Radiation Oncology Digital Examinations Frequently Asked Questions (FAQs)

The Royal Australian and New Zealand College of Radiologists®

Radiation Oncology Digital Examinations

Frequently Asked Questions

Radiation Oncology Digital Examinations Frequently Asked Questions (FAQ), Version 1.0

Revision Summary

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INTRODUCTION

Purpose

The purpose of this Frequently Asked Questions (FAQ) document is to assist The Royal Australian and New Zealand College of Radiologists (RANZCR), its staff, trainees, members and other individuals with the expected changes to the examinations and how the digital platform works. This document provides information on what a candidate can expect to see and do on the digital platform and how RANZCR is ensuring the safety and integrity of the digital examinations.

About the College

The Royal Australian and New Zealand College of Radiologists (RANZCR; the 'College') is a not-for-profit association of members who deliver skills, knowledge, insight, time and commitments to promote the science and practice of the medical specialties of clinical radiology (diagnostic and interventional) and radiation oncology in Australia and New Zealand.

The Australian Medical Council on behalf of the Medical Board of Australia accredits the College for the education and training program for clinical radiologists and radiation oncologists in Australia. The Medical Council of New Zealand accredits the College for the education and training program for clinical radiologists and radiation oncologists in New Zealand.

The Faculty of Radiation Oncology, RANZCR, is the peak bi-national body advancing patient care and the specialty of radiation oncology through setting of quality standards, producing excellent radiation oncology specialists, and driving research, innovation and collaboration in the treatment of cancer.

The College is led by clinicians who are democratically elected by the membership. The ultimate oversight and responsibility for the College is vested in the Board of Directors.

Vision

RANZCR leading best practice in clinical radiology and radiation oncology for the benefit of our patients and society.

Values

Commitment to Best Practice
Exemplified through an evidence-based culture, a focus on patient outcomes and equity of access to high quality care; an attitude of compassion and empathy.

Acting with Integrity
Exemplified through an ethical approach: doing what is right, not what is expedient; a forward thinking and collaborative attitude and patient-centric focus.

Accountability
Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

Leadership
Exemplified through a culture of leadership where we demonstrate outcomes.

Accountability
Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

WHY THE CHANGE TO DIGITAL EXAMINATIONS?

1. **Why change to digital examinations format?**

   The introduction of digital examinations will minimise site variability and increase robustness of examinations, reduce marking timeframes, and improve quality assurance and review processes for examiners.

   The easy-to-use digital examinations interface will offer candidates a modern examination experience with a level of flexibility not previously available from the old paper-based examinations.

2. **Will the digital examinations be more expensive for candidates?**

   It is quite likely that examination fees will need to increase as the resources required to meet the new format, venues and support services will inevitably be more expensive than the current arrangements.

   The College, however, will endeavor to minimise these costs and the fees charged will be based only on cost recovery.

3. **Will there be an option to sit a paper-based examination?**

   No.

4. **Can the digital examinations be taken in a language other than English?**

   No.

5. **Can candidates sit for their digital examinations remotely from their hospital or home?**

   No. The College digital examinations are high stake examinations that are conducted in a monitored, standardised, secured, and invigilated environment as determined by the College.

DEMONSTRATION DIGITAL EXAMINATIONS SITE

6. **What is the demonstration digital examinations site?**

   As the Radiation Oncology Examinations are now being delivering on a new digital platform, a demonstration digital examinations site has been developed, to provide candidates with an opportunity to become familiar with the functions of the system and how questions will be presented in the new format. The demonstration digital examination site is not intended to be a study tool, but instead a method for candidates to familiarise themselves with the new digital platform.

7. **How do candidates access the demonstration digital examinations site?**

   A demonstration digital examination is available on the College website, within the Radiation Oncology Trainees section.

   Phase 1 Examination: The demonstration digital examination site can be accessed at: Phase 1 | RANZCR under the section "Preparing for the Phase 1 Examination".

   Phase 2 Examination: The demonstration digital examination site can be accessed at: Phase 2 | RANZCR under the section "Preparing for the Phase 2 Examination".

8. **Will the demonstration digital examinations site contain sample questions similar to the examinations?**

   Yes, the demonstration examinations site will provide sample questions from each of the written examinations in the Phase 1 and Phase 2 Examinations.

9. **Are there time restrictions on the demonstration digital examinations site?**

    During an actual examination, a countdown timer will be included so that candidates can see how much time is remaining throughout the examination.

    However, on the demonstration digital examinations site, the countdown timer has intentionally been disabled so that candidates can spend as much time as they desire in the demonstration digital examinations site.

ENROLMENT AND PREPARATIONS

10. **How do candidates enroll for the examinations?**

    Examination application forms are available from the College website at
    https://www.ranzcr.com/trainees/radiation-oncology-training-program/examinations

    Applications will only be made available when the application period is open. Applications must be received by the due date otherwise they will not be accepted.

11. **What resources can candidates use to familiarise themselves with the digital examinations?**

    The digital examinations will have support resources available.

    In addition to this Frequently Asked Questions document, there will also be a demonstration digital examinations site. Further information is available in the Demonstration Digital Examinations Site section of this document.

DIGITAL EXAMINATIONS VENUE

12. **Where will the digital examinations be held?**

    All digital examinations will be held at Cliftons Training Centres.

    The examination venues are: Auckland, Adelaide, Brisbane, Melbourne, Perth, Singapore and Sydney.

13. **How will candidates know their confirmed digital examinations venue?**

    Venue details will be provided within examinations verification letters. Verification letters are sent out to candidates two weeks prior to the examinations.

14. **Can candidates change their venue preference after candidates they have submitted their examination application form?**

    No.

15. **Why are the digital examinations held at Cliftons Training Centres?**

    Cliftons Training Centres are able to meet the requirements of the College's examinations including standardised state-of-the-art IT technology, secure network and highspeed internet access, on-site IT support, flexible room sizes, registration and invigilation support.
    Cliftons Training Centres also have a proven track record for conducting examinations of a similar nature.

16. **Who invigilates the digital examinations?**

    The digital examinations are invigilated by trained Cliftons personnel.

17. **What will be provided in the examination room?**

In addition to the necessary computer hardware, a sheet of paper and a pen will be supplied, which will be collected by the invigilator at the examination completion and destroyed.

18. **Can candidates bring their own equipment e.g., keyboard or mouse?**

No. Cliftons Training Centres will provide everything candidates will need for the examination.

19. **Can candidates use their own timing device in the digital examinations?**

No. There is a timing and progression device on the digital examinations and clearly displayed on the screen.

20. **Will the digital examinations show how much remaining time candidates have left?**

Yes. The on-screen remaining time section will blink to notify candidates when they have 5 minutes left to complete the examination.

Candidates will automatically be logged out of the examination when the full examination time has elapsed.

21. **Can candidates take food and drinks into the examination room?**

Food and drinks are not permitted in the examination rooms.

REGISTRATION AT DIGITAL EXAMINATIONS VENUES

22. **When does registration at the digital examinations venues open?**

Registration opens 45 minutes before the commencement of the digital examination. Candidates must allow sufficient time to complete registration before the registration desk closes.

23. **When does registration at the digital examinations venues close?**

Registration closes 15 minutes before the commencement of the digital examination. At this time registered candidates will be taken to the examination rooms.

24. **What happens if candidates arrive late to the digital examinations venues?**

Candidates will not be allowed entry to the digital examinations once the examination has started.

25. **What do candidates need to bring with me to confirm their registration on the examination day?**

To confirm registration at the digital examinations, candidates will be required to present a current photo ID and a copy (hardcopy or digital) of their examination verification letter.

26. **What happens if candidates forget their identification documents?**

Candidates will be refused entry.

DIGITAL EXAMINATIONS

27. **Do candidates need a username and password to log-in for the digital examination?**

Yes.

28. **How do candidates obtain their username and password?**

Candidates username will be in their examination verification letter.

Password will be issued at Cliftons when candidates have successfully registered on the day of the examination.

29. **Are the digital examinations secure?**

Very secure. The examination system comprises of multiple layers of security to ensure that candidates' answers are not compromised.

30. **Will there be reading time?**

Yes. 5 minutes reading time is provided before the commencement of each digital examinations. Candidates will not be able to type or write during this time.

31. **When does the examination timer start from?**

After all candidates have successfully logged in and the confirmation process has been completed, the invigilator will start the examination. At this point the examination period commences, and the timer will count backwards.

32. **What time will the digital examinations commence at their local site?**

All examinations will occur concurrently at the same time (Australian Eastern Time AET) regardless of the time zone.

33. **What happens if candidates finish the digital examinations early?**

If candidates finish the examination early, they can submit their examination. Candidates are not permitted to leave the examination room until the full examination time has elapsed.

34. **What if candidates experience hardware or software difficulties during the digital examinations?**

The onsite invigilator will provide any assistance necessary and has the ability to add any lost time to the examination, equivalent to the time lost.

35. **Is there a calculator provided in the digital examinations?**

Yes. There is a basic calculator within the digital examination platform. Candidates can access the calculator throughout the duration of the digital examination.

36. **How long does it take for questions and images to load?**

Questions and images are stored locally (cached) on candidates examination computer terminal, and candidates should be able to start viewing them almost instantaneously.

37. **What imaging tools are available for viewing images?**

Candidates can Pan, Zoom, Rotate and Reset images. The Reset function can be used to restore images to their original state after manipulation.

38. **Will candidates be able to draw graphs or diagrams?**

No.

39. Can candidates insert tables to assist in answering questions?

No.

40. Do candidates need to save each question before progressing to the next?

No. The examination is locally cached to the computer and will automatically save as candidates progress through the examination. Candidates will see in their overview panel (on the left-hand side), when candidates answer a question, if the question is green, it has been successfully saved.

41. Can candidates go back and review questions after candidates answer them?

Yes. All questions can be reviewed and revised at any time during the examination period.

The digital examination platform allows candidates to flag question/s to refer back to with ease.

Candidates will be prompted if there are any questions that have not been answered or that have been flagged before submitting (to cease) their examination.

42. Am candidates allowed to go to the toilet during the digital examination?

Yes. Candidates will need to inform the Cliftons invigilator. No additional time will be added for toilet breaks.

43. Should candidates be concerned about their typing skills?

The digital examinations are not a test of candidate's typing skills and sufficient time has been allocated to answer all questions. If required, the following site may be useful to improve typing skills: http://www.powertyping.com.

44. What is a captive browser?

A captive browser provides a high-level secure environment for the digital examinations. This means that some keyboard keys such as Alt, Ctrl, Windows buttons and Function keys (except for F5) are disabled.

45. Can candidates format their answer text using bolding, underlining, copying, pasting, etc.?

Text formatting tools are not available and keyboard shortcuts such as [Ctrl+C], [Ctrl+V], [Ctrl+X] and [Ctrl+Z] are also disabled. Dashes, numbers, or letters can be used to help structure answer text.

46. Is a spell checker available in the digital examinations?

No.

47. Is the size of the answer text boxes fixed?

No. The answer text boxes automatically expand to fit text entry.

48. If candidates have problems logging in or experience hardware/software difficulties during the digital examinations, what should candidates do?

Alert the invigilator immediately.

CANDIDATE CONDUCT

49. **What do candidates do with their luggage and/or personal belongings during the digital examinations?**

    Candidates will be asked to leave all personal belongings, including all electronic devices (e.g., mobile phones, calculators, personal organisers, laptops, tablets, smart watches, pagers etc.), at the front of the examination room. No personal belongings will be allowed at the examination computer terminal.

    Any candidate in possession of an electronic communication device at the time of the examination or found with or giving information to other candidates recorded or otherwise will be deemed to have failed the entire examination series and will be required to re-sit at an alternative series.

50. **Can candidates browse the internet or access other programs on the examination computer terminal during the digital examinations?**

    No. The examination will be delivered in a secure browser that will not allow candidates to browse the internet or access other programs during the digital examinations.

51. **What happens if a candidate is suspected of misconduct during the digital examinations?**

    A formal process involving the Cliftons invigilators and the College will be implemented.

FOR MORE INFORMATION

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