



**ANZCA**  
FPM

Australian College of  
Rural & Remote Medicine  
WORLD LEADERS IN RURAL PRACTICE



**RACGP**  
Royal Australian College  
of General Practitioners

ANZCA Rural Generalist Anaesthesia (RGA)

# Standardised Structured Scenario-based Exam (SSSA)

## Exam Guide

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## Exam Guide

The RGA-SSSA Exam is conducted via an online platform (Zoom). Candidates must ensure that they are aware of the [exam](#) process and that their IT device meets the IT specifications detailed below.

The exam will be held over two (2) ninety (90) minute sessions, with 8 vivas in total, 4 in each session.

### 1. Conduct of the Exam

- Candidates will be assessed on eight (8) viva scenarios covering each of the clinical fundamentals outlined in the RGA curriculum.
- Each viva will run for 15 minutes, consisting of 2 minutes of reading time followed by 13 minutes of questions.
- At the conclusion of each viva, there will be a break of 2-4 minutes so that candidates can be moved out of one virtual exam room and into the next.



- Four vivas will be conducted one after the other in one session, and then there will be a break before commencing the second session of 4 vivas.



- There may be a bye station at the start, during, or at the end of each session.
- Candidates will be placed in a holding “Zoom room” at the start of the exam. Depending on their roster, candidates will either be admitted to the first exam room or a bye room.
- Each viva will be conducted by one examiner, and there may be a third person in the room who will observe.
- At the conclusion of the exam, any notes made by the candidates and the exam material must be destroyed as soon as possible. It is a breach of exam conditions to share any information about the exam with other candidates until all candidates have completed their exam.

## 2. Venue

The SSSA exam is held entirely remotely using the Zoom platform. You will be given a link to the Zoom meeting for your exam day. When you join at your designated exam time, you will land in a Zoom waiting room, and a? will admit you to the exam.

### 2.1 When identifying a venue, candidates need to ascertain the following

- Access to the building/assessment room and requirements for institutional log-on to the computer terminal if using a computer from the venue.
- Adequate IT facilities, as specified by the College in IT requirements. Please see item 10 in this document for details.
- Suitability of the assessment room (good lighting, quiet location, good ventilation, enough space).
- Any associated costs for venue use (this cost is at the candidate's expense).

### 2.2 Venues in Australia deemed suitable include

- Medical practice clinical or administration area.
- Hospital clinical, education or administrative area.
- General practice training organisation.
- Rural clinical school, university, TAFE college, adult education centre or school.
- Conference/meeting room facility.
- University exam centres.

## 3. Support Person

The support person is no longer required for this exam.

Candidates may have a support person present if they choose to (see item 6 for further information). This person must be pre-approved and adhere to this document's conditions and requirements.

## 4. RGA-SSSA On the Day

All the details for your exam will be sent to candidates by email.

### 4.1 Registration

- Candidates are to log in no later than the registration time sent in advance by email, which is at least 30 minutes before the start of the exam. This will allow enough time to register for the exam, check that IT connections are working, address any last-minute technical issues, and check other information regarding the examination.
- Candidates must sign the registration sheet (sent via email).
- If a support person is present, their identity and contact details will be confirmed during this time.
- Candidates and their support person will need to have valid photographic identification (e.g., driver's licence or passport) to verify their identity to register.

- Mobile phones and/or any other electronic devices must then be switched off and placed face down in view of the examiners.

#### 4.2 Exam rules

- Copying or distributing any material associated with the exam is not permitted. Any candidate found with unauthorised materials will be considered to have breached the Academic Code of Conduct.
- No unauthorised material is permitted in the exam room (see below).
- Candidates are not permitted to access any websites or areas on their computers other than the virtual exam (Zoom) room during the exam.
- During the bye session, candidates must stay at their computer with the camera and microphone turned on
- Bathroom breaks are only allowed during the scheduled break between sessions (see item 7.4 for further information).
- Any suspected incidents of misconduct will be reported to the RGA Exam team and may lead to results being declared invalid.

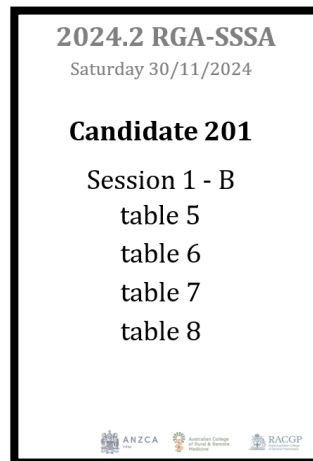
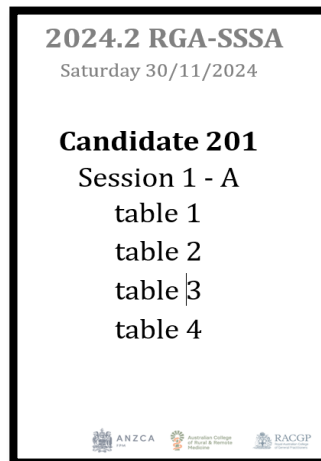
#### 4.3 Set up

- Candidates should set up their desks or tables with laptops, headphones, paper, and pens for the examination.
- Ensure the desk, chair and lighting are suitable.
- Ensure a clear and clutter-free desk space and minimise environmental distractions.
- Computers/laptops should be fully charged and plugged in if possible.
- Material that IS allowed in the exam room includes:
  - a. Adequate blank notepaper and pens.
  - b. Candidate card (see item 5 for further information).
  - c. Drinking water in a clear bottle.
  - d. A clock or other time-keeping device (not a smartphone) is permitted, but it must not make any audible sounds.
  - e. Mobile phones are to be switched off and placed face down on the desk, visible to the examiner.
- Material that is NOT allowed in the exam room includes:
  - a. Printed or handwritten documents or study notes.
  - b. Books or other reference materials.
  - c. Electronic communication or recording devices other than the computer/laptop as specified.
  - d. Food of any kind (unless pre-approved for medical reasons).
  - e. If a support person is present, they must not bring any banned items into the exam room, including electronic devices of any description, food or anything that may distract the candidate during the exam.

## 5. Candidate Card

Candidates will be emailed a candidate card for each exam session that will reflect their roster at the exam. Please print a copy of the document for the exam as the moderator and examiner may ask to see your candidate card for reference.

Below is a sample of the candidate cards:



## 6. Support Person

A Support Person is no longer required for this exam. However, if the candidate requests it, a single support person is allowed to be present to support the candidate and assist with technical issues, but they must not affect the candidate's performance during the exam.

The RGA Exam team must pre-approve the support person before the exam. The candidate must provide the following information to the RGA exam team about their support person:

- job title
- place of work
- mobile phone number on which the support person can be contacted during the exam for direct communication with the Exam Centre and email address (which they access regularly).


The support person must be available for the duration of the exam and have no other concurrent responsibilities, including on-call commitments.

They must ensure no conflicts of interest in supporting the candidate, including not being a close relative of the candidate, close work colleague, ANZCA/ACCRM/RACGP registrar, nominated supervisor or educator who has assisted the candidate with preparation for the exam.

The support person will not receive any remuneration for their involvement.

The support person should be contactable by the RGA Exam team during the exam via their nominated mobile phone. Mobile phones must be fully charged and switched to silent / vibrate mode during the exam. They should be placed in a position visible to the support person but not on hard surfaces such as desks, as the vibration can distract candidates.

Use of mobile phones for calls or messages unrelated to the exam during the exam process is not permitted.

RGA Exam team uses  WhatsApp for communication and incident reporting on the day. All messages should be acknowledged, even with just a thumbs up, and a note should be put into WhatsApp when requests are completed. The WhatsApp chat is downloaded at the end of the exam and used for incident and integrity reporting post-event.

The support person may assist the candidate by:

- Setting up the exam room and technical devices per the specifications in item 10.
- Allow materials, e.g., pens, blank notepaper, drinking water, or a clock.
- Ensuring no unauthorised person enters the exam room at any time.
- Ensuring access to a bathroom if required.
- Assisting with technical or other issues that arise during the exam as per item 11-13.

## 7. Other information on the day

### 7.1 Commencing the exam

The candidate is responsible for being ready to commence the exam at the starting time. Once the candidate has entered the virtual exam room (via Zoom), the ANZCA RGA team member will be responsible for time management. Candidates and support person (if present) should follow the room monitor's instructions.

### 7.2 Late arrival

If the candidate is not in the virtual exam (Zoom) room at least 30 minutes prior to the commencement of the reading time, the candidate must notify the ANZCA RGA exam team member of the delay via the information sent to you prior to the exam.

An incident report will be filled in to record the late arrival and associated reasons. The ANZCA RGA Exam team should receive the report within two (2) days following the conclusion of the exam.

### 7.3 During the exam

Navigating away from the virtual exam (Zoom) room, i.e., accessing other areas of their computer, email or internet sites, is strictly prohibited for the exam duration.

If a support person is present, they must remain in the room with their candidate to observe but remain out of the camera's view.

## 7.4 Restroom breaks

Restroom breaks are permitted during the break between sessions only unless absolutely required.

Additional time will not be provided; the virtual exam (Zoom) room must not be exited at any time and will continue to be monitored by a staff member.

## 8. The end of the exam

At the conclusion of the exam, note paper used by the candidates and all exam material must be destroyed as soon as possible.

Candidates are not to leave the examination area until an ANZCA RGA Exam team member is advised that they are allowed to leave. During this period, the candidate is still under exam conditions and is not allowed access to any electronic devices or be in contact with non-exam persons.

## 9. Quarantine

Candidates may be quarantined before or after the examination. Exam conditions still apply during this time, and communication devices are not permitted. Candidates will be released from quarantine when candidates in the previous/next session have completed their tasks. Candidates may use the bathroom during this period.

## 10. IT Details

This exam cannot be conducted using a tablet, iPad, iPhone or similar.

The exam will be conducted via Zoom, and the candidate must ensure that their device has the minimum IT Specifications.

- Secure Internet Connection with 20Mbps down and 10Mbps upload speed) measured at <https://www.speedtest.net/>
- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- A webcam or HD webcam – integrated camera or on a laptop
- Speakers and a microphone - integrated or USB plug-in
- Windows PC with Single Screen
- Headset
- Download and install the Zoom application from <https://zoom.us/download>

*ANZCA recommends using a USB headset to reduce feedback and improve sound quality.*

<b>Supported Operating Systems:</b>	<b>Supported Web Browsers (latest version):</b>
<ul style="list-style-type: none"><li>• macOS X with macOS 10.9 or later</li><li>• Windows 10 - Home or Pro editions</li><li>• Windows 8 or 8.1</li><li>• Windows 7</li></ul>	<ul style="list-style-type: none"><li>• Windows: IE, Edge, Firefox, Chrome</li><li>• Mac: Safari, Firefox, Chrome</li></ul>

*ANZCA advises that Zoom client 5.0 or higher (the latest client is preferred) be used if you can install it on your PC or Mac.*



### 10.1 Internet Connection Speed Test

Each candidate is required to perform a browser and internet connection speed test on the computer they plan to use at their chosen examination venue. To perform this test, simply open the web browser and click the link below. If clicking the link doesn't work, type it into the browser address bar.

- <https://fast.com>
- <https://www.speedtest.net/>

When completing this test, click the Show More info button to view more information about the speed test.

## 11. Managing Incidents on the Day

The candidates are responsible for ensuring all IT requirements have been met and equipment has been checked before starting the exam. If an unforeseen problem occurs during the exam, candidates are responsible for fixing any issues on their end. Examiners should be notified as soon as a problem is suspected. Each virtual exam (Zoom) room will have a Room Monitor available throughout the exam to assist with technical issues.

The candidate is not permitted to use a mobile phone during the exam process. Candidates' mobile phones must be switched off during the exam and placed in a position visible to the examiner. In the event of technical issues, the examiner or ANZCA RGA staff may direct the candidate to switch on their phone to make contact with them.

If a support person is present, they may keep their mobile phone switched on in silent/vibrate mode in order to communicate with the RGA Exam team to fix the issue.

## 12. Troubleshooting technical difficulties

- If possible, notify the examiner or RGA exam team of issues as soon as they arise.
- If able to communicate with the exam team, follow their instructions.
- If the audio does not work, the examiner will be aware and take the necessary steps.
- If communication with the exam team is lost, attempt to reconnect using the same virtual exam (Zoom) room details.
- If the connection to the virtual exam (Zoom) platform fails and cannot be reconnected, the exam team will directly call the candidate or support person's mobile to speak to the candidate.
- Any lost time due to technical issues may either be made up at the end of the viva or at the end of the session.
- The room monitor will manage this process and inform the candidate, support person, and examiner.

*This exam cannot be conducted using a tablet, iPad, iPhone or similar.*

### 13. Incident Reports

Candidates who experience technical issues or are concerned about the exam's conduct at any point are requested to complete an Incident Report and send it to the RGA Exam team within two (2) working days following the conclusion of the exam.

Examples of incidents may include:

- noise disturbances (e.g., fire alarms, external environment)
- technical disruptions (e.g., loss of power or computer malfunction).

### 14. Confidentiality & Intellectual Property

Candidates are required to meet the following confidentiality & intellectual property obligations.

### 15. Intellectual property

Intellectual Property shall include confidential information, trade secrets, drawings, designs, techniques, methodologies, computer software, programs, processes, logos, copyrights, trade or service marks, patents, registered designs, and other information and rights capable of being protected under Australian or other laws relating to intellectual property no matter how recorded or stored and any applications for same the candidate:

- a. acknowledges that the ownership of any Intellectual Property Rights in Agreement Material is vested in the Company as and when it is created.
- b. assigns any such Intellectual Property Rights to the Company.
- c. must return any Agreement Material to the Company on reasonable notice from the Company and
- d. must not infringe the Company's Intellectual Property Rights in the Agreement Material.

### 16. Confidentiality

Except in the proper performance of the Services during the continuation of this Agreement:

- a. The Contractor and any Approved Persons shall keep strictly confidential. They shall use their best endeavours to prevent the publication or disclosure of all confidential information or knowledge that they may acquire during the term of this Agreement or may have already acquired concerning the business affairs, trade secrets, business opportunities, property, customers, clients, or principals of the Company.
- b. The Contractor must only use Personal Information held or controlled by them in connection with the Services or this agreement only for the purposes of fulfilling their obligations under this agreement.

- c. This restriction shall continue to apply after the termination of this Agreement without limit in point of time but shall cease to apply to knowledge or information which may come into the public domain, without breach by the Contractor or any Approved Person of this restriction, or breach by any third party of any other confidentiality obligation.
- d. Upon termination of this Agreement, the Contractor shall deliver to the Company all documents, manuals, records, papers or electronic data recording in the possession or control of the Contractor or any Approved Person and relating in any way to the business or affairs of the Company or its customers and suppliers, or this Agreement or the Services, and shall not retain any copies of such documents.