

# Improving Selection to the Foundation Programme

## Appendix G

### SJT Pilot Administrators Guidance



# SJT Pilots, Spring 2011

## Guidance for Administrators

# Contents

Contents .....	378
1. Introduction .....	379
2. How the SJTs will be run.....	379
3. Planning Ahead.....	380
Responsibilities .....	380
Venue and Materials .....	380
Invigilators and administrators .....	381
Briefing students .....	381
Security.....	382
Enrolling students .....	382
4. Final Preparations.....	382
Getting to know the paperwork .....	382
Receiving the papers .....	382
Checking the venue .....	382
5. Running the Test.....	383
Applicant registration and briefing.....	383
During the Test .....	383
After the Test .....	384
Appendix B: EXAMPLE Applicant Assessment Rules.....	388

## 1. Introduction

- 1.1 Thank you for agreeing to take part in the 2011 pilot of the Situational Judgement Test (SJT) for selection into the Foundation Programme.
- 1.2 This guidance is meant to provide the information that medical schools will need from us in order to run a successful SJT. Please read it carefully. Although this version of the guidance is intended to be used in the pilot, most of it is written as if it were to be used for a live recruitment round. One aim of the pilot is to learn more about the practicalities of delivering the test, so that we can iron-out problems and refine the process for live recruitment rounds. This means that your feedback is important, so please let us know if there is anything about the guidance that is unclear or might be improved.
- 1.3 The next section of the guidance presents some general information about the way in which the SJTs are intended to be run. After that, the remaining sections reflect the sequence in which medical schools will need to get things done, namely:
  - Planning ahead- what needs to be done in advance, e.g. to book rooms and invigilators
  - Final preparations- things to be done just before the test
  - Running the test- including invigilation, and instructions for applicants
  - Giving us feedback about your experience of the pilot
- 1.4 There are some appendices at the end of the guidance that 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](mailto:admin@isfp.org.uk) or 020 7419 5494

## 2. How the SJTs will be run

- 2.1 The SJTs will be part of the selection process for recruitment to the Foundation Programme. All applicants will be required to sit an SJT under invigilated conditions.
- 2.2 We expect that UK medical schools will be responsible for running the SJTs in accordance with national guidelines. UK students will take the test at their medical school; there will be special arrangements for overseas applicants to take the test in the UK.
- 2.3 An important priority is that the SJTs must be held in a way that prevents applicants from passing on information which might help other applicants to achieve an improved score. Given this, SJTs will be held at a set time on a small number of dates (expected to be 2-3) according to the national timetable for the recruitment round. The questions used in the SJTs held on one date will differ from those used on another date, so applicants taking the tests on a later date cannot benefit from 'leaked' questions from an earlier date. All applicants taking the test on a given day must start it at the same time, or be subject to suitable 'quarantine' arrangements (discussed further below).

- 2.4 We currently expect that the tests will be delivered on paper, and machine-marked. The papers will be centrally printed and distributed to schools shortly before the test is to be run. The answer sheets will be collected from schools and processed centrally.
- 2.5 The scores from the test will be centrally loaded onto the computer system that is used to administer FP selection. In order to match the results of the test to the right student records on the system, each student's answer sheet will need a unique ID. For the time being we are assuming this will be the applicant's 'RA number' which is assigned to them when they apply on the FPAS system.

## 3. Planning Ahead

- 3.1 This section covers the activities that need to be done or planned well-ahead of the test.

### Responsibilities

- 3.2 Each school should nominate a suitable member of staff to take overall responsibility for the proper running of the test, and to act as a point of contact for liaison with the MSC central team who will be coordinating the tests nationally. This person should also have a suitable stand-in who can take-over the management of the arrangements if required.

### Venue and Materials

- 3.3 You will need to book a suitable venue for the tests. The venues you use for other formal assessments, such as finals exams, might be suitable, but please consider the following:
  - 3.4 The venue needs to be large enough to hold all of the applicants at a single sitting, or it needs to allow applicants to be quarantined so that those taking an early sitting cannot pass on information to the others.
  - 3.5 The applicants will need to sit at individual desks- or at most two to a table- with ample space between them to prevent copying and to allow invigilators to walk between desks.
  - 3.6 There will need to be a clock that is visible to all applicants.
  - 3.7 PowerPoint and a projector that is visible to all applicants should be available for the feedback session.
  - 3.8 Applicants cannot be allowed to keep books, computers, etc with them during the tests, so you will need to find a place to store such items during the test.
  - 3.9 The venue should be a suitable one for a high-stakes assessment, with good lighting, low background noise, etc.
  - 3.10 Applicants will be asked to bring their own pencils, erasers and sharpeners, but you should have a stock of spares to use as a contingency measure.
  - 3.11 You will need to register the applicants before allowing them into the test room, so you will need space for them to congregate, and facilities to check them in.

- 3.12 We will provide you with paper copies of the SJT question papers, OMR forms and evaluation forms. The papers will be delivered by UPS two working days (working days being Monday to Friday) in advance of the pilot, to be signed for by the named Responsible Officer. There will be instructions with the delivery regarding the secure return of the papers (including blanks) and collection by UPS the next working day after the pilot.
- 3.13 We will provide you will a list of applicants and RA numbers for your school, for reference on the day for those students who may have forgotten to bring with them their RA number. If a student does not have an RA number, and nor can their name be located on the list of RA numbers, that student 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).

## Invigilators and administrators

- 3.14 You will need to make arrangements for a sufficient number of suitable invigilators and administrators to be available for the test, allowing for the possibility that extra hands may be needed in case people drop-out on the day. There should be at minimum one invigilator for every 60 applicants. The invigilators should all be briefed in advance on the standards to be enforced during the test (see below).

## Briefing students

- 3.15 Briefing materials for students will be centrally produced, and provided to you to cascade through your local communications networks. The materials will also be published on a central website. In live rounds the national timetable will include the dates on which information for applicants will be published.
- 3.16 For the pilots, the key messages we want to give to students are as follows:
- Taking part in the pilot will be good practice for the future, as students are likely to encounter SJTs when they come to apply for specialty training posts
  - It is important that we get a good turn-out of students in order to have a statistically significant sample size
  - The pilot SJT results of individual students won't be used for anything other than evaluating the effectiveness of the SJT- they won't have any affect at all on a student's application for FP training, nor will they ever be made public. We won't retain any personally-identifiable information
  - There will be a prize draw for students, with a total prize of £100 and £1, 000 will be given to the MedSoc or Grad Ball (by prior agreement) if there is a turnout of 50%+ on the day
  - Each student will need to bring their RA number to the test
- 3.17 In keeping with the British Psychological Society (BPS) ethical guidelines, you must make it clear to students that their participation is entirely voluntary- they don't have to take part if they don't want to
- 3.18 You will need to provide your students with information about the date, time and venue for the test. Students should be asked to arrive at the venue in good time for registration and briefing.

## Security

- 3.19 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. Given this we will be taking special steps to keep the tests secure. The papers will be delivered to your school in special security wallets. You will need to make arrangements to keep the papers secure until you are ready to distribute them on the day of the test. You will also need to make arrangements to store the papers, and the completed answer sheets, after the test until we collect them from you.

## Enrolling students

- 3.20 We need to be sure that sufficient numbers of students turn up to take the pilot test. Given this, it is important that you should ask your students to confirm in advance whether they are willing to participate, and record their responses, so that you can monitor the rate of take-up to check that it is on-target. We will contact you periodically to check take-up, but if you have any reason to believe that turn-out might be low, please let us know directly.

## 4. Final Preparations

- 4.1 This section covers the activities that need to be completed shortly before the test.

### Getting to know the paperwork

- 4.2 In advance of the test we will let you have samples of the documentation that you will be giving to applicants, such as answer sheets, feedback forms, etc. Please make sure that all those who will be involved in running the test are familiar with the paperwork that they will be expected to deal with.

### Receiving the papers

- 4.3 On an agreed date before the test we will deliver your test documentation in a secure pack. Please store the pack, unopened, in a secure place until the you are ready to distribute the papers immediately before the test.

### Checking the venue

- 4.4 Make sure that the room is properly laid out.
- 4.5 No rough paper is to be provided to applicants. Applicants may write on the question booklet, but only the answer sheet will be marked.

## 5. Running the Test

### Applicant registration and briefing

- 5.1 You should have a written list of the applicants you are expecting to sit the test on the day. Applicants should not be allowed into the examination room until they have signed-in and provided evidence of their identity. Applicants will be asked to bring their 'RA' numbers with them on the day, as they will need to put their RA number on their answer sheet. We will provide you with a list of the RA numbers for your applicants, in the event that an applicant has forgotten to bring with them their RA number.
- 5.2 Question papers, glossaries and OMR answer forms may be placed on each exam desk before the applicants enter the room. Invigilators should watch to ensure that applicants do not open their papers.
- 5.3 Applicants should not be allowed to take personal belongings to their desks in the examination room. Mobile phones must be switched off in the examination room.
- 5.4 Applicants who arrive after the briefing has started must wait outside until the test is underway. They will then receive the briefing outside the examination room, before being allowed to enter and start the test.
- 5.5 Once all applicants are seated, announce that applicants must not open question papers until they are told to do so.
- 5.6 All applicants must receive a standard briefing before the assessment commences. The applicant briefing and administration procedure is available in Appendix A.
- 5.7 Once the briefing is completed the test may begin.

### During the Test

- 5.8 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.
- 5.9 Applicants should not be allowed to enter the examination room after the starting time, except in exceptional circumstances.
- 5.10 Agreed local procedures should be followed for giving extra time to applicants with known dyslexia or other medical conditions.
- 5.11 If an applicant fails to follow any of the agreed local rules regarding conduct during the assessment (see Appendix B for example rules), they should be informed immediately without disturbing other applicants.
- 5.12 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 candidate's RA number to inform the MSC team.
- 5.13 It is essential that all question papers and answer sheets are counted and collected by invigilators at the end of the assessment. Once the assessment has finished, ALL paperwork must be collected by administrators before any Applicants are to leave their desks. As administrators collect the answer sheets, they should check that applicants have provided their name and RA number on their OMR answer sheet.

- 5.14 Applicants should be given an applicant evaluation form to complete and return when they have finished the test. Applicants will notify invigilators of this by raising their hand.

## After the Test

- 5.15 All question papers must be collected and returned via courier (UPS), as agreed with the Medical Schools Council.
- 5.16 The original answer sheets should be counted to cross-check against the list of registered applicants to ensure that all papers are present.
- 5.17 The original answer sheets should be placed in the envelope provided and held securely, together with the question papers and applicant evaluation forms, until they are collected by UPS.
- 5.18 For audit purposes you should:
- Retain the list of registered applicants.
  - Record details of any applicants who arrived late.
  - Record details of any actual or suspected breaches of security or procedures, and notify these to the Medical Schools Council.
  - Record the names of the administrators and invigilators who participated in the test, separately identifying those who were responsible for checking that all papers were present after the test.
  - Record details of any applicants who were allowed extra time, and the reasons for the allowance.
- 5.19 Since the purpose of the pilot is to gain insights into the effectiveness of the SJT arrangements, we need your feedback. We will provide a questionnaire for you to complete and return to us. Please try to complete the questionnaire as soon as you can, while the experiences of those concerned are still fresh in their minds.

## Appendix A: Applicant Briefing

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

- Thank you for volunteering to take part in the pilot Situational Judgement Test for Improving Selection to the Foundation Programme. Please do not open the question booklet until I tell you to do so.
- Before we begin, I want to reassure you that your participation in today's pilot will have no bearing whatsoever on your real application to the Foundation Programme. Please note that all of the answers and information you share with us today will remain completely anonymous, and will not be shared outside of the research team who are piloting and evaluating the SJT.
- Please be aware that the content of the SJT question paper is **STRICTLY CONFIDENTIAL**. By taking part in this pilot, you have access to the questions that may be used in future years by applicants to the Foundation Programme. It is essential that you do not reproduce or share any information relating to the contents of the pilot.
- Although today's test is a trial, we want to make it as realistic as possible, so we will be following a formal process for the conduct of the test.
- Please ensure that your mobile phone has been switched off and placed securely with your belongings. If you have any electrical devices or any written material that has not already been declared to an administrator, please raise your hand to declare this now (*allow a few short minutes*).
- If you wish to speak to an administrator during the assessment, please raise your hand and we will come to you.
- If you leave the room once the assessment has started, you will be unable to return. You will not be able to leave the room for the first hour of the test. The only exception is if you wish to go to the toilet, in which case please raise your hand and an administrator will escort you. You will not be able to go to the toilet during the last 15 minutes of the test.
- The test will last two hours. You will be told when there are 15 minutes to go before the end of the test.
- Once the SJT pilot is complete, we will collect the question papers and answer sheets. You will then be asked to complete a short evaluation form. Please raise your hand when you have finished the test and an invigilator will bring an evaluation form to you. Your feedback is important to help validate the pilot paper.
- We will then run a feedback session on today's pilot paper, which you will find useful to attend.
- 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*).
- Please ensure that you complete your RA number and paper number on the answer sheet – you need to mark the paper number on both sides of the sheet. You may make rough notes on the question paper should you wish, but only your answers on the answer sheet will be scored.
- Instructions on how to complete the Situational Judgement Test are on the front page of the question paper. Please follow them now as I read these aloud but do not turn the page until instructed to do so.

\*\*\*\*\*

**Please make sure that you:**

- Fill in your paper number on both sides of your answer sheet, this number can be found on the front of your question paper. Please also fill in your nine digit RA number, name and medical school on the answer sheet. Please give your age in years, if you do not wish to give this then please leave it blank. When answering the disability question- if you consider yourself to be disabled, as defined by the Equality Act (2010), please select yes, if you do not, please select no.
- You have 120 minutes to complete this paper.
- There are two parts in this assessment, each with a different type of response format. Please read the instructions for each part carefully before attempting the questions; all questions require you to mark more than one option.
- There are 60 questions in this paper; 40 questions in Part One and 20 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 Foundation Year One (FY1) doctor.
- Please answer what you should do when responding to the questions.
- You may sometimes feel that you would like more information before answering, however please give your best answer based on the information provided in the question.

**Please note:**

- Mark your responses on the answer sheet by filling in the lozenges, using pencil only. Please fill in the lozenge as neatly as possible- any stray marks may mean that your answer cannot be read.
- If you need to change a response, rub it out with your eraser and mark your final response. Do not cross out any answers on your answer sheet – this will make it difficult for the machines to read your final answer.
- There is no negative marking; you should therefore attempt all the questions.
- You may write on the question booklet.
- There is a glossary on a separate sheet of paper with definitions of some of the terms that are used within the question paper. The glossary terms are marked with an asterisk (\*). You may find it useful to consult this if you do not understand a term.
- The question paper & answer sheet must not be removed from the room.
- When you have finished the test, your question paper and answer sheet will be collected by the invigilator.
- Please turn over the page now.

\*\*\*\*\*

- On pages two and three you will see two example questions. I will give you a few minutes to read these. Please do not turn on to page four.
- Does anyone have any questions? *(Leave a few minutes for applicants to ask any questions – only answer general questions about the process)*
- You have 120 minutes to complete the Situational Judgement Test, starting now. *(Begin timing 120 minutes).*
- *(After several minutes, administrators should walk around the room, ensuring that all applicants are completing the answer sheets appropriately. Inform applicants if they are not completing the answer sheet appropriately. Administrators should continue to walk around the room periodically throughout the assessment.)*

After 105 minutes, say:

- There are 15 minutes remaining for this test.

After 120 minutes, say:

- 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 paper to evaluate the SJT pilot. This will take no longer than five minutes to complete – once you have finished the papers, you may leave the room. Please put your hand up and we will collect the papers from you before you leave.
- Please ensure that you complete your RA number and the name of your medical school
- The first paper is labelled 'Evaluation of the pilot'. You should complete this paper within five minutes.
- Your feedback is very important to us and will help us improve this process going forward. Please note that your answers to this paper – as with the pilot – will remain anonymous.

After 5 minutes, say:

- Please remain in your seats whilst we collect the papers.
- Thank you very much for taking part in today's pilot Situational Judgement Test. We really do appreciate your contribution.

## 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.