

MCQ Assessment – Venue Requirements

Purpose of This Guide

This document is designed to equip candidates with the required information to guide them when selecting a venue and invigilator that meet the College's standards for a secure and fair MCQ assessment environment.

1. Venue Suitability

- Venue must provide secure access, adequate lighting, quiet surroundings, and sufficient space for the candidate and invigilator.
- Acceptable venues in Australia and New Zealand include medical practices, hospitals, GP training organisations, rural clinical schools, universities, TAFEs, meeting rooms, public libraries and private residence.
- Acceptable venues overseas include certified schools, university exam centres, and formal Australian Government missions such as embassies, consulates, trade missions, or military offices.
- All venue-related costs are the candidate's responsibility.

2. Facility Requirements

- Venue must have reliable internet access.
- Candidates are strongly advised to ensure all technical equipment is working.
- The College is not responsible for issues arising from alternative or non-recommended configurations.

3. Invigilator Requirements

3.1. Core Requirements

- Invigilator must supervise the candidate for the full duration of the assessment and cannot perform concurrent duties or be on call.
- Candidates should maintain the invigilator's contact details and have a contingency plan in case the nominated invigilator withdraws.
- The College may decline any invigilator who does not meet its standards, requiring the candidate to nominate a replacement.

3.2 Eligibility

- Invigilators must have no conflict of interest and cannot be close relatives, another registrar, supervisors, or educators involved in the candidate's training.
- Administrative staff within the workplace are acceptable providing they do not fit any of the above classifications.

4. Consequences of Non-Compliance

- Candidates who do not meet the venue, facility, or invigilator requirements may be ruled ineligible to sit the assessment.

- If an invigilator does not meet eligibility standards, the College will decline the nomination and require an acceptable replacement before the assessment can proceed.
- Non-compliance with technical requirements may delay or prevent the submission of assessment materials, and the College is not liable for issues arising from alternative configurations.