

Parallel Recruitment Exercise

SJT Invigilator Guide

1. Introduction

- 1.1 Thank you for your role in delivering the Situational Judgement Test (SJT) for the Parallel Recruitment Exercise (PRE).
- 1.2 This guidance provides the information you need for a successful SJT, please read it carefully.
- 1.3 Further information about activities to undertake before and after the test is available in the PRE Administrators Guide.
- 1.4 [Appendices](#) at the end of this guidance contain detailed reference information.
- 1.5 If you have any questions about the guidance then please contact the project team via admin@isfp.org.uk or 020 7419 5494.
- 1.6 If you have an urgent concern about the SJT outside of office hours (9.30 – 17.30 Mon-Fri), please phone our **emergency contact number: 07980 650381**. For example, urgent concerns could include having to evacuate an assessment room during the SJT and not being able to recover test papers.

2. Before the test

- 2.1 Please ensure that the room(s) for the SJT is light, airy and quiet, with sufficient space for invigilators to walk between the desks. There should be signs outside the door to ensure quiet. A clock must be visible.
- 2.2 All applicants will need to bring their RA number (FPAS application number, or academic FP application number if successful), two pencils and an eraser to the test. They will also need to bring photo ID.
- 2.3 We will provide you with a list of applicants and RA numbers for your school, for reference on the day for those applicants who may have forgotten to bring with them their RA number. A small number of applicants may not have completed an application to the Foundation Programme (e.g. military posts, choosing not to apply for personal reasons). If an applicant does not have an RA number, they should enter their RA number as follows:
 - Defence deanery applicants should enter 333 – DDMMYY (Date of Birth)
 - All others should enter 444 – DDMMYY (Date of Birth)
- 2.4 If an applicant has does not have an RA number, and has entered a number as specified in paragraph 2.2, it is important that you make a note of the RA number they have entered and their email address, and return this on the Attendance Declaration (paper to be provided with the delivery of question papers). Without this information the applicant will not be able to receive feedback on their SJT performance.
- 2.5 If an applicant has more than one RA number (e.g. a number for both Academic Foundation Programme and Foundation Programme) they should fill in the RA number for the main Foundation Programme application.

- 2.6 Question papers, glossaries and OMR forms may be placed on each exam desk before applicants enter the room, with exam conditions strictly observed.
- 2.7 All applicants must receive the standard briefing before the assessment begins. The applicant briefing and administrator procedure is available in [Appendix A](#). Once the briefing is completed the assessment may begin.
- 2.8 Applicants who arrive after the briefing has started must wait outside until the assessment is underway. They should receive the briefing outside the assessment room before being allowed to enter and start the assessment. Late arrivals must finish the SJT at the same time as other applicants.
- 2.9 To check the identity of applicants you will need to:
 - Follow local procedures for seating and registering applicants
 - Ensure that all applicants have their RA number on display
 - Ensure that all applicants are final year medical students
 - Check photo ID

By signing the Applicant Declaration, the Responsible Officer for the SJT is confirming that the ID of all participants in the PRE has been verified.

3. During the test

- 3.1 Applicants are not allowed to leave and re-enter the assessment room during the test, except for a toilet break. Applicants wishing to leave and re-enter the assessment room during the test must be escorted.
- 3.2 Applicants should not be allowed to enter the assessment room after the starting time, except in exceptional circumstances.
- 3.3 Agreed local procedures should be followed for giving extra time and/or support (e.g. a scribe) to applicants with known dyslexia or other medical conditions. For those students who are unable to use the OMR form an *SJT template answer sheet* will be provided. An invigilator will then have to transcribe answers from the *SJT template answer sheet* to the OMR form. By signing the Applicant Declaration, the Responsible Officer is confirming that the answers have been transcribed correctly.
- 3.4 If an applicant fails to follow any of the agreed local rules regarding conduct during the assessment (see [Appendix B](#) for example rules), this should be addressed immediately without disturbing other applicants.
- 3.5 Applicants should be informed 15 minutes before the end of the test and when the full time allowed for the test has been reached. Applicants who started the test late must finish the test at the same time as all of the other applicants, and a note made of this applicant's RA number on the Attendance Declaration.
- 3.6 Once the test has finished, ALL paperwork must be collected by administrators before any applicants may leave their desks. As administrators collect the answer sheets and question papers they should

check that applicants have completed their name and RA number on both sides of the OMR answer sheet and on question paper.

- 3.7** Applicants should be given an applicant evaluation form to complete and return once the test has finished.

Appendix A: Applicant Briefing

n.b. you may wish to include information about checking ID and RA numbers during the SJT.

Please read the following aloud to the applicants once they are all seated:

- Thank you for taking the Situational Judgement Test today. Do not open the question booklet until I tell you to do so.
- Your participation will have no bearing on your application to the Foundation Programme. All of the answers and information you share will remain anonymous, and only you will receive feedback on your individual performance.
- The content of the SJT question paper is **STRICTLY CONFIDENTIAL**. It is essential that you do not reproduce or share any information relating to the contents of the SJT.
- Please ensure that your mobile phone is switched off and placed securely with your belongings. If you have electrical devices or written material that have not already been declared, please raise your hand (*Pause*).
- If you wish to speak to an invigilator during the test, please raise your hand.
- You will not be able to leave the room until the test is finished. The only exception is if you wish to go to the toilet, in which case please raise your hand and an invigilator will escort you. You will not be able to go to the toilet during the last 15 minutes.
- The test will last 60 minutes. You will be told when there are 15 minutes left.
- Once the SJT is complete, we will collect the question papers and answer sheets. You will then be asked to complete a short evaluation form.
- You should have a question paper, answer sheet and separate glossary on your desk, and you should have brought your own pencil, sharpener and eraser. If you do not have any of these items, please tell me now (*Pause*).
- You will need to complete your RA number and paper number on both sides of the answer sheet and question paper in order to receive feedback on your performance.
- Instructions on how to complete the SJT are on the front page of the question paper.

Instructions:

- There are two parts in this assessment:
- In Part One, rank in order of appropriateness the five responses to the situation (1 = most appropriate; 5 = least appropriate). There are marks available for near misses; you may not use the same rank more than once.
- In Part Two, choose the three most appropriate from eight possible actions. You must only select three options.
- There are 30 questions in this paper; 19 questions in Part One and 11 questions in Part Two. Please try and assign your time accordingly.

- In this assessment you will be presented with scenarios typical of those that Foundation Year One (FY1) doctors encounter.
- For each scenario, consider yourself to be a FY1.
- Please answer what you **should** do (not what you would do).
- You may sometimes feel that you would like more information before answering. However please give your best answer based on the information provided.

Please note:

- Mark your responses on the answer sheet using pencil only.
- If you need to change a response, rub it out and mark your final response. Please do not cross out anything on the answer sheet.
- There is no negative marking; you should therefore attempt all the questions.
- You may write on the question booklet.
- At the end of the test, all papers will be collected by the invigilator. You may not leave the room early.
- The question paper and answer sheet must not be removed.

- Does anyone have any questions? *(Leave a few minutes for applicants to ask any questions – only answer general questions about the process)*
- You have 60 minutes to complete the SJT, starting now. *(Begin timing 60 minutes).*
- *(After several minutes, administrators should walk around the room, ensuring that all applicants are completing the answer sheets appropriately. Administrators must check the photo ID of all applicants, and check their RA number. Inform applicants if they are not completing the answer sheet appropriately. Administrators should continue to walk around the room periodically throughout the test.)*

After 45 minutes:

- There are 15 minutes remaining for this test.

After 60 minutes:

- Stop working now. Please put your pencils down. That is the end of the test. Please remain in your seats whilst we collect the question paper, answer sheet and glossary.
- We will now give you a short evaluation of the SJT. This will take no longer than five minutes to complete.

- Please complete your RA number and the name of your medical school
- Your feedback will help us improve future selection to the Foundation Programme. Your comments – as with the SJT– will remain anonymous.

After 5 minutes:

- Please remain in your seats whilst we collect the papers.
- Thank you.

Appendix B: EXAMPLE Applicant Assessment Rules

The following are not permitted in the assessment room:

- Electrical devices of any kind (exceptions are made in the case of medical need e.g. hearing aids). This rule covers:
 - Mobile phones
 - Personal organisers
 - Personal scanners
 - Laptops
 - Calculators etc,

Any devices brought to the assessment must be placed in the box provided by the invigilator (invigilator(s) do not take responsibility for any devices brought in to the assessment room)

- Any written material, including medical dictionaries (Foreign language dictionaries may be used but permission must be sought from the invigilator before the start of the assessment and the book will be checked to confirm that it is a dictionary and not notes/textbooks)
- Food - (drinks only are allowed in a sealed container)

Applicants may be dismissed from the assessment or have other action taken, including possible referral to the regulatory body, for any of the following reasons:

- Giving or receiving help from another applicant during an assessment
- Using notes, books, any unauthorised notations or other aids
- Possession or use of photographic, recording or transmission devices in an assessment
- Writing on any material other than that provided by the administration team for the purpose of note taking during the assessment
- Removal of assessment materials or notations of any kind from the assessment room or making and removing copies of any part of such papers, answer sheets or assessment materials
- Refusal to comply with time allotments or assessment administration procedures
- Disruption of the assessment for other applicants
- Reproduction or disclosure of assessment content in any manner (including unauthorised notations, engaging in discussion of assessment content with anyone other than assessment personnel during or after an assessment)
- Providing and/or disseminating information about the assessment content with a view to assisting current or prospective applicants whether before or after the assessment
- Failure to follow the lead administrator's instruction, after a warning

In any such case, an incident report will be filed by the Responsible Officer and the applicant will be told of this action.