



EXAMINATION RULES NEUROSURGERY ANATOMY EXAMINATION TUESDAY, 10 APRIL 2018

1 EXAMINATION VENUE

Stamford Plaza Sydney Airport Hotel
Corner Robey Street and O'Riordan Street
Mascot, NSW 2020
Sydney, Australia

2 EXAMINATION CONDUCT

- 2.1 Applicants will be assigned a seat number for the Examination. Seat numbers will be posted at the Examination venue. Please check your seat number on arrival.
- 2.2 Applicants may not be admitted to the Examination room if they arrive after the advertised commencement time (see above). As such please arrive at least 15 minutes prior to the scheduled commencement.
- 2.3 On entering the Examination room, applicants must proceed directly to their allocated seat and place photo identification in the top right hand corner of their Examination desk.
- 2.4 Applicants may not leave the Examination within the first 30 minutes of the commencement of the Examination or within the final 15 minutes of the Examination.
- 2.5 An applicant who wishes to leave the Examination room and be readmitted must obtain prior approval from an Examination supervisor, who may require that the applicant be accompanied by a supervisor during the full period of absence.
- 2.6 Applicants will receive three documents at their Examination desk as follows:
 - a) The Examination Question Booklet
 - b) The Examination Answer Sheet
 - c) A blank notes book
- 2.7 The three documents, or part thereof, must not be removed from the Examination venue.
- 2.8 Applicants must only write on the documentation provided. No additional papers are allowed.
- 2.9 Applicants must complete the Examination Answer Sheet in pen.
- 2.10 The time allocated for writing of answers is 100 minutes. There is no additional reading time.
- 2.11 A clear warning will be given 15 minutes and 5 minutes before the end of the Examination and a final signal at the end, when all writing must cease immediately.
- 2.12 No writing of any description (including numbering of questions and completion of covers) is to be done after the signal to cease writing.
- 2.13 Applicants must remain seated until all three documents have been collected by an Examination supervisor.



3 AUTHORISED MATERIAL

- 3.1 Applicants may bring into the Examination room a clear bottle of water and pens. Food may only be brought into the Examination room if it is needed for medical reasons.
- 3.2 Applicants must bring photo identification to the Examination.

4 UNAUTHORISED MATERIAL

- 4.1 The following are deemed to be unauthorised materials:
- a) Textbooks
 - b) Study notes and other study materials
 - c) Any electronic devices including calculators
 - d) Mobile phones
 - e) Pencil cases
 - f) Notes of any kind including those written on any material, on the applicant's body or anywhere else
 - g) Blank paper
 - h) Any other item or material that may cause disruption or provide applicants with an unfair advantage
- 4.2 Any unauthorised materials brought to the Examination venue must be kept in a closed bag. Any electronic devices in the closed bag must be switched off completely (not on silent or vibrate). The closed bag must be placed under the applicant's chair and must not be opened at any time after entering the Examination room.
- 4.3 Examination supervisors will check Examination desks for unauthorised materials and, if found, will ask the applicant to place them in their closed bag or on the floor.
- 4.4 Examination supervisors will confiscate unauthorised materials if it appears that they are being used improperly. Any items which have been confiscated will, in most instances, be returned to the applicant at the conclusion of the Examination. However, the Examination supervisor may retain any confiscated items for a further period of time if they consider that such item(s) may be relevant in proceedings relating to academic misconduct.
- 4.5 Examination supervisors will report cases of alleged misconduct relating to unauthorised materials to the Board.
- 4.6 Personal possessions at the Examination venue are at the applicant's own risk and the Board is unable to provide reimbursement for any items lost or damaged during the Examination.

5 BREACH OF THE EXAMINATION RULES

- 5.1 The Board will investigate all reports of breaches and malpractice. All investigations will be carried out with due process and procedural fairness.
- 5.2 If a breach is established the applicant may be withdrawn from the selection process. Depending on the seriousness of the breach, the applicant may be prohibited from making future applications to the Surgical Education and Training Program in Neurosurgery.