee's supervisor or a Fellow who works with trainees, who is familiar with the examination process and with the trainee and the local conditions in which the trainee works. The mentor will assist the trainee to prepare for the verbal feedback, attend the verbal feedback session, and support the trainee to implement the recommendations arising from the verbal feedback session.

## 2. Background

Provision of feedback to examination candidates is intended to assist trainees to understand their performance in the examination and to help them identify areas of relative strength or weakness.

Written feedback is provided to all RANZCOG examination candidates. Candidates are given their pass/fail result and, depending on the examination they have attempted, the relationship of their examination score to the examination passing mark and/or feedback on their performance in:

- topic areas for Multiple Choice Examinations (% questions correctly answered)
- questions for Short Answer Question Examinations (MAPS status)
- stations for Oral Examinations (MAPS status)

Verbal feedback is available on request to trainees following unsuccessful examination attempts. The verbal feedback aims to identify the areas of underperformance and to assist trainees with strategies to address these in their following examination attempt. The session is not an opportunity to review the examination marks awarded to candidates.

## 3. Policy

RANZCOG provides written feedback to all examination candidates. Candidates who have been unsuccessful in two or more attempts at the DRANZCOG Advanced Oral, the FRANZCOG Written or Oral Examinations may request verbal feedback. During their training period, unsuccessful DRANZCOG or FRANZCOG candidates may request only one verbal feedback session for each type of examination.

Subspecialty Written or Oral Examination candidates may request verbal feedback following any unsuccessful examination attempt.

Trainees who wish to request verbal feedback outside of the provisions outlined in this policy may do so subject to an application for Special Consideration as described in the [Exceptional Circumstance, Special Consideration and Reconsideration Policy](#).

## 4. Procedure

### 4.1 Procedures for requesting verbal feedback

The request for verbal feedback must be received by the Assessments Unit within three weeks of the date of the release of examination results.

Trainees may not request a particular examiner to provide the feedback. The Chair of the relevant committee overseeing the training program will nominate examiners to provide the feedback session taking into consideration the trainee's location.

By requesting verbal feedback, the trainee consents to their contact details and examination scripts/oral examination scoresheets and feedback letters being provided to the examiner conducting the feedback session.

Unless exceptional circumstances prevail, verbal feedback sessions should:

- be conducted as a face-to-face session,
- include the trainee's mentor (in person, or via teleconference/skype)
- occur within six weeks from the date the examination materials are provided to the examiner conducting the session.

The information provided in the feedback session may not be used by trainees to appeal an examination result.

Following the feedback session, trainees must complete the reflection survey and submit this to the College within one week of the feedback session. A copy of the trainee's reflection will be provided to the Chair of the relevant committee overseeing the training program and the examiner providing the feedback session.

At the conclusion of the feedback session, examiners will complete and sign the feedback summary and return it to the College. If any significant concerns regarding the trainee's performance are raised, the examiner will report these to the Assessments Unit.

## 5. Related RANZCOG documents

- Exceptional Circumstance, Special Consideration and Reconsideration Policy
- RANZCOG Policy – Identifying, Declaring and Managing Interests
- RANZCOG Privacy Policy and Procedure

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