

# Objective Structured Clinical Examinations (OSCEs) – Examination/Sequestration Integrity Guidelines

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OSCEs are an important learning and assessment tool in clinical training and the clinical scenarios used assess key core competencies within the various MNHS discipline areas.

Each scenario will typically involve a simulated patient portraying a clinical presentation or a written presentation. Students will be required to perform a range of clinical activities within a specified time frame and will be evaluated based on their demonstration of the expected competencies.

Typically OSCE stations will vary in length and may consist of multiple phases. Each School and Department will have specific procedures in place regarding the running of their OSCEs.

These guidelines are designed to ensure examination conduct is upheld throughout the OSCE process. In particular it is imperative that adequate procedures are in place in respect to the invigilation and sequestering of students.

This document is based upon information contained in the University's examination invigilation guidance document, MBBS and other School OSCE information.

## **Conduct of OSCEs**

Students must arrive at the examination site well before the commencement of the examination.

Invigilators to place mobile phone signage in examination area prior to commencement of exam (see appendix 1).

A briefing session will be conducted by the OSCE Coordinator/Supervisor in Charge (SIC) to advise all students about the examination process.

As there may be large numbers of students, it may not be possible to accommodate latecomers. Therefore, students must attend their session(s) at the allocated time.

If a student arrives after the commencement of the examination, it will be at the discretion of the OSCE Coordinator/SIC whether the student will be allowed to participate in the examination.

Students must present with appropriate picture identification (student ID). Failure to do so may prevent the student from sitting the examination.

All extraneous items not explicitly approved as allowable aids for the examination, shall be placed in a designated secure storage area. The Faculty assumes no responsibility for the loss of any personal items.

Invigilators to read **exam announcement** (see below). If the exam announcement cannot be read out to all students it may be placed on Moodle where students are required to read and agree to the terms prior to the commencement of the OSCE.

Each student will proceed through the sequence of stations as appropriate.

If a student becomes unwell during the OSCEs and is unable to continue they should complete an Exam Cancellation Request Form declaring they are unfit to complete the exam and submit this to the invigilator. Subsequently, if appropriate, they should submit an application for Special Consideration with the appropriate documentation.

No student shall discuss any part of the examination with another student for the duration of the exam period. This includes all sessions of the examination which are conducted for separate groups of students on the same day.

## Sequestering

Examination type conditions apply to students during sequestration.

Students will be required to remain on site before or after the examination period. Students who have completed their examination will not be permitted to have contact with an incoming student. Students in sequestration may converse with each other while in the sequestering room. Students will not have access to personal belongings or phones during this time. Students found to be in possession of an electronic communication device may face disciplinary action.

Students should be reminded that they agree to the use of examination materials solely for the purpose of completing the examination and to not disseminate or reveal to others the examination materials or content on the day in which they conduct the exam. That means they cannot divulge station content, patient portrayals and findings, oral questions etc at any time even after the examination is over.

## Procedure for student misconduct and possession of unauthorised materials

This applies to students undertaking an examination or in sequestration.

If unauthorised material/electronic device causes reason for suspicion, during an exam the invigilator must confirm whether the material is unauthorised and then advise the student that the material will have to be removed for the duration of the examination process because it is not authorised. The invigilator is to be polite, professional and firm.

If the student says or asks anything, advise them that you will be available to discuss the matter at the conclusion of the examination but for the moment, they should not waste time and continue with the examination.

If it is suspected that a student has notes concealed on his/her person or in their clothing – DO NOT search the student. Make a polite but firm request to the student to hand over the material.

If it is suspected that a mobile phone/electronic device has unauthorised data or has been used to receive information during the examination, the invigilator needs to confiscate the phone and advise

the student that the phone must be removed for the duration of the examination and that you will be available at the end of the examination process to discuss the matter further.

Students found to be in possession of a mobile phone/electronic device while in sequestration will be reported by the invigilator to the OSCE coordinator/SIC for further action and are liable for penalties under the University's student discipline guidelines. The phone needs to be confiscated and the student advised that the phone must be removed until after the sequestration period is over. The student will need to be interviewed at the conclusion of the sequestration period.

Any form of misconduct by a student either in the examination or in sequestration will require the invigilator to write a report outlining the misconduct (please see appendix 2 for a misconduct report template) which in turn will be handed over to the OSCE Coordinator/SIC for further action. The OSCE Coordinator or SIC will be required to interview the student and a template interview sheet has been provided in appendix 3 for staff use.

Please note that no action should be taken that will cause unnecessary distress to the student prior to sitting the exam or to fellow students.

If the unauthorised material is in the form of an electronic device or mobile phone, the student may be asked by the OSCE coordinator/SIC to show that it does not contain or was used to recently access any information related to the examination. The student has the right to refuse this request, however this should be included in the report. The student needs to take steps to prove their innocence by showing the audit of recent activity before the mobile phone/electronic device is returned to the student.

## **Exam Announcement**

*Invigilators to read exam announcement:*

*May I have your full attention as I explain some important exam instructions?*

*Ensure your mobile phone or any other electronic device you have with you is switched off, including the alarm and is placed in your bag. If you are found in possession of a mobile phone or any unauthorised electronic item it will be confiscated and you may receive a fine. You may also be fined if your phone or electronic device emits any noise during the exam period.*

*Please place personal items/bags in the designated storage area.*

*During the exam, only specifically permitted items as stated on your exam paper or by the invigilator are allowed to be in your possession.*

*Any material in your possession other than authorised material will be deemed to be unauthorised. You are reminded that possession of unauthorised materials in an exam is a discipline offence.*

*If you need to go to the toilet notify your invigilator who will advise you accordingly. If a rest station is used, students at rest stations may request to go to the toilet by raising their hands. Students in sequestration must notify the sequestering invigilator. Bags must not be taken into the toilet at any time and you must be accompanied by a member of staff.*

*No exam materials are to be removed from the examination room; this includes notes that have been taken during reading time.*

# **IMPORTANT REMINDER**

**NO MOBILE PHONES, SMART WATCHES (APPLE WATCH) OR UNAUTHORISED ELECTRONIC DEVICES ARE ALLOWED IN EXAMS.**

Possession of unauthorised materials in an examination is a discipline offence.

Possession includes any items in your pockets, clothing, or on your desk or chair.

Mobile phones/electronic communication devices are to be switched off and placed in your bag.

# Appendix 2



MONASH University

Examination Services

## Alleged Examination/Sequestration

### Misconduct Report

This form is to be completed by the Invigilator and /or Supervisor in Charge who witnessed the alleged misconduct.

For information relating to information privacy, students should refer to:

<http://privacy.monash.edu.au/guidelines/collection-personal-information.html#enrol>

Student ID number		Name	
Unit Code		Unit Name	
Date /Session		Location/level	
Open/Closed Book		Seat Number	
Exam end time			

Details of misconduct	
Name of Reporting Invigilator	
Time incident was first witnessed/reported	_____ AM/PM
Description of any materials confiscated	
Time of confiscation	_____ AM/PM
Time student was notified/interrupted	_____ AM/PM

Reporting Invigilator Statement of events


Invigilator Name		Signature		Date	
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**Description of misconduct (Invigilator # 2 / other witness report if applicable)**

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Invigilator Name		Signature		Date	
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**Student's explanation (if provided)**

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**Supervisor In Charge (SIC) Statement of events**

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<b>Supervisor in Charge declaration</b>			
<i>I agree that the information provided on this incident form has been investigated and is accurate and correct.</i>			
SIC Name		Signature	Date

<b>Office Use only</b>			
Type of Misconduct	<input type="checkbox"/> General Misconduct	<input type="checkbox"/> Suspected Academic Misconduct	
	<input type="checkbox"/> Other		
Date received		Received by	
Action required			



# Appendix 3

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## Suspected Academic Misconduct Interview Questions

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**Do not print this page – Internal data only**

### Document Control

Version number	Created on	Created by	Reason for new version
4.0	07/05/2015	Jayne Long	<ul style="list-style-type: none"><li>• Front page added for Document control information</li><li>• Page 7 – added terminology Smart Watch</li><li>• Page 10 – edited wording re process to make it easier to say</li><li>• Pages 6,7 reordered questions for better verbal flow</li></ul>

## Interview: Suspected Academic Misconduct

<b>Date:</b>	<b>Time:</b>
<b>Interview conducted by:</b>	
<b>In Attendance:</b>	
<b>Student Details</b>	
<b>Name:</b>	<b>Student ID:</b>
<b>Unit code:</b>	<b>Faculty owning the unit:</b>

## Prior to commencing interview – ©Record

### Introduction:

My name is \_\_\_\_\_ (and this is \_\_\_\_\_ ) we are from School/Department of XXXXXX. We have been given a report advising that you were found in possession of \_\_\_\_\_ during your exam/sequestration today.

I will (and \_\_\_\_\_ may) ask you a series questions about this unauthorised material and I/we will be taking notes throughout this interview so that I may write up a report to submit to the Office of the Deputy Dean Education (ODDE), to explain what has occurred.

Following this interview I will send my report from this interview, with your exam papers and unauthorised material to the ODDE. This is an information sheet about this process and with some important contact numbers, I will explain this in more detail at the end of this interview.

I encourage you to be honest and as open as possible with your answers; as it will make the process easier as you go along.

Before we begin this interview:

Can I please confirm for the record that you are student (NAME) \_\_\_\_\_ and your ID number is \_\_\_\_\_.

I must advise you that you can have a support person sit in on this interview if you wish. The support person may be nominated by you; however we have available and recommend a Student Rights Officer who is experienced in these cases. Your support person cannot answer the questions for you but can sit with you during the interview to provide support. \_\_\_\_\_ who is present right now is a Student Rights Officer.

Would you like a support person to attend?

Y

/ N\*

**\*If 'No' – confirm if they want the witness/SRO to leave the interview.**

Student Rights Officer

Alternate support person *Please specify* \_\_\_\_\_

*Determine whether the interview needs to be rescheduled in order for an alternate support person to attend. If so confirm a date and time with the student.*

I must also advise that I am currently recording this interview to help me write up my report of this interview afterwards. Recording it ensures I will write your statements correctly. You and the ODDE will get a copy of the written report; we do not send a copy of the interview recording to the ODDE. I will explain the formal process to you at the end of the interview.

Do you give permission for me to record this?

**Y / N\*** \*If “No” state- . **Recording is now ended at student’s request. ■ STOP**

Interview postponed – details of rescheduled interview	
<b>Date:</b>	<b>Time:</b>
<b>Location</b>	
<b>In Attendance</b>	

### Statement of Events

*Summarise the Invigilator report and confirm any discrepancies or confusing information then ask the student if your interpretation is correct. If you have clarified any details on the report prior to the interview let the student know.*

Does the student agree **Y / N\***

\* If No, write the student’s statement below. Inform the student that you will follow up their statement with the Invigilator and SIC and will include their response in the report.

Student Response	Action required	Invigilator Response

## General Interview questions

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I will now ask you some questions;

1. **Is your exam closed book?**

Yes       No

2. **How did you get to the exam venue today? (*Train, Car etc*)**

3. **Were you here at the beginning of the exam (on time)?**

Yes       No

4. **Did you hear the announcement at the beginning of the exam?**

Yes       No

If No:

**Is this your first exam?**

Yes       No

**Have you heard the announcement at your other exams?**

Yes       No

5. **Do you understand what unauthorised material means? (*If they do not understand show an example like are you allowed to take this pen in? Then are you allowed notes?*)**

Yes       No

6. **Can you give me an example of “unauthorised material”?**

7. **Is this \_\_\_\_\_(item) unauthorised for your exam today?**

Yes       No

## Investigate Unauthorised Materials

*Only ask questions from the table relating to the type of unauthorised material.*

<b>Notes</b>	Follow on questions (make additional question during interview prep).
<ol style="list-style-type: none"><li>1. Can you explain what these notes are about?</li><li>2. Do they relate to the unit you're sitting the exam for?</li><li>3. Will the examiner notice similarities between the content on the notes and your answers?</li><li>4. What questions do they relate to in the exam?</li><li>5. Why did you create the notes? What was your intention?</li><li>6. Why did you create them this size/shape?</li><li>7. When did you create the notes?</li><li>8. Where were the notes when you arrived at the exam?</li><li>9. When did you last look at the notes?</li><li>10. Where did you put those notes after using them?</li><li>11. How did you use them / when did you look at them?</li></ol>	

<p><b>12. Can you confirm you did look at the notes during the exam?</b></p>	
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<p><b>Mobile Phone/Smart Watch</b>  - you must ask the student permission to access information on their phone. The student can refuse. If the student refuses to open applications, please state this clearly on this form, including which applications they refuse to open and why.</p>	<p>Follow on questions (make additional question during interview prep).</p>
<ol style="list-style-type: none"> <li><b>1. Why was your phone/smart watch on your person during the exam?</b></li> <li><b>2. Why was it switched on?</b></li> <li><b>3. Can you please show us your home screen? (take photo)</b></li> <li><b>4. Do you have notes stored on this phone? If so where?</b></li> <li><b>5. Can you please open the following applications on your phone:</b></li> <li><b>6. Last used apps (by pressing the home key on iPhones)</b> <ul style="list-style-type: none"> <li>• Messages</li> <li>• Notes</li> <li>• Safari/equivalent</li> <li>• Photos</li> </ul> <p><i>(If necessary take photos of suspicious content)</i></p> </li> <li><b>7. Please explain the details of this content on your phone/smartwatch.</b></li> <li><b>8. What questions do they relate to in the exam?</b></li> </ol>	

<p><b>9. Will the examiner notice similarities between the content on the notes and your answers?</b></p>	
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<p>Other – please confirm exactly what the material is</p>	<p>Follow on questions (make additional question during interview prep).</p>
<ol style="list-style-type: none"> <li><b>1. Why did you create/use this type of material?</b></li> <li><b>2. How did you use it?</b></li> <li><b>3. What questions do they relate to in the exam?</b></li> <li><b>4. Will the examiner notice similarities between the content on the notes and your answers?</b></li> </ol>	



## How well did you study for your exam?

**Interview summary** - Summarise the interview to ensure all the information written down is correct.

**Were you confident before your exam today?**

**Is there anything else you would like me to include into your report today?**

*Summarise the information provided by the Invigilator and the student's answers to the questions. Then tick the relevant statements below and state them aloud for confirmation.*

**Can I confirm what you have told me means:**

- a) You had unauthorised material in your possession but you **did not intend or use** the material to answer exam questions?

Is there anything you would like to add into the report, to prove you did not intend or use the materials today?

- b) You had unauthorised material in your possession and you **did use or intended to use** the material to answer exam questions?

Is there anything else you would like to add to this report that may help explain why you chose to do this today?

**Closing the interview** - advise the student of the process:

*(Give the student the information sheet and explain the key points)*

I will explain what is going to happen now;

Having unauthorised material in an exam is a breach of the University's exam rules. The University can apply two charges:

1. **General Misconduct** - for being in possession of unauthorised material during an exam/sequestration.
2. **Academic Misconduct** - for using or intending to use this material to gain an advantage during your exam.

We send the following items to the ODDE:

- A written report of this interview
- Completed script book/s and or exam paper,
- Unauthorised material,
- Invigilator report

The ODDE will review the information we have sent them and may contact you to arrange a time to discuss the matter further. Are your contact details up-to-date in WES?

The ODDE will decide whether you will receive a penalty for General Misconduct and or Academic Misconduct. There is a broad range of penalties the Faculty could apply.

Here is some more detailed information about this process. *(Hand student information sheet)*

The ODDE will receive a copy of my report in the next few days and may be in contact with you within the next week or two.

**Post interview process -** Ask the student the following final questions:

1. **Do you have any more exams?**  Yes  No

If Yes:

**When your next exam? \_\_\_\_\_**

*Advise the student to focus on studying well for their next exam, ensure they don't have unauthorised material in that exam and assure them that interview today does not affect any other exams.*

**2. Do you intend to travel in the next three weeks?**  No  
 Yes **If so when will you be leaving and returning?**

Travelling dates: \_\_\_\_\_ Returning: \_\_\_\_\_ **Please update your contact details in WES so that your faculty can contact you regarding this matter.**

*If you have concern of welfare or night exams:*

**3. How are you getting home tonight?**

**4. Is there anyone at home with you?**

**4. Is there anyone you can talk to about what has occurred today?**

*Offer the opportunity for counselling after hours via the 24 hour emergency counselling and support number (1800 350 359) for night interviews. Escalate to the Manager Safer Community Unit if necessary.*

Thank you for answering all my questions today, do you have any questions for me or the Student Rights Officer?

■ **STOP Recording**