



EXAMINATION OBSERVERS POLICY

1. PURPOSE AND SCOPE

This policy provides guidelines for observers and other designated officials attending ACEM Clinical Examinations (i.e. both the Primary Examination (Viva) and the Fellowship Examination (OSCE)) and the extent to which such individuals may be permitted to observe an examination station(s).

2. OBSERVERS

2.1 Appointed Observers

Only a Fellow of the Australasian College for Emergency Medicine (FACEM) who has been formally appointed as an Appointed Observer for the examination in question is permitted to observe an ACEM examination. The College appoints Observers through direct application to the ACEM Assessment Unit. No more than two (2) Observers will be appointed per clinical examination (Viva or OSCE).

An Appointed Observer may enter and observe an examination station while an examination is in progress; however they may only enter and exit in the reading time afforded to candidates before they enter the room (i.e. not while a station is in progress). Regardless of the number of individuals (e.g. examiner, role-player(s) etc.) involved in any examination station, only one (1) Appointed Observer may observe any given station in the examination.

2.2 Other Personnel

With the exception of designated staff, invigilators, role-players, nurses, simulated patients and any other non-FACEM individuals present at an examination ('other personnel'), are not permitted to observe an examination station(s) unless otherwise approved by the Censor-in-Chief. FACEMs assisting as invigilators or in any capacity other than as an examiner are, for the purpose of this policy considered 'other personnel'.

Except with the prior approval of the Censor-in-Chief or the Examination Lead on the day in question, other personnel are not permitted to enter the control room at any time while an examination is in progress.

2.3 New and Peer Support Examiners

The above notwithstanding, peer support examiners and new examiners may enter the control room when an examination is in progress for the purposes of their training and as part of an authorised schedule or arrangement with the Censor-in-Chief or the Examination Lead on the day in question.

Subject to Section 3 (below), peer support examiners and new examiners may enter and observe an examination station while an examination is in progress; however, they may only enter and exit in the reading time afforded to candidates before they enter the room (i.e. not while a station is in progress).

3. MAXIMUM NUMBERS

Regardless of the number of Fellows and other personnel directly involved in any given examination station, and with the exception of a new examiner accompanied by one (1) peer support examiner, not more than one (1) Appointed Observer or other personnel or new examiner or peer support examiner may be present in any single examination station at the one time. The number of individuals permitted to observe in the Control Room at any one time will be determined by the Examination Lead on the day of the examination.

4. CONFLICT OF INTEREST

All Appointed Observers, other personnel, new examiners or peer support examiners are subject to the same obligations in relation to confidentiality and conflict of interest as examiners, invigilators, role-players, nurses, simulated patients and other individuals involved in the examination and must have completed all required ACEM documentation in relation to these aspects of College activity.

5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: Council of Education
Document implementation: Executive Director of Education and Training / relevant unit manager
Document maintenance: Manager, Standards

5.2 Revision History

| Version | Date of Version | Pages revised / Brief Explanation of Revision |
|---------|-----------------|---|
| v1 | Mar-2013 | Approved by Council |
| v2 | Jul-2013 | Approved by Council |
| v3 | Feb-2017 | Revisions approved by COE |