



The Royal New Zealand
College of General Practitioners

Primex

INFORMATION HANDBOOK

2011

A guide to the RNZCGP

Primary Membership Examination



© The Royal New Zealand College of General Practitioners, New Zealand, 2011.

The Royal New Zealand College of General Practitioners owns the copyright of this work and has exclusive rights in accordance with the Copyright Act 1994.

In particular, prior written permission must be obtained from the Royal New Zealand College of General Practitioners for others (including business entities) to:

- copy the work
- issue copies of the work, whether by sale or otherwise
- show the work in public
- make an adaptation of the work

as defined by the Copyright Act 1994.

Pathway to Fellowship and Registration within the Vocational Scope of General Practice

The diagram below is provided for the interest and information of Primex candidates.

The diagram shows the place of Primex in the College's General Practice Education Programme (GPEP).

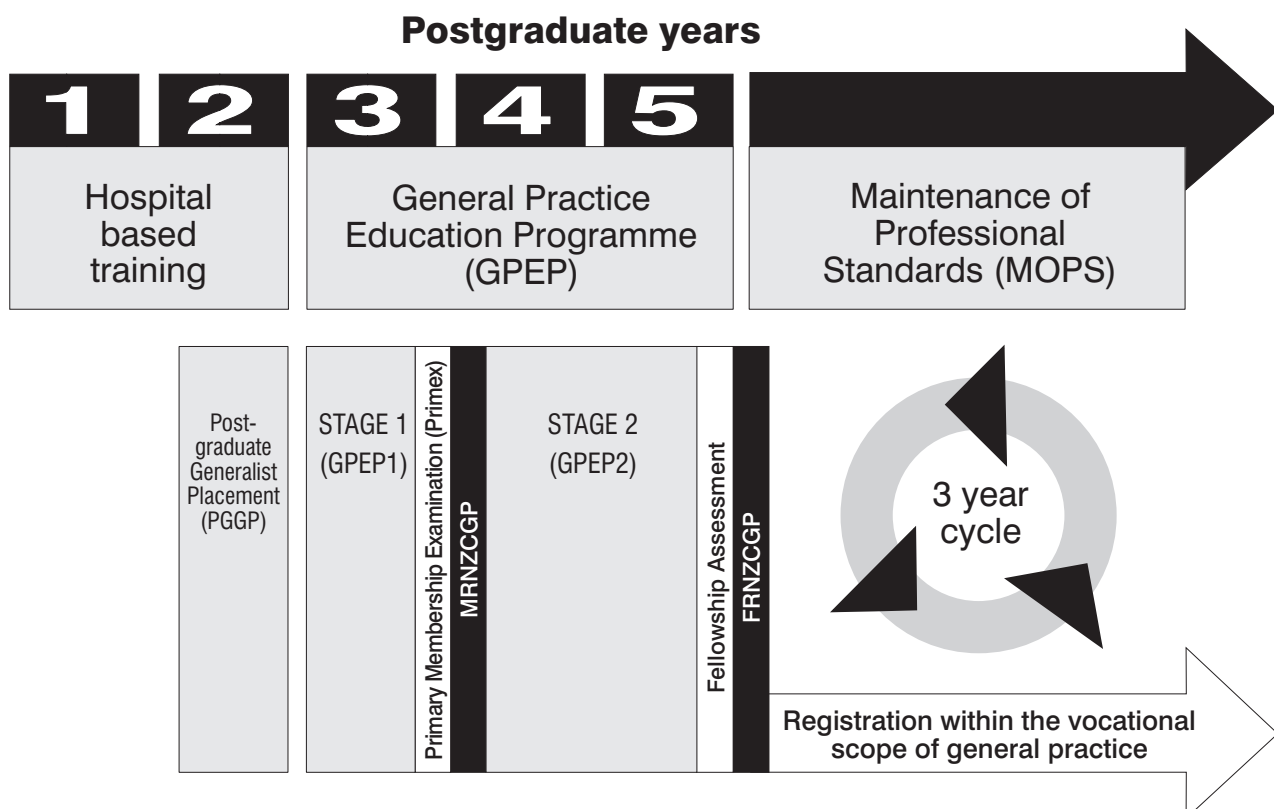
The pathway to Fellowship of the College is to complete the two stages of the College's General Practice Education Programme (GPEP) Stage 1 and 2. The Primary Membership Examination (Primex) is taken at the end of Stage 1.

Before sitting Primex candidates are required to complete GPEP Stage 1 (GPEP1) or equivalent training.

Candidates who complete Primex successfully and are financial members of the College are entitled to use the initials MRNZCGP.

Candidates who successfully complete both stages of the General Practice Education Programme can be assessed for Fellowship of the College. Fellows are entitled to use the initials FRNZCGP and to apply to the Medical Council of New Zealand for registration within the vocational scope of general practice.

Education Pathway to Fellowship and Registration within the Vocational Scope of General Practice



Contents

1	Introduction	6
2	The Competencies Assessed in Primex	6
3	Pre-requisites for Primex	6
3.1	Minimum Requirements.....	6
3.2	Recognition of Prior Learning.....	6
4	Preparing for the Examination.....	7
5	The Examination.....	7
5.1	Overview.....	7
5.1.1	Examination Sections.....	7
5.1.2	Section Passes (Partial Passes).....	7
5.1.3	Examination Centres	7
5.2	Written Examinations	8
5.2.1	Applied Knowledge 1 (AK1)	8
5.2.2	Applied Knowledge 2 (AK2)	8
5.2.3	Marking the Written Papers	8
5.3	Clinical Examinations.....	9
5.3.1	Marking the Clinical Examinations	9
5.4	Documentation of Resuscitation Skills	9
5.5	Candidate Comments on the Examination	9
5.6	Candidates with Disabilities	10
5.7	Compassionate Consideration	10
5.8	Conduct during the Examinations	10
5.9	Fitness to Practise and Competence	10
6	Results.....	11
6.1	Grading and Notification of Results.....	11
6.2	Review of Examination Results.....	11
6.3	Overall Primex Results in 2010.....	11

7	Applications and Fees.....	12
7.1	Associate Membership of the RNZCGP	12
7.2	Fees for Primex in 2011	12
7.3	Withdrawal Fees.....	12
7.4	Application Form.....	12
	Appendix I: College Examination Procedures.....	13
1	Rules of Conduct for Primex Written Examinations.....	13
2	Rules of Conduct for Primex Clinical Examinations	14
3	General Considerations	14
4	Consequences of a Breach of these Rules	14
5	Compassionate Consideration	15
6	Review of Examination Results.....	16
7	The Appeal Tribunal	16
	Appendix II: Application for Review or Appeal	17

IMPORTANT DATES IN 2011

3 June | Final closing date for applications

10 December | Written Examinations

(Auckland, Hamilton, Wellington, Christchurch, Dunedin)

23 November – 1 December

| Clinical Examinations (Wellington only)

For further information on any aspect of Primex, contact:

Programme Administrator—GPEP1
RNZCGP, PO Box 10440, Wellington 6143

Phone: 04 496 5999

Fax: 04 496 5997

Email: primex@rnzcgp.org.nz

Website: www.rnzcgp.org.nz

1 Introduction

The Royal New Zealand College of General Practitioners' Primary Membership Examination (Primex) is a test of the minimum standards of skills, knowledge and ability to practise safely as a general practitioner in General Practice Education Programme Stage 2 (GPEP2).

Primex marks the end of the RNZCGP's General Practice Education Programme Stage 1 (GPEP1). A strong emphasis is placed on communication, reflection, critical thinking and general practice concepts of care.

The assessment of candidates is carried out by means of objective tests of knowledge and skills, and the judgement by peers of performance in simulated consultations.

2 The Competencies Assessed in Primex

The Primex examination is based on The Content of General Practice Skills Log. All GPEP1 registrars will have a copy as part of their training programme.

3 Pre-requisites for Primex in 2011

3.1 Minimum Requirements

All candidates for Primex must meet the following pre-requisites:

1. Completed GPEP1 or approved equivalent training
2. Current registration in New Zealand
3. Hold a current Practising Certificate

Six months full-time equivalent general practice experience in New Zealand by 27 November in the year of entry is strongly recommended.

A Level 7 resuscitation skills certificate, dated no earlier than 31 January 2009, is a co-requisite for Primex and a copy must be sighted by the College before results are issued (refer to Section 5.4).

3.2 Recognition of Prior Training

Those candidates who have not completed GPEP1 may apply for an exemption from stage one vocational education where the candidate considers they have completed equivalent general practice training.

4 Preparing for the Examination

Candidates should focus on becoming safe and competent general practitioners through practising and reflecting on the day to day tasks of ordinary general practice. This is the best preparation for Primex, which is structured to examine the knowledge, skills and values general practitioners use in their everyday work.

The GPEP1 training scaffolds provide references for reading and vignettes. Primex candidates for 2011 who are not in GPEP1 training in 2011 will be able to access the training scaffolds through the OWL website.

The mock exam will provide examples of the types of questions to be used in Primex. This will be sat in seminar groups later in the year. The following resources may also contain useful practice questions:

- GPEP1 scaffolds
- Australian Family Physician
- Back issues of the RACGP Check Program
- BMJ Learning
- New Ethicals Journal

5 The Examination

5.1 Overview

5.1.1 Examination Sections

The 2011 examination consists of the following two sections, both of which must be successfully completed to achieve an overall pass in Primex:

1. Two written papers—Applied Knowledge 1 (AK1) and Applied Knowledge 2 (AK2)—assessing applied knowledge.
2. Clinical examinations—10 simulated consultations.

5.1.2 Section Passes (Partial Passes)

Candidates who are unsuccessful in the written and/or clinical sections may re-sit the section(s) concerned. An overall pass in Primex can be gained by accumulating section passes over more than one year.

NOTE: Candidates re-sitting sections of Primex who have not previously completed GPEP1 training have to undertake the GPEP1 programme to complete Primex.

5.1.3 Examination Centres

Centres for the written examinations will be established in Auckland, Hamilton, Wellington, Christchurch and Dunedin. Full examination details, including the venues, will be posted to candidates in October. **Candidates can express a preference for their examination centre; however, no guarantee can be given that candidates will be allocated to their preferred centre.**

The clinical examination will be held in Wellington. A morning and afternoon session will be held each day from 23 November to 1 December inclusive, subject to there being sufficient candidate numbers. Applications will be considered in the order that they are received. **Candidates can express a preference for the examination session, however no guarantee can be given that candidates will be allocated their preferred session.**

5.2 Written Examinations

The written examinations will be held in Auckland, Hamilton, Wellington, Christchurch and Dunedin on Saturday 10 December 2011. As advised in Section 5.1.3, candidates will if possible be allocated their preferred centre. The first paper will begin at 9.00 am, and the second at 2.00 pm. Each paper lasts for three hours, plus 10 minutes reading time. Candidates will be expected to report to their examination centre at least 30 minutes before the examination begins.

Please note that both written papers are 'closed book' examinations. No textbooks or notes, or any other material in printed or electronic form may be taken into the examination rooms.

5.2.1 Applied Knowledge 1 (AK1)

The first written paper covers the application of basic knowledge, including diagnostic and problem-solving skills. The paper is made up of two sections:

- (i) A section containing a series of clinical situations followed by single best answer multiple-choice questions.
- (ii) A section containing a series of extended matching questions. A list of diagnoses is provided followed by a clinical situation. Candidates select the most likely diagnosis for the clinical situation described.

5.2.2 Applied Knowledge 2 (AK2)

This paper is made up of five sections:

- (i) A visual interpretation section. A list of diagnoses is provided followed by a photo. Candidates select the most likely diagnosis for the condition shown in the photo.
- (ii) A clinical laboratory interpretation section including single best answer multiple-choice questions.
- (iii) An ECG interpretation section. Questions may include single best answer multiple-choice questions and questions which require candidates to choose the correct diagnosis from a list of answer choices.
- (iv) A critical appraisal section containing a series of extended matching questions.
- (v) A section containing a series of extended matching questions. A list of diagnoses is provided followed by a clinical situation. Candidates select the most likely diagnosis for the clinical situation described.

5.2.3 Marking the Written Papers

Please note the following points about the written papers:

- Answers should be written clearly.
- Marks are not deducted for incorrect answers.
- The pass mark for each paper is determined by a formal standard setting process. It is a mark achievable by competent practising general practitioners.
- The marked papers are not returned to the candidates.
- The examination papers and marking sheets are not available to the candidates, as the pool of questions is insufficient to allow for this.

5.3 Clinical Examinations

The clinical examinations will be held in Wellington from 23 November to 1 December, subject to final candidate numbers. As advised in Section 5.1.3, candidates will if possible be allocated their preferred session. There will be a morning and an afternoon session on each day. Please indicate a session preference and these will be taken into consideration as much as possible. Late timetable changes will not be possible.

The clinical examinations in 2011 are based on simulated consultations. The simulated consultations are designed to reflect the importance of the consultation in general practice. The cases are written by doctors currently working in New Zealand general practice and are based on actual patient consultations.

The simulated consultations consist of a number of patient interviews; actors play the patients. There may be emotion-laden issues or ordinary dilemmas of daily practice. The consultations are designed so that a competent GP can cover the issues in the 13 minutes available for each interview.

For each case you will be given information about the context of the case e.g. "Mr B presents to you while you are doing a locum for Dr". The goals of the consultation are indicated and your task is to form a relationship with the patient, identify the principal concerns and develop a safe and appropriate management plan.

You will be asked to move from room-to-room during the examination. In each case, at least one examiner (an experienced general practitioner) will assess your performance. In some cases there may be another examiner present.

You are not permitted to bring textbooks or notes into the examination room. Once you have left the room you are not able to re-enter even if more time remains.

Safety and ethical issues are an integral part of Primex, and clear failure on these issues in any simulated consultation may constitute a failure in that consultation.

5.3.1 Marking the Clinical Examinations

The Primex examination is under the supervision of the Board of the College. The College appoints examiners to mark the clinical examinations. All examiners are Fellows of the College.

Under no circumstances shall a candidate, or their representative, contact any examiner about the examination. Such contact is contrary to the rules of the examination and could prejudice any request by a candidate for a review of their results.

5.4 Documentation of Resuscitation Skills

In 2011, a pass in a resuscitation skills course to at least Level 7 of the NZ Resuscitation Council standards is required within three years before 31 January 2012 (i.e. dated no earlier than 31 January 2009) to sit Primex. A copy of the certificate must be sent before the exam or handed in on either of the examination days. NOTE: please do not send originals.

Information on resuscitation skills courses can be obtained from the College. A list of registered providers can also be found on the College's website at www.rnzcgp.org.nz.

5.5 Candidate Comments on the Examination

At the conclusion of Primex, candidates will be asked to complete a brief questionnaire on the examination. The College welcomes and considers all feedback.

Comments on any specific problems that may have arisen during the examination should be addressed to:

The Censor-in-Chief, RNZCGP, PO Box 10440, Wellington 6143.

5.6 Candidates with Disabilities

The College has a responsibility to provide assessment processes that assure competence. The College is prepared to make reasonable accommodations for candidates with a disability; resulting performance reports will be annotated accordingly. Any request for accommodation of a disability must be made before, or at the time of, application for entry to the examination. If a candidate has a disability which means the College's usual means of assessment cannot be undertaken, the onus is on the candidate to offer suggestions of alternative assessment methods for consideration.

5.7 Compassionate Consideration

The process of application for compassionate consideration is laid out in the College Examination Procedures (see Appendix I). Please note the time limits that apply.

Compassionate consideration application forms will be available at each examination centre, or from the RNZCGP. Forms can also be downloaded from the College website at www.rnzcgp.org.nz. Applications must be accompanied by the appropriate fee, or the application will not be processed.

5.8 Conduct during the Examinations

It is your responsibility to be familiar with the Rules of Conduct for Primex (see Appendix I). Any breach of these rules will be taken seriously.

5.9 Fitness to Practise and Competence

The performance of a candidate undertaking Primex may raise concerns as to the candidate's fitness to practise medicine because of mental or physical condition and/or deficiencies in the candidate's skill, knowledge or standard of medical practice.

The College will notify the Medical Council of New Zealand if it has reason to believe that a medical practitioner is not fit to practise medicine because of a mental or physical condition (the Health Practitioners Competence Assurance Act 2003 requires this of medical practitioners).

The College also believes that if concerns arise about a candidate's competence to practise medicine because of deficiencies in the skill, knowledge or standard of medical practice, it is the College's duty to notify the Medical Council of our concerns.

It is a condition of undertaking Primex that if a candidate's performance raises concerns about his or her fitness or competence, the College and/or its officers have the right to notify those concerns to the Medical Council and the candidate expressly authorises the College and/or its officers to do so.

6 Results

6.1 Grading and Notification of Results

A pass must be obtained in both sections of the examination for the candidate to be awarded an overall pass in Primex.

Each candidate will receive his or her results, by February 2012 showing a pass, conceded pass, or unsuccessful grade in each section.

Decisions to pass or fail a candidate in a section of the examination are not taken lightly. There is a comprehensive review process of the performance of any marginal or failing candidate.

All candidates in the GPEP2 programme will be allocated a facilitator. Primex results will be shared with facilitators to enable them to help candidates with areas for improvement.

Candidates granted an exemption from the written sections of the Primex examination because they hold an overseas general practice qualification, but who are unsuccessful in the clinical examination, will be allowed to carry the exemption over for only one more year. If unsuccessful for a second time, the candidate may be required to sit the full examination the following year.

6.2 Review of Examination Results

The process for review of examination results is set out in the College Examination Procedures (see Appendix I). An application for review must be received by the College within 14 days of the posting out of results to candidates.

A review consists of two parts—a re-count and an appeal. A re-count of marks will consist solely of a further check of marks and summations to ensure that no error has occurred. An appeal involves consideration of the process of the examination by an Appeal Tribunal, to determine whether or not the examination rules have been correctly interpreted and applied by the Censor-in-Chief and the College.

Candidates wishing to apply for a review of their results must complete the application form at the end of this handbook. Those candidates wishing to appeal their results are required to provide a written submission with their application form, outlining their reasons for appeal. Reasons must be relevant to the recording or summation of marks, or an error in the processing and procedures of the examination. A fee, determined by the College, is charged to contribute to the costs involved in the review process.

Candidates can apply for a re-count of their results for a fee of \$100.00 (incl GST) for each section (i.e. written or clinical). The full fee must accompany the completed application form. If a re-count results in no change in marks, candidates may elect to proceed to appeal. This will require a further fee of \$600.00 per section. This fee must be paid before an appeal can proceed.

Alternatively, at the time of applying for review, candidates may elect to go straight to appeal if a re-count results in no change in marks. If this option is chosen, the fee payable is \$700.00 per section. The full fee must accompany the completed application form. If a candidate chooses not to continue to appeal after a re-count, a portion of the review fee (\$600.00) will be refunded.

As well as the \$600.00 appeal fee, the Tribunal may set an award of costs.

Please note that because of the extensive review processes already applied to borderline candidates, it is uncommon for a review to result in a change of outcome.

Candidates may also appeal the outcome of a compassionate consideration application or a breach of rules determination (see Appendix I). The fee in each case is \$700.00.

6.3 Overall Primex Results in 2010

For your information, 141 candidates sat Primex clinical in 2010, with an overall pass rate of 82%, 131 candidates sat Primex written, with an overall pass rate of 92%.

7 Applications and Fees

7.1 Associate Membership of the RNZCGP

Primex candidates can become Associate members of the College at the time of applying for Primex at a discounted rate of \$496.00 plus GST (50% of the College's annual subscription and \$10.00 Trust levy).

Associate membership is open to any registered medical practitioner working in general practice. Associates may take full part in College affairs but may not vote at the Annual General Meeting of the College. Associate membership carries no implication of academic or professional achievement or status. Associate members are not permitted to use any designation which implies that Associate membership of the College is a qualification. This includes references such as 'ARNZCGP', 'Associate MRNZCGP', 'Associate FRNZCGP', 'RNZCGP Associate', etc.

7.2 Fees for Primex in 2011

There are three fee categories:

Current Associate: Fee for those candidates who are already Associate members of the College (examination fee only).

Applicant joining as an Associate: Combined examination fee and reduced subscription rate for year to 31 March 2012.

Non-Associate: Examination fee only. This option is for those candidates who do not wish to join the College.

The final closing date for all applications is Friday 3 June 2011.

Late applications may be accepted; an administration fee of \$200.00 per section will apply.

The fees for 2011 (including GST) are as follows:

	Fees (GST inclusive)
Current Associate: Primex Fee only	\$3,450.00
Applicant joining as an Associate: Primex fee plus Associate fee	\$4,020.40
Non-Associate Primex Fee	\$5,000.00

The RNZCGP is a non-profit organisation. The Primex examination fee is calculated on the basis of the actual costs of conducting the examination. The fee is subject to review each year.

7.3 Withdrawal Fees

If you withdraw from the examination during the year an administration fee is payable.

- If you withdraw before 1 September, fees paid will be refunded less an administration fee of \$200.00 per section.
- If you withdraw between 1 September and 24 November, fees paid will be refunded less an administration fee of \$350.00 per section.
- If you withdraw after 24 November, there will be no refund of fees paid.

7.4 Application Form

Applications are to be made on the official application form.

The address for the return of your application form is:

Primex Applications, RNZCGP, PO Box 10440, Wellington 6143.

Please notify the College of any change of address during the year.

Appendix I:

College Examination Procedures

1 Rules of Conduct for Primex Written Examinations

- 1.1 All candidates must be present in the prescribed waiting area at least 20 minutes before the scheduled starting time for each examination.
- 1.2 No candidate may enter the examination room until directed to do so by a supervisor.
- 1.3 No reference material is permitted in examination rooms.
 - No candidate shall bring any reference material including textbooks, notes or other sources of clinical information into an examination room.
 - No candidate shall bring any electronic media including computers, calculators, mobile telecommunication equipment, or other communication or recording devices into an examination room.
 - No candidate shall bring into an examination room any bags or other personal belongings except as approved by the Censor Examinations or by a supervisor.
- 1.4 Examination supervisors may, at their discretion, forbid the admission to the examination room of any materials that they deem unsuitable, or in breach of these rules, or in breach of the spirit of these rules.
- 1.5 The examination supervisor may confiscate from a candidate any material that is brought into, or held in, the room in breach of these rules.
- 1.6 Supervisors may at their discretion permit candidates to bring a reasonable amount of water and food such as barley sugars into the examination room. Candidates must not disturb or annoy other candidates by eating, drinking or any other behaviour during the examination.
- 1.7 No smoking is permitted in any of the examination rooms, or the pre- and post-examination internal gathering areas.
- 1.8 Examinations will be conducted in English. Candidates must answer all questions in English. The only exception to this will be for Maori language speakers. Any candidate requiring conduct of the examination in Maori must notify the College when they apply to sit the examination. Before the College can conduct any examination in Maori, this must be subject to an appropriate validation process.
- 1.9 Candidates must obey all instructions given by an examination supervisor.
- 1.10 Candidates must obey all instructions contained in examination papers and answer sheets.
- 1.11 During any prescribed reading time at the start of the examination, no candidate may make notes in any form, or highlight, or in any other way mark the examination or answer papers.
- 1.12 No candidate will be permitted to enter the examination room after the conclusion of any prescribed reading time, where this will disturb other candidates.
- 1.13 No extra time will be permitted to any candidate who is late for an examination.
- 1.14 Candidates must write using blue or black coloured ink only. Correction fluid may be used on examination answer sheets.
- 1.15 No candidate shall communicate with any other candidates in the examination room.
- 1.16 No candidate shall look at another candidate's examination paper, or copy answers from another candidate, or receive any other assistance from another candidate during the examination.
- 1.17 No candidate shall permit another candidate to read or copy from his or her examination papers, or provide any other assistance to another candidate during the examination.
- 1.18 No candidate may leave the examination room without the prior consent of an examination supervisor. Any candidate who leaves the room during the examination and who wishes to return to the examination must remain under the supervision of an escort appointed by the supervisor during this absence.

- 1.19 No candidate may leave the examination room during the final 15 minutes of the examination.
- 1.20 No candidate shall continue to write, or add anything to his or her answers, after the examination supervisor has announced the end of the examination time.
- 1.21 At the end of the examination time all candidates must remain seated until told by the examination supervisor they may leave.
- 1.22 Candidates must hand all written materials, examination papers and any notes made during the examination to the supervisor before leaving the room. All question and answer papers must have the candidate's name attached. If a candidate removes any written materials or examination papers from the examination room, their papers will not be marked.

2 Rules of Conduct for Primex Clinical Examinations

- 2.1 Candidates must be present at the examination centre at least 30 minutes before the scheduled starting time of their examination, or as otherwise specified for that centre.
- 2.2 The examination rules in Section 1 also apply to the clinical examination section of Primex, where appropriate. In particular, Rules 1.2 – 1.7, 1.9, 1.13 and 1.18 apply to the clinical examinations.
- 2.3 Examinations will be conducted in English. Candidates must conduct all simulated consultations in English. The only exception to this will be for Maori language speakers. Any candidate wishing to conduct the clinical examination in Maori must notify the College when they apply to sit the examination; this is to allow the College to ensure that the actor and examiner are Maori language speakers. This rule only applies to a Maori case if one is included in the clinical exam.

3 General Considerations

- 3.1 The Royal New Zealand College of General Practitioners accepts no responsibility for the loss of, or damage to, any candidate's property in and around the examination rooms or centres.
- 3.2 Any candidate requiring special assistance due to a disability must seek prior approval from the College for the arrangements requested.
- 3.3 In submitting himself or herself to this examination, each candidate accepts the authority of the RNZCGP Board, through the Censor-in-Chief, to determine whether a breach of the rules for the Primex examination has occurred, and to determine the consequences of this breach as prescribed by these rules.
- 3.4 In the event of a dispute, in submitting himself or herself to this examination, each candidate accepts the authority of the Appeal Tribunal appointed by the RNZCGP Council to determine the outcome of an appeal.
- 3.5 No candidate or any agent of a candidate, may contact any of the examiners. Any correspondence concerning the examination must be directed to the Censor-in-Chief or the College.

4 Consequences of a Breach of these Rules

- 4.1 If an examination supervisor has any reason to suspect a breach of these rules, the supervisor will warn the candidate as soon as possible, having regard to the need of all candidates for minimal disturbance. The supervisor will keep a record of the alleged breach, the date and time and signatures of any witnesses. The statements of at least two witnesses to the action in question are required for an alleged breach to be upheld.
- 4.2 If the examination supervisor has reason to believe that the candidate will continue to act in breach of the rules, or act to the disadvantage of any other candidate, the examination supervisor may remove the candidate from the examination room.
- 4.3 Upon completion of the examination, the examination supervisor will provide a written report of the alleged breach, including witnesses' statements to the Censor-in-Chief, along with any offending material and other evidence of the breach, and will inform the candidate of this action.
- 4.4 The Censor-in-Chief or an appointed representative, may at his or her discretion take no further action in relation to the alleged breach.
- 4.5 If the Censor-in-Chief, or an appointed representative, decides to take action in relation to the alleged breach, he or she will send by registered post or courier a written notice to the candidate within five working days of the end of the examination in question. This will include:

- (i) a copy of the examination supervisor's report alleging the breach.
 - (ii) a statement detailing the consequences of this breach and the penalties that may be imposed if the candidate is found to be in breach of the rules.
 - (iii) an invitation to the candidate to provide a written submission to the Censor-in-Chief within 14 days from the notice being sent. This is intended to allow the candidate an opportunity to dispute the findings of the supervisor, or to dispute any of the other written material provided by the Censor-in-Chief, or to provide a statement about any mitigating circumstances that may apply.
 - (iv) any other information which the Censor-in-Chief considers relevant.
- 4.6 Any material submitted later than 14 days from the notice being sent will not be considered unless special and unusual circumstances apply.
- 4.7 The candidate may, at the discretion of the Censor-in-Chief, be given the opportunity to make an oral submission at a time and place determined by the Censor-in-Chief. The Censor-in-Chief must provide the candidate with at least 14 days notice of the time and place the oral submission will be heard. Such notice may be included with the notice specified in 4.5.
- 4.8 The Censor-in-Chief must give the candidate an opportunity to provide an oral submission if the supervisor, or any other witness, is invited to provide an oral submission, and vice versa.
- 4.9 In determining whether or not a breach of the rules has occurred, the Censor-in-Chief will consider any material provided as evidence of the breach, including materials confiscated from the candidate, statements from the examination supervisor and other witnesses, written or oral submissions made by the candidate, and any other material deemed relevant by the Censor-in-Chief, provided the candidate has had a reasonable opportunity to dispute or comment on that material.
- 4.10 If the candidate has been found to be in breach of the rules, the Censor-in-Chief may determine any of the following consequences:
- (i) no consequence.
 - (ii) a mark in the examination that gives credit only for work that is the original and undisputed result of the candidate's unassisted performance.
 - (iii) require the candidate to re-sit the examination or sit a substitute examination after an interval determined by the Censor-in-Chief.
 - (iv) expel the candidate from the examination process.
 - (v) report the candidate to the Medical Council, providing copies of the evidence of the breach of the rules.
- 4.11 The Censor-in-Chief will give the candidate notice in writing of the determination of the breach of these rules, the reasons for the decision, and any consequences determined. This is to be provided within a reasonable period.
- 4.12 The candidate may appeal any determination of a breach of these rules, and any consequences imposed, by making a written submission to the Appeal Tribunal, Royal New Zealand College of General Practitioners, 88 The Terrace, PO Box 10440, Wellington 6143. The submission must be made within 14 days of the Censor-in-Chief's determination to the candidate's current address, as recorded on the RNZCGP database, being sent. The appeal fee as specified in Section 6 must accompany any application for appeal.

5 Compassionate Consideration

- 5.1 Any candidate who believes his or her performance in the examination will be, or has been, impaired by any medical or other serious problem, may make an application to the Censor-in-Chief for compassionate consideration, on the prescribed form. Copies of the form will be available at all examination centres, from the Royal New Zealand College of General Practitioners, and on the College website (www.rnzcgp.org.nz).
- 5.2 No application for compassionate consideration will be considered unless the candidate has attempted the examination.
- 5.3 Any application for compassionate consideration must be submitted on the prescribed form within seven days of completion of the examination for concerns arising at the time of the examination, and at the earliest possible opportunity for concerns arising before the examination.

- 5.4 Any application not on the prescribed form, or incomplete, or submitted more than seven days after the examinations, or not accompanied by the prescribed fee, will not be considered.
- 5.5 The outcome of a compassionate consideration may include: an upward revision of the candidate's mark; a re-sit of the examination, or its equivalent, at the next opportunity with no mark being recorded for the impaired performance; or any other measure deemed appropriate by the RNZCGP Board.
- 5.6 The candidate will be notified of the result of the application for compassionate consideration by the Censor-in-Chief when he or she receives notification of their examination mark.
- 5.7 The candidate may appeal the results of their application for compassionate consideration by making a written submission to the Appeal Tribunal, Royal New Zealand College of General Practitioners, 88 The Terrace, PO Box 10440, Wellington 6143. The submission must be made within 14 days of the Censor-in-Chief sending his or her determination to the candidate's current address, as recorded on the RNZCGP database. The appeal fee as specified in Section 6 must accompany any application for appeal.

6 Review of Examination Results

- 6.1 A candidate may apply for a review of any result. Candidates are advised that all examination marks are carefully considered before being finalised. For this reason, any review of an examination result is unlikely to lead to a change.
- 6.2 A review of examination results consists of two parts—a re-count and an appeal.
- A re-count of marks will consist solely of a further check of marks and summations to ensure that no error has occurred.
 - An appeal is conducted independently by an Appeal Tribunal. An appeal involves only consideration of errors in the administrative process and procedures of the examination that may have disadvantaged a candidate. It cannot take into account affidavits or other statements as to the competence or otherwise of the candidate. It will take into account all materials pertaining to the result in question, any further material supplied by the Censor-in-Chief, and any information the candidate may supply, but only which the Tribunal considers is relevant to consideration of the examination process and procedures.
- 6.3 Any candidate who believes that the result of an examination does not fairly reflect his or her performance in the examination, and believes that this may be due to an error in the recording or summation of marks, or an error in the process and procedures of the examination, may request a review of those results. Application must be made on the Application for Review or Appeal form and sent to the Censor-in-Chief, Royal New Zealand College of General Practitioners, 88 The Terrace, PO Box 10440, Wellington 6143. The application must be made within 14 days of sending of the Censor-in-Chief's determination to the candidate's current address as recorded on the RNZCGP database. The appeal fee and a submission outlining reasons for review must accompany any application for appeal.
- 6.4 On receiving an application for a review, the Censor-in-Chief, or an appointed representative, will check the papers in question for errors in the recording and summation of marks, or other clerical problems. The Censor-in-Chief will notify the candidate at the earliest opportunity of the results of this re-count. If the review concludes with the candidate accepting a mark revised due to clerical error, then the candidate's review fee will be refunded in full.
- 6.5 At the time of application for review, candidates may elect to proceed automatically to appeal if a re-count results in no change in marks. Candidates who do not select this option will be offered the choice of continuing with an appeal once the outcome of the re-count is known. If a candidate chooses not to continue to appeal, a portion of the review fee will be refunded.

7 The Appeal Tribunal

- 7.1 Regulation 11.3.1 of the RNZCGP's regulations includes the procedures to be followed in the case of an appeal against an examination or assessment result. A copy of the relevant sections of Regulation 11.3.1 is available on request from the College. A copy will automatically be sent to any candidate who formally applies (refer Appendix II) for a review or appeal of their results.

Appendix II: Application for Review or Appeal

This completed form and the review/appeal fee must be received by the College within 14 days from the posting of results or a determination to the candidate. Please read carefully Section 6.2 (page 11) of this handbook and also Parts 6 and 7 (page 16) of Appendix I before completing this form.

Name: _____

Address for correspondence: _____

Contact phone number(s): _____

I am applying for a review/appeal of:

- Examination Results—Written Examinations Section
- Examination Results—Clinical Examinations Section
- Compassionate Consideration determination
- Breach of Rules determination

If applying for a review of examination results, please indicate your preference below (tick one only):

If there is no change in my mark(s) resulting from a re-count:

- I wish to be contacted as soon as re-count results are available, so that I may decide whether to continue to appeal.
- I wish for my review to proceed directly to appeal.

I enclose:

- Payment of \$100.00 per section for a re-count.
- Payment of \$700.00 per section for a re-count and an automatic appeal procedure if a re-count results in no change in marks.
- A submission giving the reasons for my application for review/appeal (this must be provided in case of an appeal).

Signed: _____

Date: _____

Post this form enclosing the appropriate fee to:

The Censor-in-Chief, RNZCGP, PO Box 10440, Wellington 6143.



The Royal New Zealand
College of General Practitioners
Level 3, 88 The Terrace, Wellington 6011
PO Box 10440, Wellington 6143

Telephone: +64-4-496 5999

Facsimile: +64-4-496 5997

rnzcgp@rnzcgp.org.nz

www.rnzcgp.org.nz