

Pearson VUE Candidate Rules Agreement Royal College of General Practitioners (RCGP)

Please review the following exam rules, and ask the test administrator if you have questions.

Exam conditions apply as soon as you are provided with this agreement. You must not communicate with any other candidate in the testing centre and must ensure that **any** personal Bluetooth and electronic devices e.g. mobile phones, PDAs, pagers etc. are switched off.

You are reminded that morning candidates are not allowed to leave the test centre until 12.30pm. The only circumstance in which a morning candidate would be permitted to leave the test centre is before the exam is presented to them.

Morning candidates are not permitted to leave the testing room between 12.00pm and 12.30pm – this includes for unscheduled breaks (e.g. toilet breaks) or if the exam has been completed. The only exception to this rule is in the case of candidates with a serious medical condition that require access to their medication e.g. a candidate with diabetes that requires insulin.

No personal items, including cellular phones, hand-held computers/personal digital assistants (PDAs) or other Bluetooth and electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books and notes, are allowed in the testing room. You must store all personal items in a locker. The test centre is not responsible for lost, stolen or misplaced personal items.

Before you enter the testing room, the test administrator will supply you with an erasable noteboard and a marker pen. You may not remove these items from the testing room at any time during the exam, and you must return them to the test administrator after your exam.

You must not write on the erasable noteboard until after the exam has been started. If you fill your noteboard during the exam, raise your hand and the test administrator will replace it with a new one.

The test administrator will log you in to your assigned workstation, verify that you are taking the intended exam and start the exam. Please remain in your assigned seat.

Smoking and making noise that creates a disturbance for other candidates is not permitted anywhere in the test centre.

Eating and drinking is not permitted in the testing room under any circumstances. Drinking is permitted in the reception area. Eating is also permitted in the reception area but only if there is a valid medical reason e.g. pregnancy or diabetes that requires insulin.

To ensure a high level of security throughout your testing experience, you will be monitored at all times. Both audio and video will be recorded.

If you take a break at any time, the exam timer will **not** be stopped. The test administrator will set your workstation to the break mode, and you will take your ID with you when you leave the room. The test administrator will check your ID before you return to your seat and will then restart your exam.

While you are taking a break, you are permitted to access personal items that you stored during the exam **only** if necessary - for example, if you need to take medication at a specific time. You are **not** allowed access to other items, including cellular phones, exam notes and study guides. Please inform the test administrator when signing in if you require a break for medical reasons.

If you experience hardware or software problems or distractions that affect your ability to take the exam, notify the test administrator **immediately** by raising your hand. If you have other questions or concerns, raise your hand and the test administrator will assist you as long as other candidates are not disturbed. The test administrator cannot answer questions related to exam content.

After completing the exam, raise your hand. The test administrator will come to your workstation and ensure that your exam has ended properly. Candidates sitting their exam in the morning should note that they will not be permitted to leave the testing room until authorised by the test administrator due to quarantine restrictions. After returning the erasable noteboard & pen to the test administrator, you will be provided with a printed confirmation that you completed the exam, which you need to keep safe. You will be required to show your ID when leaving the testing room.

You must not remove copies of exam questions and answers from the testing centre, and must not share the questions or answers seen in your exam with other candidates.

If you do not follow the above rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include the invalidation of your exam results and/or referral to the General Medical Council.

Your privacy - Your exam results will be encrypted and transmitted to Pearson VUE and to the RCGP . The testing centre does not keep any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this; you can obtain this by visiting the Pearson VUE Website (www.pearsonvue.com) or by contacting a Pearson VUE Call Centre.

Declaration - The RCGP expects those who believe that their performance is likely to be affected by mitigating circumstances such as illness or personal difficulties

arising before an assessment to have informed the RCGP, provided any evidence which might be requested, and withdrawn from that sitting in order to re-sit at a later date. Candidates who present themselves for the AKT shall be deemed fit to take the assessment and are required to sign the following declaration to that effect.

For the avoidance of doubt this does not prevent you from asking for consideration of mitigating or extenuating circumstances arising **during** the assessment which you believe have materially and adversely affected your performance.

Candidate Statement

By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the RCGP (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules, or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the RCGP, my exam may be invalidated by the RCGP, I might be referred to the General Medical Council and I will not be refunded my exam fee.

In attending the AKT today I also confirm that there are no reasons why I should not take this assessment or why I might subsequently report mitigating circumstances that would have a material and detrimental effect on my performance.

I have submitted all of my electronic device(s) - please tick box to confirm

Signed: _____

Name (in capitals please): _____

Date: _____