



**AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY
AND MEDICINE**

ACCSM

**EXAMINATION
CONDUCT POLICY**

1. INTRODUCTION

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) promotes high quality cosmetic medical and surgical practice. Its members are expected to adhere to the technical and ethical standards of the ACCSM, the Medical Board of Australia, and the Medical Council of New Zealand.

The ACCSM Cosmetic Surgery Training Program aims to produce safe, competent professionals in the field of cosmetic surgery.

2. PURPOSE

This policy outlines the expected conduct of examiners, proctors and candidates during the examination process. The aim is to provide clarity to everyone about how to manage situations as they arise, which may impact on a fair and supportive examination process.

3. SCOPE

This procedure applies only to the examinations for the ACCSM Cosmetic Surgery Training Program.

4. ROLES

4.1 EXAMINERS

The examiner is responsible for developing the content and processes for written and viva examinations. Their primary role is to ensure that assessments enable the ACCSM to be satisfied that trainee knowledge is appropriate to the expected learning outcomes of the curriculum.

4.2 OBSERVER

Observers may be present during examinations, but will have no direct responsibility for examination processes, managing candidate behaviour, or responding to unforeseen circumstances. Observers may only attend with the permission of the Board of Censors and the Surgical Dean. Examination candidates may not nominate anyone as an observer.

4.3 PROCTOR

An examination proctor is an individual responsible for overseeing and maintaining the integrity of the examination process. The proctor's primary role is to ensure that the examination is conducted in a fair and secure manner, adhering to established rules and regulations. This includes verifying the identity of the examinees, distributing and collecting examination materials, monitoring the testing environment to prevent cheating or misconduct, and addressing any issues that may arise during the examination.

The examination proctor plays a crucial role in upholding the standards of academic honesty and ensuring that all students have an equal and unbiased opportunity to demonstrate their knowledge and skills during the examination. Proctors may be faculty members, administrative staff, or other individuals designated by the ACCSM.

5. EXAMINATION CONDUCT

5.1 INVITATION TO SIT THE EXAMINATION

The ACCSM issues a formal invitation to candidates who are eligible to sit the examination. Invitations are made and withdrawn at the full discretion of the Board of Censors. Invitations are issued via email from ACCSM program administrators.

5.2 ATTEMPTS AT EXAMINATIONS

Candidates are permitted three (3) attempts at all examinations.

5.3 ADMISSION TO THE EXAMINATION

Candidates should arrive at least 30 minutes before the scheduled examination time. This will allow for identification and preparation procedures. The ACCSM is not responsible for any travel expenses incurred whilst attending an examination.

Candidates will be asked to provide a valid form of identification on arrival, such as a driver's license or other Australian/ NZ government issued photo identification (e.g. passport). If you do not have an Australian/ NZ government photo identification document, you must present an International Travel Passport or a government issued photo identification from your country of citizenship.

5.4 RESCHEDULE OR CANCELLATION

If a candidate needs to reschedule or cancel their scheduled examination, they must contact the ACCSM as soon as possible, and no later than 2 working days prior to the examination.

5.5 FAILURE TO SHOW OR LATE CANCELLATION

Candidates who do not arrive for the scheduled examination and who have not notified the ACCSM about a reschedule (in accordance with 5.4 above), cancellation or special consideration, will have a failed attempt recorded and will forfeit any applicable examination fee.

5.6 LATE ARRIVAL

Candidates are expected to arrive on time. Late arriving candidates will not be granted a time extension. They are expected to enter the room with minimal disruption or disturbance to other candidates.

Candidates who arrive more than 30 minutes after the scheduled start of an examination may not be granted access and the exam attempt may be forfeited. This will be reviewed on a case-by-case basis at the discretion of the Examiners.

5.7 TECHNICAL PROBLEMS

Depending on the nature and duration of the issue, the examiners may:

- Extend the time available for the examination
- Reschedule the examination

If a technical issue prevents the completion of an examination, that examination will not count as a valid examination attempt on the trainee record.

5.8 BEHAVIOUR

If a candidate is reported to be causing a disturbance during the examination, they will be removed from the examination room. In this instance:

- a. The candidate involved will not be given extra time at the end of the examination for any reason, including time taken to address the incident; and
- b. An examiner or proctor will complete an incident report for consideration by the Board of Censors

5.9 PROHIBITED EQUIPMENT/ MATERIALS

Prohibited equipment or materials includes but is not limited to:

- Electronic watches, timers, mobile phones, calculators, portable computers, tablets or other electronic audio-recording devices (e.g. audio recording wrist bands), mp3 or other music player, etc.)
- Notes, books, textbooks or other printed or writing materials.
- Food other than for medical purposes. Candidates may be asked to place drink bottles at an assigned table in the examination room.

Candidates will be given the opportunity to leave any prohibited equipment or materials outside the examination room or with the proctor prior to commencement. It is the

candidate's responsibility to ensure that any such equipment stored outside the examination room is stored safely and securely. Examination venues may provide secure storage.

Candidates who, despite instructions from proctors, are found to have taken prohibited equipment or materials into an examination room will be informed that they must leave the examination room immediately and will not be permitted to take further part in the examination. The proctor or examiner will report the incident to the Board of Censors.

5.10 CHEATING

Cheating is any dishonest or unauthorised behaviour by an examination candidate intended to gain an unfair advantage or manipulate the examination process. Cheating undermines the fairness and integrity of the examination process, compromising the credibility of the assessment and the college. Any suspected or reported cheating will be taken very seriously by the ACCSM.

Cheating includes but is not limited to:

- Copying the work of others
- Plagiarism
- Use of prohibited equipment and materials
- Communication with others during the examination
- Impersonation
- Accessing restricted or confidential examination information or content prior to the scheduled event
- Technology based cheating, such as hacking, communications, or internet use
- Violation of examination procedures

An examiner or proctor will report any suspected cheating as a breach of conduct (see 5.11 below).

5.11 REPORTING OF CONDUCT BREACHES

If an examiner or proctor detects a breach of conduct pursuant to Clauses 5.8– 5.10, they will make a written report to the Board of Censors as soon as practicable.

If the breach is detected during the examinations and prior to the examination results being made available to candidates – the examination result will be withheld until such time as an investigation has concluded.

5.12 CONSEQUENCES

If the alleged conduct is found by the Board of Censors to have occurred and influenced the outcome of the examination, the Board of Censors may choose to:

- Record a failed attempt against the trainee's record

- Not refund any examinations fees paid by the trainee
- Take any other disciplinary action deemed appropriate to the conduct, up to and including dismissal from the Cosmetic Surgery Training Program.

6. PRIVACY AND CONFIDENTIALITY

All materials – including images, written or verbal content, patient information or identity (if surrogate patients are used) – used during the examination are strictly confidential.

Suspected breaches of confidentiality must be reported to the Board of Censors, which will decide on any disciplinary action.

7. SPECIAL CONSIDERATION

The ACCSM acknowledges that circumstances can arise prior to or during an assessment that may impact on their attendance, capacity, or performance. and which are known to the individual prior to the result or outcome for that assessment being determined.

In these circumstances, examination candidates must comply with the terms and relevant timelines of the *ACCSM Special Considerations in Training and Assessment Policy* and the *ACCSM Special Considerations Procedure*.

8. RECONSIDERATION, REVIEW AND APPEAL

An applicant may seek reconsideration, review or appeal against any decisions or outcomes made in relation to examination processes or conduct under the *ACCSM Reconsideration, Review and Appeals Policy*. Applicants should contact the ACCSM for more details about the process and applicable fees.

9. RELATED POLICIES

- Special Considerations in Training and Assessment Policy
- ACCSM Special Considerations Procedure
- Reconsideration, Review and Appeals Policy



10. CONTACTING ACCSM

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