

## Administrators' Guide

# Parallel Recruitment Exercise 2011/2012 Improving Selection to the Foundation Programme

Dear Parallel Recruitment Exercise Team,

Thank you for organising the Parallel Recruitment Exercise (PRE) at your medical school in order to pilot the Situational Judgement Test (SJT) and the Educational Performance Measure (EPM). These are being piloted as part of the Improving Selection to the Foundation Programme (ISFP) project which is looking at the best way of selecting medical students to the Foundation Programme. Your support is crucial in ensuring the success of this exercise.

You have been selected by the head of your medical school as the responsible officers leading on this important project. You will be the main contacts for the ISFP project, which is being co-ordinated by the Medical Schools Council. Siobhan Fitzpatrick, the ISFP Project Manager, will be your main contact. You can reach her on [Siobhan.fitzpatrick@medschools.ac.uk](mailto:Siobhan.fitzpatrick@medschools.ac.uk) if you need clarification on any of the information found in this guidance.

This guidance is meant to provide you with all the information you will need to run successful pilots of both the SJT and EPM. It includes:

- Overview of the Parallel Recruitment Exercise (PRE)
- Situational Judgement Tests (SJTs)
  - SJT Administrator responsibilities
- Educational Performance Measure (EPM)
  - EPM Administrator responsibilities
  - EPM Framework
- Appendix A – PRE Team roles and responsibilities
- Appendix B – PRE timeline and checklist
- Appendix C – Supporting communications materials

One aim of this exercise is to learn more about the practicalities of delivering the Situational Judgement Test and Educational Performance Measure so we can iron-out problems before full implementation next year. Your feedback is very important to us, so when all the pilots have taken place, we will be running a review session where we will ask for your feedback and look at ways to ensure that the implementation for the live recruitment round next year runs smoothly.

I really appreciate your work on this and I look forward to hearing how it goes.

Warm regards

Professor Paul O'Neill  
Chair, ISFP Project Team

## Overview of the Parallel Recruitment Exercise (PRE):

During the 2011/12 academic year, new Foundation Programme selection methods will be trialled alongside the Foundation Programme application process. This Parallel Recruitment Exercise (PRE) is a dry run for the FP 2013 recruitment round.

We are extremely lucky to be able to run this new recruitment process in full prior to implementation and we urge you to take full advantage of this opportunity. As you are aware, the aim is for the Situational Judgement Test (SJTs) and the Educational Performance Measure (EPM) to replace the 'white-space' application questions and the academic quartile score next year. You will be able to use the Parallel Recruitment Exercise to evaluate whether there are any logistical or operational issues which need to be addressed for next year.

The PRE is part of the Improving Selection into the Foundation Programme (ISFP) project which was commissioned by the Department of Health. More information about the project, including example SJT questions and answers can be found at: [www.isfp.org.uk](http://www.isfp.org.uk).

The aim is for at least 75% of your final year students to participate in the SJT. More information about this will be provided at the PRE Team workshop (see below).

Following the completion of the SJT pilots, a feedback report will need to be produced by each medical school about the outcome of the pilots locally. The reports will be collated and presented to the Department of Health at a Medical Schools Council meeting. Information on this will be sent to you at the end of the year.

### Parallel Recruitment Exercise (PRE) Team Workshop

Members of PRE teams are asked to attend a Briefing Workshop on 5 October 2011, 10am – 4pm at Medical Schools Council, Woburn House, Tavistock Square, London. You can nominate up to 4 of your staff to attend, but a minimum of 2 staff are required. At the workshop you will be briefed on the process and timeline and you will have the opportunity to ask questions and share best practice between schools. You will also be provided with communication materials on the day including posters to advertise the date of your SJT(s).

**ACTION:** Arrange for 2 – 4 people to attend the workshop from your medical school. If you cannot personally attend, we request that you appoint an alternate.

## Situational Judgement Tests (SJT)

The aim is for Situational Judgement Test to replace the 'white-space' application questions as part of a medical student's application to the Foundation Programme. From recruitment to FP 2013 and onwards, all applicants will be required to sit an SJT under invigilated conditions.

This year, the students will take a shortened version of the SJT. It will be one hour long with 30 questions, rather than the full test students will sit next year which will be two hours and 20 minutes long, with 70 questions.

UK medical schools are responsible for running the SJTs in accordance with national guidelines. The test documentation will be centrally printed and distributed to schools shortly before the test is to be run. You will then return the answer sheets to be marked centrally.

The SJTs will be held on at least one of four dates in medical schools across the UK, to enable all final year students to participate. These are:

- Friday 11 November 2011 (Imperial and Birmingham only)
- Monday 28 November 2011
- Monday 9 December 2011
- Monday 9 January 2012

Applicants to the Foundation Programme who have been out of medical school for two years or more are also expected to undertake the SJT pilot on the same date as their clinical skills assessment between 1 and 3 November 2011 in Manchester. This will be administered by the UK Foundation Programme Office.

## SJT Administrator responsibilities

As the SJT Administrator, you are responsible for organising and running the SJT at your school. You will be the point of contact for liaison with the Improving Selection to the Foundation Programme (ISFP) project team who will be coordinating the tests nationally. You should arrange to have a nominated back-up person who can take over the management of the arrangements in case of illness, etc.

Your responsibilities include:

1. Ensuring students know about the SJT and are encouraged to attend
2. Booking a two-hour timeslot (one hour test plus set up time) and a test venue
3. Arranging invigilators and administrators for the SJT date(s)
4. Taking delivery of the test documentation and ensuring the papers are kept secure
5. Ensuring relevant materials/documents are available on the day of the SJT
6. Registering and briefing students before the test
7. Counting in test sheets and feedback forms after the test and securely returning them

Further details and guidance about each of these tasks is below.

## Informing students

The more information you can give medical students about the SJT, the better. The supporting communications material available is set out in Appendix C. Ideally, medical students would attend a mandatory lecture given by the PRE Lead (we will provide the PowerPoint presentation); receive at least three emails from the PRE Lead or SJT Administrator (examples are in Appendix C); and see the posters (which we will also provide at the workshop). All medical students are expected to participate in the SJT pilots, so attendance should be made as easy as possible. The test must not be held during school holidays or reading weeks.

You will need to provide your students with information about the date, time and venue for the test, plus a reminder that they will need to bring their RA number (FPAS application number), two pencils and an eraser to the test.

It is suggested that students who are not able to participating in the SJT should write a letter to the Dean/meet with the Dean to tell him their reasons for failing to participate. Students who are on elective will not need to inform the Dean why they are unable to attend. Although sitting the SJT is not mandatory, it is important that all medical students are expected to take part by their medical school to ensure the process is robust.

**ACTION:** Contact all students going into their final year in Sept 2011 to let them know which date/dates they will be expected to attend the SJT pilots and provide more information about the PRE. (See Appendix C for exemplar email). Inform students that they will need to contact the Dean if they are unable to participate.

**Please note:** A presentation called 'Improving Selection into the Foundation Programme' has been prepared by the ISFP project team which provides further information about the PRE, why it is being done and what students can expect during the SJT (including example questions and answers). This presentation will be sent to you to adapt and use for your own students. As mentioned above, we suggest that students attend a mandatory session where this presentation is used.

## Booking date / time / venue

We have requested that you begin the Situational Judgement Test at 10.00am wherever possible in order to keep consistency across the country. Even though the test itself is only 60 minutes, you will need time to register students, brief them on the test, allow time for them to complete the feedback form and collect them. Therefore, we suggest that two hours are blocked out for this session.

The test venue should be the same type as is used for other formal assessments, for example finals exams. Normal requirements for test venues apply (there must be a clock visible, space for invigilators to walk between desks, good lighting, low background noise, etc).

The venue must:

- be large enough to hold all of the applicants in a single sitting. If you have to have multiple sittings, arrangements must be made for applicants to be quarantined so that those taking an early sitting cannot pass on information to the others
- have enough space outside the test room to register the applicants before they enter

Arrangements must also be made for students entitled to individual arrangements including extra time, separate rooms etc, as recognised by local rules. National rules will be agreed ahead of live recruitment next year, and will be discussed at the PRE workshop in October.

We confirm that the costs of venue hire and invigilation for running the Parallel Recruitment Exercise will be reimbursed.

**ACTION:** Contact ISFP Project Team on [admin@isfp.org.uk](mailto:admin@isfp.org.uk) by Monday 18<sup>th</sup> July to confirm:

- 1) the time, date and venue for the SJT at your medical school. Also, please let us know if you plan to run SJTs on more than one date, if there is more than one sitting on a date, or you are using more than one venue
- 2) the address and contact name for the delivery of the test documentation pack
- 3) the number of students expected to sit the SJT on each date / time. If you are running the SJT on more than one date / sitting, please confirm the expected number for each SJT, (eg whether the whole cohort is sitting the SJT on one date with a second date for extenuating circumstances, or if the cohort is split across multiple dates)
- 4) if there are any expected additional requirements that need to be taken into account when printing the SJT papers for your school e.g. coloured paper. If you are unable to provide this information now, please estimate any special requirements for printing. We need to agree the specification for the printing ASAP, and would rather over estimate

### **Invigilators and administrators**

We recommend that there is at least one invigilator for every 60 applicants (minimum of two per room) and a further two administrators to register the students prior to the test.

### **Incentives**

Although all final year medical students are expected to participate, prizes will be offered by the ISFP Project to encourage participation. Students who take the SJT will be entered into a draw to win one of five iPad prizes. Winners will be selected at random from all participants across the UK and they will be informed if they have won in January once all SJT pilots have taken place.

We would also like each school to give all participating students a certificate of attendance. A template for the certificate can be seen in Appendix C.

If possible, we suggest you should provide refreshments or a packed lunch following the SJT to encourage participation.

### Test documentation

We will send you test documentation in a secure pack via courier two working days prior to your SJT date. You, or the PRE lead, must sign for them personally and be responsible for the secure storage of papers. The pack will include paper copies of the SJT question booklets and glossary, answer sheets and feedback forms. Please store the pack, unopened, in a secure place until the you are ready to distribute the papers immediately before the test.

Please note that if you have two SJT dates, a separate pack will be sent to you for the second date.

Two working days before your first SJT, we will send you a secure email containing the list of Foundation Programme applicants from your school and their RA numbers for those students who may have forgotten to bring their RA number with them on the day. If you have a second SJT date, you should keep this information in a secure location as it will not be re-sent. This information must be kept strictly confidential and should be deleted once your SJT pilot(s) have taken place.

SJT questions must be kept confidential and question papers stored securely at all times. Applicants must not have access to questions outside of the time of the test. All applicants taking the test on a given day must start it at the same time, or be subject to suitable 'quarantine' arrangements. There are two main reasons why the SJT test questions need to be kept secure. Firstly, if students were to access the questions before the test then the results of the pilot might be invalidated. Secondly, some of the questions being piloted are likely to appear in live SJTs in future, so we don't want them to be leaked.

You will also need to make arrangements to store the papers after the test until you are able to send them back by secure courier. Instructions for returning papers will come with your test documentation.

### Checking the venue

There should be space outside the test hall for you to register applicants.

The SJT question booklet and glossary, answer sheet and feedback forms should be on desks before students enter the test room. No rough paper should be provided; students may write on the question booklet if necessary.

### Registering and briefing students before the test

You should check each applicant's student ID, ensure they have their RA numbers (FPAS application number) and provide them with sharpened pencils and erasers if they did not bring their own. You must keep a count of the number of students going into the test room to ensure you count the correct number of question booklets and answer sheets back in, and ensure you know who has attended as you will need to know why the remaining students did not attend.

If a student does not have an RA number (i.e. they did not apply for a Foundation Programme) or their name cannot be found on the list of RA numbers provided by the ISFP team, students

should enter their RA number as 111 followed by their date of birth, e.g. 111 211 080 (for 21<sup>st</sup> October 1980).

As with other tests, students are not allowed to take personal belongings to their desks and mobile phones must be switched off. Students should not be allowed to enter the test room after the starting time, except in exceptional circumstances.

All students must receive a standard briefing immediately before the SJT begins. The text of the briefing will be sent to you prior to your SJT date. Once the briefing is completed the test may begin.

### **Counting test sheets in after the test and sending them to be marked**

As the invigilators collect the answer sheets, they should check that applicants have completed their RA number on the answer sheet. It is important we know as many RA numbers as possible to help with the analysis of the SJT items. At the end of the test, collect all question booklets and answer sheets, ensuring that all documentation is collected and accounted for before students are allowed to leave their desks.

There will be instructions with your test documentation regarding the secure return of the papers.

Your medical school dean will have to report on the success of your SJT to the Department of Health, so you should record and retain:

- the list of students who undertook the SJT
- the list of students who did not take an SJT and their reasons for not taking it
- details of any actual or suspected breaches of security or procedures, and steps that will be taken to address this
- the names of the invigilators and administrators, identifying those who were responsible for checking that all papers were collected after the test
- details of any students who were allowed extra time or other individual arrangements, and the reasons
- details of any issues that arose which must be addressed before the live recruitment round next year (either locally or with the national administration of the test)

A report template will be developed and sent to SJT Administrators prior to the PRE. Since the purpose of the PRE is to gain insight into the effectiveness of the SJT arrangements, this feedback is important.

## Educational Performance Measure (EPM)

The EPM will replace the scores currently comprised of academic quartile rankings and educational achievements (Q1 of the FPAS form). For the PRE, administrators only need to give a score for medical school performance, calculated in deciles. The EPM Framework (see page 9) sets out the principles for calculating deciles, as well as setting out the scoring framework for the other two components of the EPM score.

## EPM Administrator Responsibilities

As the EPM Administrator, you are responsible for:

- consulting with your students to determine the assessments used to formulate the EPM deciles
- agreeing the final basket of assessments used to measure your students' medical school performance
- publishing on your medical school website an explanation of which assessments are to be used to determine the EPM
- calculating decile scores for each final year student and recording them on the spreadsheet which will be provided by the ISFP project team
- submitting the decile score to the ISFP Project Team in February 2012

### Consultation with students

The EPM Administrator should work with the PRE Lead to develop a proposed basket of assessments and their weightings, and to seek input from their students. It may be useful to set up a workshop or series of workshops with students to determine which assessments are best. Representatives from each of the years should be involved in the consultation. The agreed EPM Framework will be used for the live recruitment round for FP 2013 unless any issues arise.

### Information to be published on medical school websites

By the end of December 2011 you must publish full information about how you will calculate the decile score relating to medical school performance on your website. This information should include:

1. The representative basket of assessments, and their weightings, which will be used to assess medical school performance. These should be composed of a range of representative summative assessments which cover clinical and non-clinical knowledge and skills, up to the end of the penultimate year at medical school
2. Local policies relating to treatment of students with different entry routes, for example graduate entry, standard entry and students who transfer partway through their course
3. Information on how deciles are calculated for students who take a year out to intercalate and for students required to repeat a year
4. Information on whether re-sit scores will be either the original first-attempt mark, or capped at the pass-mark, except in the event of mitigating circumstances as accepted by the university or medical school policy
5. The process by which students will be able to review their decile points score, and appeal if necessary (n.b. this is not an opportunity to appeal individual assessment marks)

## Educational Performance Measure (EPM) Framework

The EPM framework will be piloted during the FP 2012 recruitment round as part of the Parallel Recruitment Exercise (PRE). The aim is for the EPM to replace the scores currently comprised of academic quartile rankings and educational achievements for recruitment to FP 2013.

The EPM is worth a maximum of 50 points and is comprised of three parts:

1. Medical school performance (calculated in deciles): 34-43 points
2. Previous degrees: 0-5 points
3. Educational achievements (prizes, publications and presentations): 0-2 points

**PLEASE NOTE: The EPM Administrator will only be responsible for determining the decile score part of the EPM for this year's PRE (Part 1).**

### PART 1 - Medical school performance (34 - 43 points)

The EPM Administrator must rank students based on the results of their pre-defined basket of assessments, divide the cohort into deciles of roughly equal size (by following the rules explained below) and assign each student a decile score. Medical school performance will be assessed using a range of assessments and it will be up to each medical school to define which assessments will be used and the relative weighting of each assessment.

All assessments used in the determination of a student's performance must:

- be summative (and hence subject to formal controls)
- cover clinical knowledge, skills and performance
- cover non-clinical performance
- cover all aspects of the curriculum assessed up to the end of the penultimate year at medical school
- represent the average performance of the applicants over time, rather than being limited to a snap-shot
- include written and practical forms of assessment

Decile rank	Number of points
1	43
2	42
3	41
4	40
5	39
6	38
7	37
8	36
9	35
10	34

The graduating cohort is defined as all students in their final year at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme and those who have chosen not to apply. Local discretion may be used to determine whether applicants on different entry routes (for example graduate-entry and standard-entry courses) are treated as a single cohort or separate cohorts for the purpose of ranking.

There is no minimum number of assessments to be taken into account in constructing deciles. However, only assessments which achieve a fair spread of scores or grades should be included. Pass/fail assessments should not count within the decile score, unless there is a sufficient number of pass/fail assessments that an above-average applicant is likely to fail at least a few.

Each medical school will construct an initial basket of assessments to be used for decile rankings. Students must be consulted with and have the opportunity to share their views before the final assessments are agreed. The composition of the decile rankings – the basket of assessments - should be published on the medical school website.

The N applicants within a cohort will be allocated into deciles according to the following rules. The applicants will be competition ranked according to their overall score. This means that:

- each applicant will have a rank place between 1 (highest scoring) and N (lowest scoring);
- applicants with the same score will share the same rank place; and
- where x applicants share the same rank place, the next x-1 rank places will remain empty
- The rank places will be allocated in order (from 1 to N) to ten roughly equal-sized groups, so that each group contains  $N/10$  rank places, rounded up or down to the nearest whole number

Finalised decile scores calculated as part of the PRE must be sent in the template Excel spreadsheet, pre-populated with student names, to the ISFP project team for evaluation by 1 February 2012.

***Please note:*** Applicants who re-apply to the Foundation Programme after failing finals, or who delay their application to Foundation Programme for any other reason, should be given their original EPM decile score. Points for additional evidence of academic achievements will be awarded according to the evidence provided at the point of application.

**PART 2 - Previous Degrees (max 5 points)**

Applicants can earn up to five points for additional degrees that have been awarded at the point of application to the Foundation Programme (either prior to medical school or an intercalated degree). Official notification from the university must be provided. Where the applicant has received a pass result but has not received the degree certificate, a letter from their medical school Dean confirming that they have passed must be provided on letter headed paper, signed and dated by the Dean.

If an applicant holds more than one degree at the time of application to the Foundation Programme, they should provide evidence of the degree that will achieve the highest number of points.

Previous degree	Number of points
<ul style="list-style-type: none"> <li>• Doctoral degree (PhD, DPhil, etc)</li> </ul>	5
<ul style="list-style-type: none"> <li>• Masters degree</li> <li>• 1<sup>st</sup> class honours degree</li> <li>• Bachelor of Dental Science (BDS)</li> <li>• B Vet Med</li> </ul>	4
<ul style="list-style-type: none"> <li>• 2.1 class honours degree</li> <li>• 1<sup>st</sup> class intercalated degree which does not extend the degree programme</li> </ul>	3
<ul style="list-style-type: none"> <li>• 2.2 class honours degree</li> <li>• 2.1 class intercalated degree which does not extend the degree programme</li> </ul>	2
<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> class honours degree</li> <li>• Unclassified or ordinary degree</li> <li>• 2.2 class intercalated degree which does not extend the degree programme</li> </ul>	1
<ul style="list-style-type: none"> <li>• Primary medical qualification only</li> <li>• 3<sup>rd</sup> class intercalated degree which does not extend the degree programme</li> </ul>	0

*Please note:* Honours degrees include any type of Bachelors honours degree, e.g. BSc, BA, BEng, LIB, BMedSci, etc. A Masters degree is where it represents a further year of study taken in addition to a basic medical qualification. Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.

For students who have undertaken an exchange programme of study as part of a degree course, you must take the grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. For a 4 point scale, a GPA of 3.6 - 4 should be scored as equivalent to a 1<sup>st</sup> class degree, a GPA of 3 – 3.5 as 2.1, a GPA of 2 – 2.9 as 2.2 and a GPA of 1 – 1.9 as a 3<sup>rd</sup> class degree. For a 5 point scale, a GPA of 4.4 - 5 should be scored as equivalent to a 1st class, a GPA of 3.8 – 4.3 as 2.1, a GPA of 3 – 3.7 as 2.2 and a GPA of 2.9 or lower as a 3<sup>rd</sup> class degree.

**PART 3 - Educational achievements (max 2 points)**

Students can earn a maximum of two points in this category. Additional points for previous degrees, prizes, publications and presentations will be automatically awarded by FPAS, and will be subject to verification by medical school and foundation school staff. During the FP 2012 recruitment round, verification will take place on 26 October in London at a National Verification Day. It is likely that this will happen for the FP 2013 recruitment round as well.

Educational achievements	Number of points
<b>Prizes</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> prize – National/international educational prize</li> </ul>	1
<b>Presentations</b> <ul style="list-style-type: none"> <li>• Oral presentation at a national or international conference</li> <li>• Poster presentation at a national or international conference</li> </ul>	1
<b>Publications</b> <ul style="list-style-type: none"> <li>• Educational research paper published in a peer-reviewed journal</li> </ul>	1
<b>Maximum number of points available</b>	<b>2</b>

**Prizes**

Bursaries and medical school prizes will not count in this category. The prize must be 1<sup>st</sup> prize and it must be a national or international educational prize. A letter of evidence from the awarding body must be uploaded to FPAS system at the point of application.

**Presentations**

The conference must be hosted by a recognised professional medical body in order for a student to receive a point. The conference must have taken place by the time of application to the Foundation Programme. A letter of evidence from the conference host must be provided by the student and uploaded into FPAS.

**Publications**

Students must supply a PubMed ID (PMID) at the point of application to the Foundation Programme or provide a letter of evidence that the work has been accepted for publication and is 'in press' for a publication which has a PMID. This includes papers, abstracts, book chapters, audits and in rare cases, letters. The front page of the article including the title and authors' names must be provided by the student and uploaded into FPAS.

If an applicant has more than one publication, prize or presentation, they will receive a maximum of one point for any of the three categories individually; a maximum of two points in total.

**Appendix A****Parallel Recruitment Exercise (PRE) Team  
Roles and Responsibilities****PRE Lead**

The PRE Lead, or 'champion', could be a clinician or the Programme Director for final year students. This person will be responsible for the success of the PRE locally, and for reporting process and issues to the Dean. This person will encourage students to take part in the one-hour Situational Judgement Test (SJT) and ensure that the guidelines for the Situational Judgement Test and Educational Performance Measure (EPM) are followed. This person will work with the EPM Administrator to ensure that students are consulted on the basket of assessments to be used in determining the EPM and to agree the final assessments to be used.

**Situational Judgement Test Administrator**

The PRE SJT Administrator should be an exam administrator or equivalent. This individual is responsible for all of the logistical arrangements for the PRE SJT, including ensuring that a test hall is booked on the date or dates chosen for students to sit the SJT and emails, both from the medical school and from the ISFP Communications Officer are sent to students providing information about the SJT.

**Educational Performance Measure Administrator**

This person is responsible, with the PRE Lead, for determining the final basket of assessments used to formulate the EPM deciles after consultation with students. Once this is determined, the EPM Administrator will publish the information on how deciles will be calculated online and will submit the EPM score to the ISFP Project Group. Please note this will only refer to the decile score, and not the additional points for educational achievements. The EPM and SJT Administrator may be the same person.

**PRE Student Champion**

The UK Foundation Programme Office (UKFPO) will ask members of their Medical Student Board to act as local student champions for the PRE at their meeting on 15 September. They will be able to help enthuse students about the pilot, and provide advice and feedback on communications to students. The PRE Leads will be put in touch with their local student champion.

**Appendix B****Parallel Recruitment Exercise Timeline and Checklist**

<b>Date</b>	<b>Activity</b>	<b>Completed</b>
July	Notify ISFP of the date/dates you will be using for your SJT as soon as possible	
July	Meet with your PRE Team. You may wish to consider: <ul style="list-style-type: none"> <li>• who will undertake each action</li> <li>• the best time for the test to take place on your chosen dates and whether lectures must be re-arranged</li> <li>• who will give the presentation to students about the PRE / when</li> <li>• whether a briefing about the PRE should be given to other staff</li> <li>• Decide if you will be offering refreshments or packed lunch to students to encourage participation</li> <li>• when / how to consult with students on which assessments should be used to calculate the EPM deciles</li> </ul>	
July	Notify the ISFP project team whether you can attend the PRE workshop in London, and, if you cannot attend, who will be attending in your place	
Aug	Finalise arrangements for the two-hour timeslot for the test and book the venue	
Aug	Organise invigilators and administrators for the day	
Sept	Send an email to final year students to let them know the date of the mandatory ISFP lecture about the PRE and the date(s) that your school will hold SJTs (See Appendix C for exemplar email)	
16 Sept	PRE Leads will be informed who their student champion is	
5 Oct	<b>Attend the PRE Team Workshop in London</b>	
Oct	Reminder email to students about the PRE and the incentives available / implications for not participating in the SJT test	
Oct	Begin consultation with students on which assessments to use for the EPM deciles	
<b>26 Oct</b>	<b>26 October, 2011, London – National Verification Day for FP 2012 Educational Achievements</b> Representatives from medical schools and foundation schools will work together to verify the educational achievement documents that applicants loaded onto their FP 2012 application form. It is likely that this verification day will run again for FP 2013. You will need to check if you are required to attend this	
Oct/Nov	Mandatory session for students to attend the ISFP presentation on the PRE. Students on elective will not be required to attend	

2 weeks before your SJT test date	Hang posters about the date and time of the SJT in conspicuous places around campus	
1 week before SJT	Email all final year students reminding them about the arrangements for the SJT	
2 days before SJT	Take delivery of the test documentation pack and ensure that all papers are kept secure	
SJT date	Ensure relevant materials are available at the venue, register and brief students before the test and count in question booklets, answers sheets and feedback forms after the test and securely post them as requested in the test documentation pack	
2 weeks after the SJT date	Complete and return the SJT report template	
End Nov	Complete EPM decile consultation and determine which assessments will be used for the EPM deciles, and what local rules may apply	
Dec	Publish which assessments will be used for the EPM decile on your medical school's website	
1 Feb 2012	Submit deciles scores on spreadsheet provided to ISFP project team	
Feb 2012	PRE Review - The PRE Team will be asked to attend to discuss what worked well and what didn't, and to help inform and determine improvements which need to be made prior to the FP 2013 recruitment round.	

**Appendix C****Supporting Communications Materials**

This section sets out the supporting material that the ISFP Project Team will provide to help you ensure that your PRE runs as smoothly as possible.

Communication with students is vital to ensure a good level of participation at the SJT. The following materials are available to help you:

- PowerPoint Presentation – “Improving Selection into the Foundation Programme”. This presentation is available from the ISFP project team, and will be given to you at the PRE Team Workshop in October. We recommend that this is given to all students as a mandatory lecture
- Posters – These will promote SJTs and will have space for you to write in the date, time and venue of your SJT. Posters will be distributed at the PRE Team Workshop in October
- Emails – Exemplar emails have been provided (below) showing the type of information which should be sent to all final year students at each stage
- Example certificate of participation

**Exemplar E-mails to students re: SJT**

*The emails below are intended as guidance only. It is expected that these will be amended to meet the needs of your school, and reflect your policies.*

**Email 1 – to be sent in September 2011**

**Subject:** Foundation Programme – Parallel Recruitment Exercise

Dear final year students

During the 2011/12 academic year, new Foundation Programme selection methods will run alongside the Foundation Programme application process. This Parallel Recruitment Exercise (PRE) is a dry run for the FP 2013 recruitment round.

The aim is for a Situational Judgement Test (SJT) and the Educational Performance Measure (EPM) to replace the “white-space” application questions and the academic quartile score next year. More information about the PRE trial run will be available at the following event:

**‘Improving Selection into the Foundation Programme’ lecture**  
**(insert date & time)**  
**(insert venue)**

Please note that this is a mandatory lecture. It will provide you with all the information you will need about the Situational Judgement Test that you will be taking in addition to completing the FPAS form.

The SJT itself will take one hour and will consist of 30 multiple-choice questions. There is no need to study or revise as it is an aptitude test, rather than a knowledge test. It is designed to see how you will react in the workplace given different scenarios you are likely to encounter as a foundation doctor.

**The SJT will take place at  
(insert time and date) in  
(insert venue)**

We realise that some of you may be on elective during the lecture, the SJT or both. If you are on elective during this time, you are exempt from participation and will not have the opportunity to undertake the SJT unless you return on the specified date. SJTs cannot be taken at any other time.

SJTs are currently used in selection for GP training, and are being piloted for use in other specialties, including surgery. It is likely that you will have to take an SJT at some point during the next few years, so participating in this pilot will give you an excellent opportunity to practice these test questions before you encounter them in a selection process. You will receive feedback on your performance.

If you are unable to attend the SJT, please contact (insert name) outlining your reasons. Please note your results will not affect your Foundation Programme allocation.

More information about this project, including example SJT questions and answers can be found at: [www.isfp.org.uk](http://www.isfp.org.uk), or on [Facebook](#).

Regards,

PRE Lead

**Email 2 – to be sent in October**

**Please note – it is recommended that you provide lunch or refreshments for students on the day to help encourage participation.**

**Subject:** Participating in the Situational Judgement Test

Dear final year medical student,

**Re: Situational Judgement Test, (Date & Time), (Venue)**

All final year students are expected to attend a one hour Situational Judgement Test pilot on (date, time and venue). This is part of the Improving Selection to the Foundation Programme project which is looking at the best way of selecting final year medical students into the Foundation Programme. More information can be found at: [www.isfp.org.uk](http://www.isfp.org.uk)

The SJT itself will take one hour and will consist of 30 multiple-choice questions. There is no need to study or revise as it is an aptitude test, rather than a knowledge test. It is designed to see how you will react in the workplace given different scenarios you are likely to encounter as a foundation doctor.

All participants will be entered into a prize draw to win one of five iPad2s. These will be national prizes and you will be contacted if you are a winner in January. You will also be given a certificate of attendance and lunch/refreshments will be provided on the day.

If you are unable to attend the SJT, please notify (insert name and contact details) by (insert date). Students on elective at the time of the SJT will be exempt from participation. However, if you are on elective elsewhere in the UK and wish to return to undertake the SJT, please let (insert name) know by (date) so we can ensure we have the correct number of desks available and lunches ordered.

Regards

PRE Lead

**Email 3 – to be sent one week prior to the SJT**

**Please note – the recommended incentive of lunch is inserted into this email. It will have to be tailored to match the incentives your school will be offering.**

**Subject:** Reminder: SJT next week

Dear final year medical student,

**Re: Situational Judgement Test, (Date & Time), (Venue)**

Next week, you will be participating in the SJT. There are several things you will need to bring with you to the test. These are:

- Student ID
- Two pencils, a sharpener, and an eraser
- Your RA number (FPAS applicant number)

The test will be machine-marked, so answers marked in pen will show as though no answer has been made.

Your RA number is your FPAS applicant number. It can be found on your online FPAS account by logging into your account at [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk). If you did not complete an FPAS application this year, you are still expected to participate in the SJT. Just let the administrator know at registration and s/he will assign you a temporary RA number. The SJT will be run under test conditions, so you will be asked to turn your mobile phone off and leave your belongings (other than your pencils, eraser and sharpener) at the back of the room.

At the end of the test, you will be asked to complete a feedback form, which must be handed to invigilators before you leave the room. After this, you may collect the lunch that has been provided.

You will be able to access your SJT results through your FPAS account in April 2012, after the completion of the FPAS recruitment round. You will be alerted as soon as this information is available.

Remember, by taking part not only will you have the chance of winning an iPad2, but you will be helping for form new national recruitment policies. This will also be excellent practice for you as you are likely to encounter SJTs when applying to speciality training.

Regards

PRE lead

# Improving Selection to the Foundation Programme

*Certificate of participation  
awarded to*

---

*for taking part in the Situational Judgement Test pilot on*

---

*at xxx Medical School*

*This was part of the Improving Selection to the Foundation Programme Parallel  
Recruitment Exercise*



*Professor Paul O'Neill  
Chair, Improving Selection to the Foundation Programme*

*xxxxx  
Parallel Recruitment Exercise Lead, xxx Medical School*