

## CMBA regulatory examinations policy

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August 2021

### Multiple-choice question examination delivery and administration

#### Purpose

This document sets out the Chinese Medicine Board of Australia's (CMBA) policy on the delivery and administration of the multiple-choice question (MCQ) examination as part of the assessment and registration process for overseas-qualified Chinese herbal medicine practitioners and acupuncturists (candidates).

#### Scope

The CMBA regulatory examinations for overseas-qualified Chinese herbal medicine practitioners and acupuncturists (CMBA regulatory examinations) include a multiple-choice question (MCQ) examination and an objective structured clinical examination (OSCE).

A candidate must pass the MCQ examination to be eligible to undertake the OSCE.

This document contains the CMBA's policy related to the delivery and administration of the MCQ examination including:

- a. Candidate check-in and identification
- b. During the examination
- c. Breaks during the examination
- d. Contingency procedure

#### Policy

Candidates are advised to consider the following points prior to arriving at the MCQ examination centre for the scheduled MCQ examination session:

##### a. Candidate check-in and identification

1. Candidates are expected to arrive at the MCQ examination centre at least 15-20 minutes before the scheduled start time for the MCQ examination session.

Candidates who arrive at the MCQ examination centre up to 30 minutes after the scheduled start time for the MCQ examination session will be allowed to start the MCQ examination but will not be provided extra time to complete the examination regardless of the circumstances of their delay. Candidates who arrive at the MCQ examination centre more than 30 minutes after the scheduled start time for the MCQ examination, will not be permitted to enter the examinations area or start the MCQ examination and will forfeit their MCQ examination registration and fee. Subject to approval by the CMBA, the candidate may be allowed to re-register for the next available MCQ examination session and must pay another MCQ examination fee. The next available MCQ examination session may not be scheduled for up to six months.

2. Candidates are required to present a valid 'authentication code' from their confirmation email when they arrive at the MCQ examination centre.

Candidates who cannot present a valid authentication code will not be permitted to enter the MCQ examinations area and will forfeit their examination registration and fee. Subject to approval by the CMBA, the candidate may be allowed to re-register for the next available MCQ examination

session and must pay another MCQ examination fee. The next available MCQ examination session may not be scheduled for up to six months.

3. Candidates are required to present a valid photo identification such as current driver's licence or passport and confirmation email on arrival at the MCQ examination centre. The first and last names printed on the photo identification must match exactly the first and last names on the confirmation email.

If the name on the photo identification presented does not match exactly the candidate's name provided when registering on the Examination Portal, the candidate will not be permitted to enter the MCQ examinations area and will forfeit their MCQ examination registration and fee. Subject to approval by the CMBA, the candidate may be allowed to re-register for the next available MCQ examination session and must pay another MCQ examination fee. The next available MCQ examination session may not be scheduled for up to six months.

4. Candidates are not allowed any electronic devices including mobile/smart phones, tablets, iPads, watches and other electronic devices within the MCQ examination area. Candidates will be required to store any electronic devices in sealable plastic bags provided by staff at the MCQ examination centre.

Candidates who refuse to store their electronic devices upon check-in will not be allowed into the MCQ examinations area.

5. Candidates are required to leave their personal belongings (including handbags, hats, gloves, scarves and coats) outside of the MCQ examinations area. Small, lockable storage is available; and candidates will not be allowed to access any prohibited personal items at any time during the MCQ examination.
6. In addition to using the authentication code to verify their registration to sit the MCQ examination, candidates will be required to agree to a set of terms and conditions to keep the MCQ examination questions confidential. By accepting this agreement candidates will confirm eligibility to undertake the MCQ examination and acceptance of the MCQ examination rules. Candidates will be asked to sign or accept a statement similar to the following:

*This exam is confidential and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your proficiency level in the skill areas referenced in the title of this exam. To protect the integrity of the exams, the examinee must adhere to strict guidelines. The examinee shall not disclose to any third party the contents of this exam, including but not limited to questions, form of questions, or answers, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. I have read and agree to the terms of the above statement.*

Candidates who do not sign or accept the terms and conditions in the statement will not be permitted to start the MCQ examination and will forfeit their MCQ examination registration and fee.

#### b. During the examination

1. Candidates are not allowed to bring any study material into the MCQ examinations area. Candidates must note that this is a 'closed-book examination'.
2. Candidates are not allowed to communicate with each other once they have entered the MCQ examinations area. Candidates who fail to comply will be removed, their examination will be cancelled, and they will forfeit their MCQ examination fee.
3. Candidates must not write any prompting material on their skin or other objects before or during the examination. Candidates must not take any material including any notes from the MCQ examination when they leave. All documentation required as part of the MCQ examination must be left at the candidate's testing station.

4. Candidates who need to leave the MCQ examination room temporarily must be accompanied by a supervisor. The candidate should raise their hand if they require the attention of a supervisor.
5. Candidates who complete the MCQ examination early will not be permitted to leave the MCQ examinations area until they have been instructed to do so.

#### c. Breaks during the MCQ examination

1. Once the MCQ examination has started, there are no scheduled breaks for candidates to use the bathroom. If a candidate needs to use the bathroom during the MCQ examination, they must advise the supervisor and will be escorted. Candidates must note that any time spent on a bathroom break counts as testing time and they will not be provided extra time to complete the MCQ examination regardless of the circumstances of the bathroom break. Examination conditions apply at all times.

#### d. Confidentiality

1. Candidates are required to agree to the terms related to confidentiality and security before each MCQ examination session.
2. Candidates must agree to maintain confidentiality of the MCQ examination content and processes during and after the examination; including posting or discussing questions or responses on the internet or any form of social media after the MCQ examination.
3. Candidates must not reconstruct MCQ examination items using their memory of the examination or the memory of others.
4. Candidates must not remove MCQ examination items and/or responses (in any format) or notes about the examination from the MCQ examinations area. Writing on any materials or skin is strictly prohibited and will result in an incident report and results will be placed on hold.
5. If candidates are aware that the confidentiality requirements have been breached, they must advise Ahpra immediately and must comply with any investigation (and follow-up investigation) that needs to be conducted.
6. Any candidate who attempts to record or supply material relating to the MCQ examinations will not be permitted to continue with the examination. They will forfeit their MCQ examination registration and fee.

#### e. Contingency procedure

##### Candidate unable to continue the examination

If a candidate doing the MCQ examination is unable to continue for any reason after the MCQ examination has started, including the candidate's ill health, they must notify the MCQ examination centre staff. The MCQ examination will end, and an overall 'incomplete' result will apply.

##### Critical safety incident

If a candidate is violent or displays any behaviour that threatens or endangers the MCQ examination centre staff and/or other candidates, this will be considered a critical safety incident. The MCQ examination centre staff will remove the candidate from the MCQ examination area.

The case will be reviewed in accordance with CMBA's Policy on candidate misconduct. The candidate will not be permitted to continue the MCQ examination and will receive an overall fail result for that examination session.

##### Examination centre evacuation

In the event of an evacuation from the MCQ examination centre due to an emergency, candidates must follow all instructions given by examination centre staff. The candidates must not communicate with each other during the evacuation process. The evacuation process will be led by MCQ examination centre staff in accordance with the procedures for the relevant examination centre.

### Monitoring, evaluation and review

This policy will be reviewed from time to time as required. This will generally be at least every three years.

### Definitions and abbreviations

**Candidate** is an overseas-qualified Chinese herbal medicine practitioner or acupuncturist who is sitting the CMBA regulatory examinations.

**CMBA regulatory examinations** are used by the CMBA to assess overseas-qualified Chinese herbal medicine practitioners and acupuncturists who apply to register in Australia and who are assessed as holding a qualification that is relevant but not substantially equivalent or based on similar competencies to an Australian approved qualification (and who meet the mandatory registration standards).

### Associated documents

*CMBA regulatory examinations candidate handbook – multiple-choice question examination*

### Effective date

August 2021