



# RANZCOG Examinations Emergency Policy

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## Purpose and scope

It is the purpose of this policy to describe the approach taken by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG, college) to address the occurrence of an emergency during an examination.

## 1. Definitions

<b>Emergency</b>	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.
<b>RANZCOG Management</b>	Member of the Education Directorate with authority or delegated authority of the examination.
<b>Invigilators</b>	The individual responsible for managing the delivery of the exam.

## 2. Background

RANZCOG recognises that interruptions to candidates during examinations may cause distress to candidates and negatively impact 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, the safety and wellbeing of candidates and staff takes priority.

## 3. Policy

RANZCOG has contingency 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. Interruption instances

### 4.1 Evacuation emergency

Candidates will be evacuated from the examination centre according to the evacuation procedures identified at 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 cannot 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 RANZCOG Management of the circumstances of the emergency evacuation and a decision will be made with regards to the; resumption of the examination, additional time granted to candidates or abandonment of the examination.

## **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, all candidates in the same venue may be evacuated.

## **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 to enable the exam to continue.

## **4.4 Post interruption**

Where appropriate RANZCOG Management will liaise with the Education Assessment Committee (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.

A detailed case report will be provided to RANZCOG management.

## **4.5 Resuming Examinations after interruptions**

### **Written Examination**

Depending on the circumstances of the interruption to candidates, where possible, 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.

### **Oral examinations**

Depending on the circumstances of the interruption, RANZCOG Management will decide whether candidates may continue that station or if the examination will resume with the next rotation.

Where possible candidates will recommence in the station where they were disrupted. Appropriate time may be added to the reading time and/or the interaction time for the interrupted station.

## 4.6 Guidelines for the provision of additional examination time

In the event of an interruption, no candidate/s will be disadvantaged due to time. The candidate/s will be granted the time lost plus additional time to refocus on the exam. 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. If the exam is abandoned RANZCOG will revert to the established contingency plan.

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Written examinations

Interruption time	Additional time
Less than 15 minutes	Interruption time + 5 minutes
15 minutes to 60 minutes	Interruption time + 10 minutes
Greater than 60 minutes.	examination abandoned

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Please note with oral examinations the interruption plan will be dependent on whether the interruption relates to one candidate or multiple candidates.

Oral Examinations

Interruption time	Additional time
Less than 2 minutes	Candidate continues station, lost time is added to the station plus additional 1 minute
2 minutes to end of station rotation time	Contingency will be determined on a case by case basis
More than one station and/or greater than 40 minutes.	Examination abandoned for affected candidate/s

## 4.7 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 will be waived. . The EAC chair shall consider special consideration applications in line with the RANZCOG Exceptional Circumstance, Special Consideration and Reconsideration Policy.

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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 score. This only applies where only one station is interrupted.
- Examination attempt does not count for unsuccessful candidates
- Fee waived for the next examination attempt for unsuccessful candidates
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## 5. Related RANZCOG documents

- RANZCOG Exceptional Circumstance, Special Consideration and Reconsideration Policy

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