



Examinations Policy and Procedure

Education Directorate
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Contents

Policy	4
Procedure	5
1 FRANZCOG Examinations Written and Oral	5
1.1 Applications	5
1.2 Withdrawing from an examination	5
1.3 Scope of FRANZCOG Examinations	5
1.4 Results	5
1.5 Examination Feedback	6
1.6 Frequency	6
1.7 Attempts	6
1.8 Eligibility	6
1.9 Extension of Application Deadline.....	7
2 Subspecialty Examinations Written and Oral	7
2.1 Applications	7
2.2 Withdrawing from an examination	7
2.3 Results	7
2.4 Scope of Subspecialty Examinations.....	8
2.5 Examination Feedback	8
2.6 Remarking of Examinations	8
2.7 Frequency	8
2.8 Attempts	8
2.9 Eligibility	9
3 Certificate of Women's Health (CWH) Written Examination	9
3.1 Eligibility	9
3.2 Applications	9
3.3 Maximum number of attempts.....	9
3.4 Withdrawing from an examination	10
3.5 Results	10
4 PTP Written Examination.....	10
4.1 Frequency	10
4.2 Eligibility	10
4.3 Applications	11
4.4 Maximum number of attempts.....	11
4.5 Withdrawing from an examination	11
4.6 Results	11

5	APTP Oral Examination	12
5.1	Eligibility	12
5.2	Applications	12
5.3	Maximum number of attempts.....	12
5.4	Withdrawing from an examination	12
5.5	Candidate Numbers in the DRANZCOG Advanced Oral Examination.....	13
5.6	Results	13
6	Related RANZCOG documents.....	13

Purpose and Scope

The purpose of this policy is to outline the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) policy and procedure for trainees undertaking an examination during their training. This policy applies to RANZCOG trainees, members of the relevant committees and staff who administer the process.

Policy

Persons undertaking a RANZCOG training program or SIMG pathway may be required to successfully complete an examination(s) to be eligible for the awarding of a RANZCOG qualification. All information regarding program requirements can be found in the applicable sections of the RANZCOG Regulation.

Training Program and examinations covered by this policy:

Fellowship of RANZCOG (FRANZCOG):

- Written examination
- Oral examination

Subspecialties:

- Written examination (CREI, CMFM, CU, CGO, COGU)
- Oral Examination (CREI, CMFM, CGO, COGU)

RANZCOG Associate Training Program (Procedural) (PTP):

- Written examination

RANZCOG Associate Training Program (Advanced Procedural) (APTP):

- Oral examination

Certificate of Women's Health (CWH):

- Written examination

Availability of Places for all Examinations

Notwithstanding the provision of these policies and Regulations, RANZCOG reserves the right to determine candidates for acceptance at an examination. The decision of the College shall be final and binding. The decision of the College in this regard shall not be reviewable or subject to appeal. Applications for examinations are made on this basis and with an implicit agreement to these terms.

Legible English

All RANZCOG examinations must be answered by candidates in English, whether it be an oral or written examination.

Results

Following the examination, candidates will be notified of their results according to the directions on RANZCOG website.

Fees

Fees for examinations are managed by RANZCOG Training and Associated Fees policy.

Procedure

1 FRANZCOG Examinations Written and Oral

1.1 Applications

Applications for all RANZCOG examinations must be made according to the directions on RANZCOG website. Applications to sit the FRANZCOG Written or Oral examination will be accepted after candidates have met all requirements for eligibility as per the RANZCOG Regulations.

1.2 Withdrawing from an examination

A person wishing to withdraw from an examination must inform the RANZCOG Examinations Team as soon as feasibly possible. Withdrawals must be made in writing. Where a fee has been paid, the following refund rules will apply:

- Formal written notice of withdrawal from an examination received following payment of fee and prior to the due date (i.e., seven (7) days from the notice of acceptance for that examination) will result in a refund of the examination fee less a \$100 administration fee.
- Formal written notice of withdrawal from an examination received after the payment due date for accepted applications for that examination, but more than five (5) weeks prior to the examination date, will result in a refund of 50% of the examination fee.
- Formal written notice of withdrawal from an examination received less than five (5) weeks prior to the examination date will result in forfeiture of the full examination fee.

Failure to give written notice of withdrawal from the examination or failure to present for an examination will constitute a failure in the examination and forfeiture of the full examination fee.

1.3 Scope of FRANZCOG Examinations

The scope of material covered by the FRANZCOG written and oral examinations is determined through the materials listed in relevant sections of the FRANZCOG Curriculum.

1.4 Results

Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquiries must be directed in writing to the Chair of the Examination and Assessment Committee.

Examination results for individual candidates will not be released to anyone other than the candidate and those persons specified in the RANZCOG Release of Examination Results Policy and the Statement of Understanding or without the express written permission from the candidate.

If, in the opinion of the Examination and Assessment Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of the examination, the candidate will be withdrawn from the examination and a fail result recorded. Subsequent to this, the candidate's eligibility for further examination by RANZCOG will be considered by the Examination and Assessment Committee.

1.5 Examination Feedback

Feedback to candidates in FRANZCOG Written and Oral examinations will be available to candidates as per the relevant RANZCOG guidelines and policies. On occasion these policies and Regulations are modified, they may impact the feedback process.

Remarking of Examinations Unless errors in process or similar anomalies can be demonstrated, RANZCOG does not approve requests for remarking examination papers.

1.6 Frequency

Written Examination:

The FRANZCOG Written Examination will be held twice yearly in venues and at times approved by the Examination and Assessment Committee.

Oral Examination:

The FRANZCOG Oral Examination will, ordinarily, be held twice yearly in venues and at times approved by the Examination and Assessment Committee.

1.7 Attempts

Written Examination:

The maximum number of attempts at the FRANZCOG Written Examination will be three (3) *.

*For trainees who commenced prior to 1 December 2013, the maximum number of attempts at the FRANZCOG Written Examination will be four (4)

Oral Examination:

The maximum number of attempts at the FRANZCOG Oral Examination is three (3) **.

**For trainees who commenced prior to 1 December 2013, the maximum number of attempts at the FRANZCOG Oral Examination will be four (4)

1.8 Eligibility

Written Examination:

Registered and financial trainees will be eligible to apply to sit the FRANZCOG Written Examination when, at the closing date for applications for that examination, they have been credited with a minimum of forty-six (46) weeks FTE of prospectively approved and satisfactory Basic Training.

Oral Examination:

Registered and financial trainees will be eligible to apply to sit the FRANZCOG Oral Examination when, at the closing date for applications for that examination, they have successfully completed the FRANZCOG Written Examination and been credited with a minimum of 66 weeks FTE of prospectively approved and satisfactory Basic Training. RANZCOG may limit the number of candidates accepted for the FRANZCOG Oral Examination on any occasion. Acceptance is based on the following priority order:

- the time remaining for individual applicants to complete the requirements of the Integrated Training Program or their SIMG pathway to Fellowship as applicable; and
- the date and time on which applications are received by RANZCOG.

Applications to sit the examination will only be considered where the applicant has met all eligibility requirements.

1.9 Extension of Application Deadline

For candidates who are unsuccessful at a FRANZCOG Oral Examination, and where publication of results occurs after the closing date for applications for the next such examination, applications to sit that FRANZCOG Oral Examination will be allowed for a period of up to fourteen (14) days from the date of publication of results.

The dates for the close of applications for the first attempt at the FRANZCOG Oral Examination may be different for the SIMG applicants assessed by the SIMG Assessment Committee at the discretion of the Chair of the Examination and Assessment Committee.

2 Subspecialty Examinations Written and Oral

2.1 Applications

Applications for all Subspecialty examinations must be made according to the directions on RANZCOG's website. Applications to sit RANZCOG subspecialty Written or Oral examinations will only be accepted after candidates have met all requirements for eligibility as per RANZCOG Regulations.

2.2 Withdrawing from an examination

A person wishing to withdraw from an examination must inform the RANZCOG Examinations Team as soon as feasibly possible. Withdrawals must be made in writing. Where a fee has been paid, the following refund rules will apply:

- Formal written notice of withdrawal from an examination received following payment of fee and prior to the due date (i.e., seven (7) days from the notice of acceptance for that examination) will result in a refund of the examination fee less a \$100 administration fee.
- Formal written notice of withdrawal from an examination received after the payment due date for accepted applications for that examination, but more than five (5) weeks prior to the examination date, will result in a refund of 50% of the examination fee.
- Formal written notice of withdrawal from an examination received less than five (5) weeks prior to the examination date will result in forfeiture of the full examination fee.

Failure to give written notice of withdrawal from the examination or failure to present for an examination will constitute a failure in the examination and forfeiture of the full examination fee.

2.3 Results

Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquiries must be directed in writing to the Chair of the Examination Assessment Committee.

Examination results for individual candidates will not be released to anyone other than the candidate and those persons specified in the RANZCOG Release of Examination Results Policy or Statement of Understanding without express written permission from the candidate.

If, in the opinion of the Examination and Assessment Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of an examination, the candidate will be withdrawn from the examination and a fail result recorded,

as applicable. Subsequent to this, the candidate's eligibility for further examination by RANZCOG will be considered by the Examination and Assessment Committee.

2.4 Scope of Subspecialty Examinations

The scope of material covered by subspecialty Written and Oral examinations is determined through the materials listed in the relevant sections of the individual subspecialty curricula.

2.5 Examination Feedback

Subject to the approval of individual subspecialty committees, feedback to candidates in Written and Oral subspecialty examinations will be available to candidates as per relevant RANZCOG Regulations guidelines, and policies as modified from time to time.

2.6 Remarking of Examinations

Unless errors in process or similar anomalies can be demonstrated, RANZCOG does not approve requests for remarking examination papers.

2.7 Frequency

Written Examination:

Subspecialty Written Examinations will be held annually and at times approved by the Examination and Assessment Committee.

Oral Examination:

Subspecialty Oral Examinations will usually be held annually in Australia in a venue and at times approved by the Examination and Assessment Committee.

2.8 Attempts

For trainees who commenced their training from 1 December 2019, the first attempt at a subspecialty Written or Oral Examination must be undertaken within two (2) years of completing prospectively approved subspecialty training. Candidates must pass both the Written and Oral Examinations within four (4) years of completing prospectively approved subspecialty training.

******For trainees who commenced their training prior to 1 December 2019, the first attempt at a subspecialty Written or Oral Examination must be undertaken within two (2) years of completing prospectively approved subspecialty training. Candidates must pass both the Written and Oral Examinations within six (6) years of completing their prospectively approved subspecialty training.

Written Examination

- For those commencing subspecialty training from 1 December 2016, the maximum number of attempts at subspecialty Written Examinations will be three (3) *******.

*******For those commencing subspecialty training prior to 1 December 2016, the maximum number of attempts at subspecialty Written Examinations will be four (4).

Oral Examination

- For those commencing subspecialty training from 1 December 2016, the maximum number of attempts at subspecialty Oral Examinations will be three (3) ********.

******** For those commencing subspecialty training prior to 1 December 2016, the maximum number of attempts at subspecialty Oral Examinations will be four (4).

2.9 Eligibility

Time in training will be counted as all time on the Subspecialty Training Program, excluding approved extended leave of absence applications approved after 31 July 2019.

Written Examination:

Subspecialty trainees may make their first attempt at a Subspecialty Written Examination after they have completed at least forty-six (46) weeks FTE of prospectively approved and satisfactory training in a subspecialty training program.

Oral Examination:

CGO Subspecialty trainees can attempt the Subspecialty Oral Examination after completing at least ninety-two (92) weeks FTE of prospectively approved and satisfactory training in the subspecialty training program.

After 30 June 2022, CMFM and CREI Subspecialty trainees may make their first attempt at a Subspecialty Oral Examination after completing at least forty-six (46) weeks FTE of prospectively approved and satisfactory training in the subspecialty training program.

After 1 January 2023, COGU Subspecialty trainees may make their first attempt at a Subspecialty Oral Examination after completing at least forty-six (46) weeks FTE of prospectively approved and satisfactory training in the subspecialty training program.

CMFM trainees must satisfactorily complete the In-Hospital Clinical Examination (IHCE) prior to completing the one-hundred and thirty-eight (138) weeks of prospectively approved training.

Any additional training requirements and/or assessments required by the relevant subspecialty committee, other than the research project, must be satisfactorily completed prior to sitting either the Written or Oral examination as applicable.

3 Certificate of Women's Health (CWH) Written Examination

3.1 Eligibility

The Written Examination can be attempted at any stage of training (i.e. at the examination dates set by the RANZCOG), provided the candidate is a registered CWH trainee.

Candidates for the CWH may sit the Written Examination even if their logbook has not been formally approved by the Training Mentor.

3.2 Applications

Applications to sit the written examination must be made according to the directions on RANZCOG's website.

3.3 Maximum number of attempts

Candidates have a maximum number of three (3) attempts at the Written Examination unless the candidate can show cause to the satisfaction of the RANZCOG Examination and Assessment Committee that exceptional circumstances exist.

3.4 Withdrawing from an examination

A person wishing to withdraw from an examination must inform the RANZCOG Examinations Team as soon as feasibly possible. Withdrawals must be made in writing. Where a fee has been paid, the following refund rules will apply:

- Formal written notice of withdrawal from an examination received following payment of fee and prior to the due date (i.e., seven (7) days from the notice of acceptance for that examination) will result in a refund of the examination fee less a \$100 administration fee.
- Formal written notice of withdrawal from an examination received after the payment due date for accepted applications for that examination, but more than five (5) weeks prior to the examination date, will result in a refund of 50% of the examination fee.
- Formal written notice of withdrawal from an examination received less than five (5) weeks prior to the examination date will result in forfeiture of the full examination fee.

Failure to give written notice of withdrawal from the examination or failure to present for an examination will constitute a failure in the examination and forfeiture of the full examination fee.

3.5 Results

Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquiries must be directed in writing to the Chair of the RANZCOG Examination and Assessment Committee.

Examination results for individual candidates will not be released to anyone other than the candidate and those persons specified in the RANZCOG Release of Examination Results Policy or without express written permission from the candidate.

If, in the opinion of the RANZCOG Examination and Assessment Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of the examination, the candidate will be withdrawn from the examination and a fail result recorded as applicable. Subsequent to this, the candidate's eligibility for further examination by RANZCOG will be considered by the Examination and Assessment Committee.

4 PTP Written Examination

4.1 Frequency

The PTP Written Examination will be held twice yearly in venues and at times approved by the Examination and Assessment Committee.

4.2 Eligibility

The Written Examination can be attempted at any stage of training (i.e. at the examination dates set by the RANZCOG), provided the candidate is a registered PTP trainee and has paid their annual training fee.

Candidates for the PTP Written Examination may sit the examination even if their logbook has not been formally approved by the Training Supervisor.

4.3 Applications

Applications to sit the PTP Written Examination must be made according to the directions on RANZCOG's website. Examination Fees are to be paid per the process outlined when applying for the examination.

4.4 Maximum number of attempts

Candidates have a maximum of three (3) attempts at the Written Examination unless the candidate can show cause to the RANZCOG Examination and Assessment Committee that exceptional circumstances prevail.

4.5 Withdrawing from an examination

A person wishing to withdraw from an examination must inform the RANZCOG Examinations Team as soon as feasibly possible. Withdrawals must be made in writing. Where a fee has been paid, the following refund rules will apply:

- Formal written notice of withdrawal from an examination received following payment of fee and prior to the due date (i.e., seven (7) days from the notice of acceptance for that examination) will result in a refund of the examination fee less a \$100 administration fee.
- Formal written notice of withdrawal from an examination received after the payment due date for accepted applications for that examination, but more than five (5) weeks prior to the examination date, will result in a refund of 50% of the examination fee.
- Formal written notice of withdrawal from an examination received less than five (5) weeks prior to the examination date will result in forfeiture of the full examination fee.
- Failure to give written notice of withdrawal from the examination or failure to present for an examination will constitute a failure in the examination and forfeiture of the whole examination fee.

4.6 Results

Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquiries must be directed in writing to the Chair of the RANZCOG Examination and Assessment Committee.

Examination results for individual candidates will not be released to anyone other than the candidate and those persons specified in the RANZCOG Release of Examination Results Policy or without express written permission from the candidate.

If, in the opinion of the Examination and Assessment Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of an examination, the candidate will be withdrawn from the examination and a fail result recorded as applicable. Subsequent to this, the candidate's eligibility for further examination by RANZCOG will be considered by the Examination and Assessment Committee.

Following the examination, all candidates will be notified of their results according to directions on RANZCOG's website.

5 APTP Oral Examination

The APTP Oral Examination will be held in venues and at times approved by the Examination and Assessment Committee.

5.1 Eligibility

The APTP Oral Examination can be attempted at any stage of training at the examination dates set by the Examination and Assessment Committee provided the candidate is a registered APTP trainee.

Candidates for the APTP Oral Examination must have passed the PTP Written Examination. Candidates for the APTP Oral Examination may sit the examination even if their logbook has not been formally approved by the Chair of the Conjoint Committee for Associate Procedural Training (CCAPT).

5.2 Applications

Applications to sit the APTP Oral Examination must be made according to the directions on RANZCOG's website.

Candidates who are not registered APTP trainees are ineligible to apply to sit the oral examination.

For candidates who are unsuccessful at a APTP Oral Examination, and where publication of results occurs after the closing date for applications for the next such examination, applications to sit that APTP Oral Examination will be allowed for a period of up to 14 days from the date of publication of results.

5.3 Maximum number of attempts

Candidates have a maximum of three (3) attempts at the APTP Oral Examination unless the candidate can show cause to the RANZCOG Examination and Assessment Committee that exceptional circumstances prevail.

5.4 Withdrawing from an examination

A person wishing to withdraw from an examination must inform the RANZCOG Examinations Team as soon as feasibly possible. Withdrawals must be made in writing. Where a fee has been paid, the following refund rules will apply:

- Formal written notice of withdrawal from an examination received following payment of fee and prior to the due date (i.e., seven (7) days from the notice of acceptance for that examination) will result in a refund of the examination fee less a \$100 administration fee.
- Formal written notice of withdrawal from an examination received after the payment due date for accepted applications for that examination, but more than five (5) weeks prior to the examination date, will result in a refund of 50% of the examination fee.
- Formal written notice of withdrawal from an examination received less than five (5) weeks prior to the examination date will result in forfeiture of the full examination fee.
- Failure to give written notice of withdrawal from the examination or failure to present for an examination will constitute a failure in the examination and forfeiture of the full examination fee.

5.5 Candidate Numbers in the APTP Oral Examination

RANZCOG may limit the number of candidates accepted for the APTP Oral Examination on any occasion. Acceptance is based on the order in which

- applications meet all eligibility requirements for the examination
- the start date in the APTP Training Program
- applications are received by the Examinations Officer at RANZCOG.

5.6 Results

Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquiries must be directed in writing to the Chair of the RANZCOG Examination and Assessment Committee at RANZCOG.

Examination results for individual candidates will not be released to anyone other than the candidate and those persons specified in the RANZCOG Release of Examination Results Policy or without express written permission from the candidate.

If, in the opinion of the Examination and Assessment Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of an examination, the candidate will be withdrawn from the examination and a fail result recorded as applicable. Subsequent to this, the candidate's eligibility for further examination by RANZCOG will be considered by the Examination and Assessment Committee.

6 Related RANZCOG documents

- RANZCOG Regulation
- Exceptional Circumstances and Special Consideration Policy and Procedure
- Reconsideration, Review and Appeal of Decisions Policy
- RANZCOG Release of Examination Results Policy
- Training and Associated Fees policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2022	Extract from the Regulation
v2	January 2024	Policy revised to reflect change in nomenclature.

Policy Version	2
Policy Owner:	Education Directorate
Policy Approved by:	RANZCOG Board
Review of Policy:	November 2024