Royal Australasian College
of Dental Surgeons

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RECORDING OF EXAMINATIONS POLICY

NOVEMBER 2024

Document Information

Document Number	EXT_ACA_229_3.0
Nature of Document	Policy
Contact Officer	Director of Education
Authoriser	Education Policy Board
Approved	Education Policy Board
Date Effective	14/11/2024
Date of Next Review	November 2029
Related documents/policies	Privacy Policy

Purpose

This policy defines the purpose, scope, access, and retention terms relating to all audio and visual recordings obtained by RACDS throughout all RACDS *viva voce* examinations. This policy will apply to all persons ('recorded person') involved or participating in an examination.

Background

The College conducts high-quality examinations throughout its education programs. The process of recording examinations has been implemented to maintain and enhance the integrity and quality of the examinations process.

All data will be retained for the minimum time to fulfil the RACDS purpose. The audio and visual recording will be solely for use by the College and then securely destroyed. The College appreciates the importance of ensuring that all recordings and all material supplied by members and others who have dealings with the College are treated in a manner that respects the rights and privacy of all individuals (including examiners and candidates) and which meets the requirements of all relevant privacy and related legislation. For the duration in which the College retains recorded examination material, the material will be encrypted with access controlled, and all requirements of the Privacy Policy fulfilled.

All recordings will be treated as confidential and held in compliance with this policy and the RACDS Privacy Policy. No recording will be shared with any person outside of those members and staff of RACDS as permitted under this policy.

The examination/s will be carried out in accordance with the relevant College Handbook or Examination Policies, where applicable.

Definitions

RACDS / the College	The Royal Australasian College of Dental Surgeons
Recorded person	Any person who is recorded in the process of partaking in a College examination. This excludes those recorded who are not directly involved in the examination.
RACDS Examinations	RACDS *viva voce* examination processes conducted as part of all College programs leading to Membership or Fellowship, including International Medical Graduate Assessment Interviews for OMS.
RACDS Representative	Refers to RACDS members or senior staff (excluding the examiners - listed below) who manage examination process and delivery for a particular program.

Examiner	Refers to the individual/s responsible for the outcome of a specific examination and IMG assessment.
Candidate	Refers to the individual being assessed, including OMS Trainees.

Policy Statement

1. Purpose of Recordings

1.1. The use of the recording is to assist in ensuring the effective delivery of College examinations. The recordings may be utilised by RACDS representatives for the purposes of:

a) Evidencing the examination and allowing College examiners to reach an outcome after the examination has concluded, in the event that there are technical difficulties.
b) To ensure integrity of the examination process.
c) Other uses as set out in this policy.

1.2. Access to recordings will not be granted where an individual or body is merely dissatisfied with the examination outcome.

1.3. As explicitly set out in this policy, in the absence of manifest error in marking (more than opinion or supposition), a recording cannot be used by a candidate to support an application under the Special Consideration Policy or under the RACDS Reconsideration Review and Appeals Policy.

2. Access to Recordings

2.1. Access to the recordings will be subject to the following criteria:

a) Candidate: The candidate will not have access to the recording, except as specified by this policy.
b) Examiner: The examiner will have access to the recording where it is required for clarification of the examination within the purposes set out in this policy. Access will be available for up to 60 days after recording, unless there is good reason for access after that time, as approved by the College.
c) RACDS Representatives: RACDS representatives will have access to the recording where it is required for clarification of the examination or other purposes set out in this policy. They will have access until the RACDS purpose is fulfilled.
d) For all relevant purposes, where appropriate, and as much as reasonably practicable, the recording will be de-identified to protect the identity of those involved.

2.2. Any use of these recordings outside of this scope will be directly discussed with the individuals present in the recording and the Chair of the College committee responsible for the examination.

2.3. Individuals who are authorised to access recordings will not be able to access the recordings from the College's encrypted storage unless for permitted uses as specified in this policy.

3. Permitted Use of Recordings

3.1. For clarification and report purposes

3.1.1. Recordings may be used by an RACDS Representative to evidence examination proceedings in the event that there is a significant technical issue, such as a widespread (venue, state or international) IT/internet outage which would significantly disrupt the examination proceeding and clarification is required.

3.2. Use for Quality Assurance and Continuous Improvement

3.2.1. Recordings have the potential to enable the College to improve future examinations and to support examiners. Recordings are also of use in enabling the College to calibrate examiners or any other individuals involved in the conduct of examinations. The College regards these activities as being in the best interests of all involved in examinations and will seek further consent from recorded persons for the purposes of the use of recordings for quality improvement processes. Any use for this purpose will be approved by the Director of Education or in accordance with the guidelines approved for this purpose.

3.3. For Review in the Event of a Candidate Complaint About the Conduct of the Examination

3.3.1. Where an adverse incident is alleged to have occurred during the conduct of a particular examination, such that a candidate believes they suffered a significant disadvantage, that candidate must lodge a notification under the Complaints Policy and must submit a request within three (3) days of the conclusion of the relevant examination for the conduct of the relevant part of the examination to be reviewed.

a) Applications must give a full account of the circumstances leading to the application and the basis on which the application is made.
b) The application will be reviewed by authorised senior College personnel as outlined in the Complaints Policy, and, if accepted, they can authorise a review of the recording of the *viva voce* examination. Applications will only be accepted if it alleges that there were adverse or unusual conduct

or circumstances occurring at the *viva voce* examination which affected the outcome, and not a challenge of the outcome of the assessment.

c) Where an application is accepted, an independent review of the recording of the *viva voce* examination will be conducted by two independent examiners nominated by the College. Where feasible, the review will be by examiners who are familiar with the *viva voce* examination but who did not examine that candidate in the *viva voce* examination.

d) After reviewing the recording, the reviewers will make a recommendation to authorised senior College personnel as to whether the ground(s) on which the application is made is/are valid and make a recommendation as to whether the application is to be upheld or dismissed. Authorised senior College personnel will determine the outcome of any complaint as defined in the Complaints Policy.

e) If the application is upheld, the *viva voce* examination will be removed from the calculation of the candidate's result.

f) The College's *Reconsideration, Review and Appeals Policy* will not apply to this decision.

g) The College's *Special Consideration in Assessment Policy* will not apply to this decision.

3.4. Other Uses for Recordings

3.4.1. Where a recorded person believes there is a justified reason for accessing the recording, other than those set out above, a request can be made in writing to the Director of Education. The following details should be included:

a) The name, address, email address and telephone contact details of the person submitting the request.

b) Details of the examination, including type of examination and date and time of examination.

c) An explanation of the issue.

d) How the issue has affected you.

e) A list and attachment of any relevant supporting documentation.

3.4.2. All outcomes will be decided by the Director of Education and, the Registrar of the program, with the Chief Examiner or Convenor, where applicable, and any other senior examination personnel deemed appropriate on a case-by-case basis.

3.4.3. If the application is not granted, no further requests for the recording may be made.

3.4.4. The College's *Reconsideration, Review and Appeals Policy* will not apply to this decision.

3.4.5. The College's *Special Consideration in Assessment Policy* will not apply to this decision.

4. Consent

4.1. All parties involved in examination processes, including candidates, examiners and any RACDS representatives, will be requested to provide consent to be recorded prior to the commencement of the examination. They will be required to confirm their understanding of the Recording of Examination Policy and their agreement to be recorded in accordance with the terms set out within this policy and related RACDS policies.

4.2. An examination participant must consent to recording in order to enrol in any College examination. If the candidate does not consent, the candidate may not register or sit the examination.

5. Retention of Recordings

5.1. The examination recording/s will be retained for the period between the examination taking place and the RACDS purpose being fulfilled, and may be securely destroyed after 6 months from the date of recording. When this purpose has been met, the recording will be disposed of securely. Whilst the recordings are being held by RACDS, they will reside with the Senior Management Team, who had oversight of the specific examination. All recordings will be stored and disposed of securely in compliance with the RACDS Privacy Policy.

Acknowledgement: *Adapted with permission from the Royal Australian and New Zealand College of Obstetricians and Gynaecologists.*