



The Royal College of Emergency Medicine

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Code of conduct for examination candidates and applicants

Candidates and applicants for all examinations delivered by The Royal College of Emergency Medicine (RCEM) are expected to behave in a professional manner throughout their dealings with the College and to conduct themselves as is appropriate for a Member or Fellow of The Royal College of Emergency Medicine. This includes behaviour during the examination, and in all their contact with examiners, examination patients, invigilators and staff of the College before, during and after the examination.

This Code of Conduct has been developed to set out the College's expectations of its examination candidates. Any allegation of misconduct will be investigated in accordance with the policy for allegations of cheating and misconduct.

This code applies to all examinations from 1 January 2020. Candidates should note that by virtue of applying to sit any College examination they are deemed to have understood and agreed to respect and abide by all relevant regulations, including this code of conduct.

General standard of behaviour

Candidates are expected to behave in a professional manner, befitting a Member or Fellow of the College, in all activities associated with the examination. Adherence to the principles and values within the General Medical Council's Good Medical Practice is expected at all times. The College expects all candidates to treat everyone they encounter during their College interactions with dignity and respect. This code applies equally to behaviour of candidates and applicants when

- Dealing directly with the Examinations Department at the College (in person, on the telephone, in correspondence) and
- Publishing or posting comments on websites and social media

Candidates are expected to act with respect for those running the examination at all times. Physical or verbal abuse, or the threat of such abuse, will be regarded as a form of misconduct, and investigated accordingly.

- Candidates should not attempt to harass, bully or bribe RCEM examiners, staff or roleplayers.
- Harassment includes any unwanted conduct which is demeaning and unacceptable to the individual.
- Bullying may include offensive, intimidating, malicious or insulting behaviour intended to undermine, humiliate, disparage or injure the recipient

Excellence in Emergency Care

- Failure to comply with written or verbal instructions of the College and its staff, including the examination regulations, will also be considered as misconduct. Examples of inappropriate behaviour include, but are not confined to: shouting, threats of harm (either to self or others), inappropriate written communications, email and telephone conversations, and physical contact.
- Candidates are expected to act with respect for fellow candidates.
- Candidates are expected to ensure that their behaviour is not disruptive and does not affect other candidates attempting the examination at the same time.
 - Examples of inappropriate behaviour may include, but are not restricted to, inappropriate language, verbal or physical aggression, questioning the fairness of another candidate's success in getting a place at or passing the examination.

Interacting with patients/role players

At the MRCEM and FRCEM Final OSCE examinations, candidates will be required to interact with simulated patients.

- Candidates should maintain an awareness of patient role player comfort, safety and dignity at all times

Cheating and misconduct

Cheating and other misconduct, whether attempted or successful, will be penalised severely by the College Executive. Candidates found to be in possession of unauthorised material or equipment, including mobile phones and/or other smart devices, during an examination will be deemed to be guilty of misconduct whether the items have been used or not. Examples of misconduct include but are not restricted to:

- Making arrangements, or seeking to make arrangements, for another person to sit the examination in the candidate's stead.
- Plagiarism, i.e. a lack of, or incomplete, acknowledgement of an information source or presenting another's work as your own.
- Impersonating an examination candidate. If the impersonator is a member of the College action may be taken against them in accordance with the Bye Laws, in addition to any action taken against the candidate.
- Dishonestly obtaining or attempting to obtain entry to the examination by making false claims about eligibility for the examination or falsifying any aspects of the entry documentation.
- Obtaining or seeking to obtain unfair advantage during an examination, or inciting other candidates to do so. Examples of unfair advantage are:
 - having on the person any material that would give advantage in an examination once the examination has commenced (this includes written material in note or printed form, mobiles phones and electronic communication devices),
 - communicating or attempting to communicate with another candidate once the examination has commenced, including passing

information about the contents of clinical examinations to candidates on subsequent days of the same sitting. In such circumstances both candidates would be the subject of the misconduct investigation.

- failure to follow the instructions given by examiners or examinations staff concerning the conduct and procedure for the examination. For example, candidates continuing to write after the end of a written examination.
- Removing or attempting to remove from the examination any confidential material relating to the content or conduct of the examination.
- Obtaining or attempting to obtain confidential information concerning the examination from an examiner, College staff or other third party (e.g. role-player, examination helper).
- Passing confidential information on the content of the examination to a third party.
- Unacceptable or disruptive behaviour during an examination.
- Attempts of bribery of an examiner, examinations staff, or simulated patient

If a candidate has any concern about the conduct of a fellow candidate this should be brought to the attention of the examination staff as soon as is practicable.

Copyright and use of examination materials

The RCEM assumes the copyright of all materials produced for all RCEM examinations. Candidates must not publish or in any other way attempt to share any material which they have encountered in the FRCM examinations.

RCEM acknowledges the educational purpose of candidates discussing examination content with their Educational Supervisors and this is not deemed as misconduct. The following activities are viewed as academic dishonesty, and therefore candidates must not:

- Sell examination questions
- Upload questions to the internet or distribute them via social media or other written means
- Make efforts to share exam content outside the candidate's immediate educational sphere
- Any deliberate attempt to undermine the integrity of the exam

GMC (or equivalent) reporting

Candidates should promptly inform the RCEM if any limitations on practice are placed on them by the GMC (and / or the equivalent regulatory body in the country in which they practice).

17 January 2020