

UKFP 2019 Administrators' Guide to the Situational Judgement Test (SJT) and Educational Performance Measure (EPM)

This guidance is intended to provide academic, SJT and EPM Leads with all the information you need to oversee the administration of the SJT and EPM. This is an updated version of the guidance document previously provided in previous years. You may notice changes to the form of words used, but the only changes to meaning are highlighted below.

All invigilators and Lead Invigilators must be familiar with 'Appendix A – Invigilator Guide' which provides detailed information about the SJT administration on the day and the starting script which must be read to all applicants.

We will be running a virtual training session for invigilators in the run up to the SJT. You **must** ensure that at least one lead invigilator takes part in the training, and they must pass on the information to other invigilators.

Key changes since UKFP 2018

1. All reasonable adjustment requests outside of usual provisions e.g. total extra time exceeding 25% will be considered on a case-by-case basis and should be sent to MSC Assessment, which will work with UKFPO to address them.
2. Where single invigilator is present in a room, they must have means of receiving prompt support from a second invigilator if needed – [4.3.1](#)

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Contents

1. OVERVIEW OF UKFP 2019	4
1.1 APPLICATION PROCESS FOR UK FOUNDATION PROGRAMME 2019 (UKFP 2019)	4
1.2 EDUCATIONAL PERFORMANCE MEASURE (EPM)	4
1.3 SITUATIONAL JUDGEMENT TEST	5
1.4 FAMILIARISATION MATERIALS	6
2. NATIONAL TIMELINE FOR DELIVERING THE EPM AND SJT (HIGH LEVEL)	7
3. EPM FOR UKFP 2019	9
3.1 CHECKLIST	9
3.2 OVERVIEW	9
3.3 EPM DECILES	9
3.4 EDUCATIONAL ACHIEVEMENTS	10
3.5 COMMUNICATIONS WITH APPLICANTS	10
4. SJT FOR UKFP 2019	11
4.1 COMMUNICATIONS WITH APPLICANTS	11
4.2 DATES AND VENUES	12
4.3 INVIGILATORS	13
4.4 USING THE SJT INTERFACE	14
4.5 REASONABLE ADJUSTMENTS	15
4.6 EXTENUATING CIRCUMSTANCES	17
4.7 PAPERWORK (CENTRAL DELIVERY)	20
4.8 APPEALS	23
4.9 CONTINGENCY PLANNING	23
4.10 COACHING	23
5. REVIEW AND EVALUATION OF UKFP 2019	25
6. FAQs	26
6.1 MANAGING THE NOMINEES LIST	26
6.2 DEFENCE DEANERY	26
6.3 SJT INTERFACE	27
6.4 REASONABLE ADJUSTMENTS	27
6.5 EXTENUATING CIRCUMSTANCES	27
6.6 ARRANGEMENTS FOR DELIVERING THE SJT	28
6.7 ON THE DAY OF THE SJT	29
6.8 INCIDENT REPORTING	30
7. USEFUL DOCUMENTS (WEB LINKS)	30
8. OTHER DOCUMENTATION (AVAILABLE FROM THE SJT INTERFACE FILE-SHARE FROM SEPTEMBER)	30

Appendices (available from the [SJT Interface](#) file-share)

Appendix A - SJT Invigilator guide

Appendix B - Invigilator declaration

Appendix C - SJT Lead Report

Appendix D - Supporting communication materials

Appendix E - Template answer sheet

Appendix F - ID Verification Declaration

Appendix G - Contingency planning

Appendix H - UKFP 2019 medical school evaluation report

Appendix I - SJT Chronological Task checklist for UKFP 2019

1. Overview of UKFP 2019

1.1 Application process for UK Foundation Programme 2019 (UKFP 2019)

1.1.1 The UK Foundation Programme Office (UKFPO) runs the national application process for the Foundation Programme. MSC Assessment has an MoU with the UKFPO to deliver the SJT and EPM scores for all applicants to the Foundation Programme or Academic Foundation Programme (UKFP/ AFP 2019). In turn, each medical school has an MoU with MSC Assessment to administer the SJT and calculate EPM deciles.

1.1.2 Medical schools should liaise with their local foundation school to complete the local student enrolment spreadsheet including EPM deciles. This must include everyone in the final year (except Defence Deanery applicants with confirmed posts) and applicants who qualified from your school in 2018 but are applying to FP 2019. Applicants who qualified from a medical school outside of the UK, or from a UK medical school prior to 7 August 2017, apply via the Eligibility Office.

1.1.3 Applicants to UKFP/ AFP 2019 must complete a national Oriel application. Applicants with confirmed posts in the Defence Deanery programmes do not need to complete an Oriel application, but they are required to take the SJT (see [FAQ Q6](#) for the SJT process for Defence Deanery students).

1.1.4 Selection to UKFP 2019 is a process of selection to employment, comprising:

1.1.4.1 An invigilated Situational Judgement Test (SJT) to assess aptitude for the Foundation Programme (50 points); and

1.1.4.2 An Educational Performance Measure (EPM) to reflect educational performance up to the point of application (50 points).

1.1.5 The EPM is scored on a 34-50-point scale. The SJT is scored on a 0-50-point scale, with the scale set to mirror the mean and standard deviation of the EPM in order to achieve equal weighting. The two scores together provide an overall application score. The national allocation algorithm takes account of score and applicant foundation school preferences. Appointment to post is a local process.

1.1.6 Application scores are released on Thursday 7 March 2019, via log-in to Oriel or via email from the Defence Deanery.

1.2 Educational Performance Measure (EPM)

1.2.1 EPM decile points (34-43 points). The 'basket of assessments' for calculating EPM decile points should be published locally. Medical schools provide their local foundation school with a completed student enrolment spreadsheet, including EPM deciles, by September 2018. Applicants can view their EPM decile points when they enrol on Oriel. If a decile is subsequently changed as a result of a local appeal, please write to ask your foundation school to make this change on Oriel by 13 December 2018.

1.2.2 Points for additional educational achievements (publications, additional degrees) (0-7 points). The eligibility for additional points and the standards of evidence to be uploaded are published in the [UKFPO FP/ AFP 2019 Applicant's Handbook](#). The national verification day takes place on 16 October 2018. Medical schools are asked to nominate a staff member to attend at least two out of every three years. The verified EPM score is viewable by applicants on 22 October, following which there is a national appeals process.

1.3 Situational Judgement Test

1.3.1 The SJT is a paper-based assessment, taken in invigilated conditions in the UK on national dates. The SJT consists of 70 multiple choice questions and lasts 2 hours 20 minutes. The SJT is administered by medical schools for UK applicants (qualifying between 7 August 2017 and 7 August 2019) and by the UKFPO for Eligibility Office applicants.

1.3.2 All applicants to UKFP/ AFP 2019 (including Defence Deanery) must take the SJT on:

1.3.2.1 Friday 7 December 2018, **10am**; or

1.3.2.2 Monday 7 January 2019, **10am** (*also contingency date for applicants with extenuating circumstances on 7 Dec*).

With a third date only for applicants with extenuating circumstances on 7 Jan:

1.3.2.3 Monday 14 January 2019, **10am**.

1.3.3 Medical schools can choose to run the SJT on one or both of the two national dates. Schools should also be prepared to run the SJT on the next nearest date for applicants with extenuating circumstances.

1.3.4 Requests for reasonable adjustments and extenuating circumstances, and any associated appeals, should be managed in accordance with local processes and in reference to the [national guidance](#).

1.3.5 The [SJT Interface](#) is used by both medical schools and MSC Assessment to manage information about applicants taking the SJT (date, venue, paper number, reasonable adjustments, attendance) and to manage courier delivery and collection of paperwork. MSC Assessment also uses the information recorded on the Interface to ensure that the right number of papers, in the right format, is delivered to the medical school. Medical schools can use the SJT Interface to print registers and upload/ download documents using the file-share.

1.3.6 SJT papers are printed centrally and delivered to medical schools in advance of their first SJT date (separate packages identify the paperwork for different dates); schools then invigilate and administer the test and take copies of answer sheets; all paperwork is then collected for central scanning and marking. Strict security processes apply.

1.3.7 Medical schools should retain all paperwork in accordance with the Data Protection Act 1998 until August 2020 (i.e. 12 months after the start date of employment). MSC Assessment will confirm when these can be shredded.

1.3.8 MSC Assessment will run virtual training sessions for invigilators – times and details to be confirmed, but we expect at least one Lead Invigilator from each school to take part.

1.4 Familiarisation materials

1.4.1 The following materials are provided on the [UKFPO website](#):

- 1.4.1.1** UKFP/ AFP 2019 Applicant’s Handbook
- 1.4.1.2** Guidance and forms (reasonable adjustments, extenuating circumstances, etc.)
- 1.4.1.3** SJT practice paper & answer rationales (online test and standard/ large print formats, illustrative machine-markable answer sheet)
- 1.4.1.4** SJT Monograph: overview of evidence, scoring and how to approach the SJT
- 1.4.1.5** FAQs
- 1.4.1.6** Slide-set for careers advisors

2. National timeline for delivering the EPM and SJT (high level)

Checklists are provided in the relevant chapters to help with tasks managed locally, for example extenuating circumstances, transportation of papers to venues, briefing invigilators and communications with applicants.

Date	Time	Activity	Detail
Spring 2018		SJT	Book venues, timetabling, communications with students
June 2018		SJT	Confirm anticipated number of applicants on 7 Dec/7 Jan
Aug/ Sep 18		EPM	Liaise with Foundation School (usually FSM) to complete local student enrolment spreadsheet including EPM decile score
24 09 18		SJT	SJT Interface open
24 09 18 – 01 10 18		-	Applicants register and enrol on Oriel
27 09 18		SJT	Deadline for applicants to request reasonable adjustments
01 10 18 – 12 10 18		-	Application period for UKFP and AFP applications
15 10 18		-	Nominees who did not complete an application moved to 'Incomplete Applications' folder on SJT Interface
17 10 18	23.59	SJT	Deadline for confirming details on the SJT Interface: <ul style="list-style-type: none"> • SJT Schedules (date, venue and courier details) • Applicant details (SJT Schedule; reasonable adjustments)
16 10 18		EPM	EPM National Verification Day (volunteers needed)
22 10 18		EPM	Verified EPM educational achievements score viewable on Oriel
24 10 18		SJT	Paper Number and quantity of papers viewable on SJT Interface
27 11 18		SJT	Courier delivery of all paperwork (if using SJT date 1)
07 12 18	10.00	-	SJT DATE 1
11 12 18	17.00	SJT	Copy answer sheets Arrange next day courier collection On SJT Interface: <ul style="list-style-type: none"> • Confirm attendance/ non-attendance & ID verification • Re-register applicants with extenuating circumstances • Upload SJT Invigilator Declarations and SJT Lead Report • Confirm courier collection booked
12 12 18		SJT	Deadline for courier collection of paperwork (SJT date 1) and update Interface
12 12 18		SJT	Courier delivery of all paperwork (only if not using SJT date 1)
13 12 18		EPM	Deadline for confirming via the FSM any change to EPM decile
07 01 19	10.00	-	SJT DATE 2
09 01 19	17.00	SJT	Copy answer sheets Arrange next day courier collection On the SJT Interface: <ul style="list-style-type: none"> • Confirm attendance/ non-attendance & ID verification • Re-register applicants with extenuating circumstances • Upload SJT Invigilator Declarations and SJT Lead Report

Date	Time	Activity	Detail
			<ul style="list-style-type: none"> Confirm courier collection booked
10 01 19		SJT	Deadline for courier collection of paperwork (SJT date 2) and update Interface
14 01 19	10.00	-	SJT CONTINGENCY DATE
14 01 19	17.00	SJT	Photocopy/ scan answer sheets Arrange next-day courier collection and update Interface
14 01 19	17.00	SJT	On SJT Interface (for Date 3): <ul style="list-style-type: none"> Confirm attendance/ non-attendance & ID verification Upload SJT Invigilator Declarations and SJT Lead Report Confirm courier collection booked
15 01 19		SJT	Deadline for courier collection of paperwork (SJT date 3) and update Interface
01 02 19		SJT	On SJT Interface (for all dates), deadline to: <ul style="list-style-type: none"> Update applicant records relating to extenuating circumstances and late reasonable adjustments Upload the Dean's letter of approval Upload the UKFP 2019 Evaluation report
14 02 19		SJT	SJT scanning verification panels (volunteers needed)
07 03 19		-	FP primary list allocation to foundation school
Aug 2020		-	Medical schools should retain all paperwork in accordance with the Data Protection Act 1998. MSC Assessment will confirm when these can be shredded.

3. EPM for UKFP 2019

3.1 Checklist

Date	Activity	Completed
-	Ensure that the 'basket of assessments' published locally	<input type="checkbox"/>
July	Confirm a nominee for the national verification day	<input type="checkbox"/>
August	Foundation school to provide medical school with template local student enrolment spreadsheet and deadline for return	<input type="checkbox"/>
Aug/Sep	Provide local student enrolment spreadsheet, including EPM deciles, for all final year students (except Defence Deanery with confirmed posts)	<input type="checkbox"/>
24 09 18	EPM decile scores viewable on Oriel	<input type="checkbox"/>
16 10 18	National verification day	<input type="checkbox"/>
22 10 18	EPM Additional Educational Achievements viewable on Oriel	<input type="checkbox"/>
13 12 18	Deadline for confirming via the local FSM any change to EPM decile as a result of local appeals	<input type="checkbox"/>

3.2 Overview

3.2.1 The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application to the Foundation Programme.

3.2.2 The EPM is worth a maximum of 50 points and is comprised of three parts:

3.2.2.1 Medical school performance (EPM deciles)	34-43 points
3.2.2.2 Additional degrees	0-5 points
3.2.2.3 Publications	0-2 points

3.3 EPM deciles

3.3.1 [The EPM Framework](#) on the [UKFPO website](#) sets out the principles that schools should follow in calculating EPM deciles, including how to manage tied scores or unevenly sized decile groups, and confirms that the original EPM decile carries forward for an applicant who reapplies to the Foundation Programme.

3.3.2 The 'basket of assessments' used to calculate deciles should be published locally for transparency. It is recommended that students and staff are involved in defining any substantive changes to the way in which deciles are calculated.

3.3.3 You should include on the local student enrolment spreadsheet all applicants who qualified or are expecting to qualify from your UK medical school between August 2017 and August 2019, unless Defence Deanery has confirmed their post.

3.3.4 Applicants who qualified prior to 7 August 2017, or from a non-UK medical school, should apply via the UKFPO Eligibility Office. The Dean must sign a statement confirming the size of the graduating cohort, the applicant's rank position and their EPM decile. If the medical

school is unable to provide a decile, or if inconsistent information is provided, the applicant will automatically be placed in the lowest EPM decile.

- 3.3.5 Appeals around EPM deciles:** EPM deciles are viewable to applicants on enrolment to Oriel. Any appeal to the EPM decile must be managed locally. If you need to update the EPM decile as the result of a local appeals process, send the updated local student enrolment spreadsheet to your foundation school, who will need to confirm the change on Oriel by 13 December.

3.4 Educational Achievements

- 3.4.1** Applicants must upload evidence of additional degrees and publications on their Oriel application. [The UKFP/ AFP 2019 Applicant's Handbook](#) confirms the standards of evidence to be submitted.
- 3.4.2 National verification day:** Evidence for educational achievements is verified by a national panel of medical and foundation school staff, meeting on 16 October in London. Schools are asked to nominate an attendee two out of every three years.
- 3.4.3 National appeals around educational achievements:** Applicants will be able to view their EPM points for additional achievements on Oriel from 22 October 2018. There is a national appeals process – please refer to the [UKFPO website](#).

3.5 Communications with applicants

- 3.5.1** Applicants should be reminded early to collate evidence of educational achievements.
- 3.5.2** You should highlight to applicants the dates on which their EPM deciles (on enrolment to Oriel between 24 September - 1 October 2018) and points for other educational achievements (22 October 2018) are viewable. You may wish to provide details of a contact member of staff and any local process for managing queries or appeals around deciles.
- 3.5.3** Template emails are provided in Appendix D.

4. SJT for UKFP 2019

4.1 Communications with applicants

Activity	Completed
Alert applicants to UKFPO materials, including the Applicant's Handbook , practice paper , SJT monograph and FAQs	<input type="checkbox"/>
Make applicants aware of the deadlines, processes and forms required to request reasonable adjustments (27 September 2018) and extenuating circumstances (within 1 working day of the SJT)	<input type="checkbox"/>
Alert applicants to/ send reminders (template emails are provided in Appendix D): <ul style="list-style-type: none"> i) Date, time and venue of their SJT ii) Bring two pencils (2B or HB), rubber and sharpener. <i>NB applicants who wish to bring a clear ruler as an aid in completing the answer sheet may do so.</i> iii) Bring current photographic ID 	<input type="checkbox"/>
On an individual basis, advise applicants whether their request for reasonable adjustments has been approved, and any special arrangements	<input type="checkbox"/>
On an individual basis, advise applicants whether their claim of extenuating circumstances has been approved, and the date, time and venue for the new date of their SJT	<input type="checkbox"/>

- 4.1.1** The UKFPO manages national communications regarding UKFP/ AFP 2019; medical schools manage local communications. MSC Assessment will never contact an applicant directly.
- 4.1.2** Ensure that applicants are aware of the date, time and venue for their SJT and any subsequent change in arrangements.
- 4.1.3** Ensure that applicants are aware of the deadlines, processes and forms required to request reasonable adjustments (27 September 2018) and extenuating circumstances (within 1 working day of the SJT), and whom to contact with queries.
- 4.1.4** Remind applicants to bring with them on the day of the SJT:
- 4.1.4.1** Two HB or 2B pencils, a rubber and a sharpener. Applicants who wish to bring a transparent ruler as an aid in completing the answer sheet may do so.
 - 4.1.4.2** Current photographic ID (passport, UK driving licence or current university ID card if taking the SJT at a venue administered by that university). Please note that applicants from an EEA country or Switzerland may provide a valid national identity card. National identity cards from non-EEA countries will not be accepted.
- 4.1.5** Ensure that applicants are aware of central applicant information provided on www.foundationprogramme.nhs.uk. There are commercial guides and training courses; however, none of these have been developed or endorsed by the UKFPO, Work Psychology Group or MSC Assessment. Only the materials published on the UKFPO website, and available free of charge, are endorsed by the UKFPO.

4.2 Dates and venues

Activity	Completed
Identify and book suitable venues for each main and possible contingency date: <ul style="list-style-type: none"> • Sufficient capacity • Flat, light, airy, quiet and secure • Desks should be facing forward • Space for invigilators to walk between desks & collect papers directly from applicants • Clock visible to all applicants; start and finish times clearly displayed • Space for applicants to store bags and belongings away from desks • Accommodations for reasonable adjustments 	<input type="checkbox"/>

4.2.1 It is up to each school to determine whether to run the SJT for all applicants on one date, or split across both dates. Please also make preparations to run the SJT for applicants with extenuating circumstances on the next date. Allocation of applicants to SJT dates must take place prior to 17 October SJT Interface deadline.

4.2.2 Venue(s) should be booked well in advance of the SJT. The venue(s) should be the same type as used for other formal assessments. Please ensure that the venue(s) meet the requirements set out in the checklist above.

4.2.3 When booking the venue(s), please allow time for:

4.2.3.1 Briefing invigilators

4.2.3.2 Distributing paperwork (question paper, answer sheet, place card)

4.2.3.3 Applicants locating their seat

4.2.3.4 Briefing applicants

4.2.3.5 Completion of the SJT (2 hours 20 minutes – plus extra time if a reasonable adjustment)

4.2.3.6 Collecting and counting in paperwork

4.2.3.7 Sealing all paperwork in secure packaging for return to the medical school.

4.2.4 Please refer to Appendix A – Invigilator Guide for the set-up of the venue on the day, and additional things to provide, including:

4.2.4.1 Spare stationery (HB or 2B pencils, rubbers, sharpeners)

4.2.4.2 Signage outside the venue to ensure quiet

4.2.4.3 Signage to help applicants to locate their seat

4.2.4.4 Printed ID Verification Declarations (Appendix F)

4.2.4.5 Paperwork (question papers, answer sheets, place cards)

4.2.4.6 Reasonable adjustments to be accommodated and any associated materials i.e. template answer sheet (Appendix E)

4.2.4.7 Contact telephone number for the SJT Lead.

4.3 Invigilators

Activity	Completed
Invigilators arranged - recommended ratio of 1:40, minimum of 1:60 and two per venue	<input type="checkbox"/>
A minimum of one lead invigilator has taken part in the online training	<input type="checkbox"/>
Lead Invigilator for each venue briefed, and contact details for SJT Lead provided	<input type="checkbox"/>
Invigilator Declaration (one per room) uploaded to the SJT Interface (Appendix B)	<input type="checkbox"/>
SJT Lead Report (one per school) uploaded to the SJT Interface (Appendix C)	<input type="checkbox"/>
Retain attendance register(s) for all venues	<input type="checkbox"/>

- 4.3.1** There should be at least two invigilators in a test hall, and a minimum of one invigilator to every sixty applicants. We recommend 1:40 ratio wherever possible. It is also recommended that there is at least one male and one female invigilator. Discretion may be used when managing smaller venues, but if a single invigilator is present in a room, they must have means of promptly receiving support from a second invigilator if needed.
- 4.3.2** There should be a Lead Invigilator in each venue with the authority and experience to manage unexpected or difficult situations. The Lead Invigilator will take overall responsibility for ensuring that the SJT has been administered according to the national standards.
- 4.3.3** All invigilators should be briefed on the tasks and standards for administration before applicants enter the venue. Please refer to Appendix A for the Invigilator Guide.
- 4.3.4** An Invigilator Declaration should be completed in each room (Appendix B), comprising:
- 4.3.4.1** Confidentiality agreement to be signed by all invigilators before the SJT
 - 4.3.4.2** Record of attendance/ absentees
 - 4.3.4.3** Report of any exceptions or disturbances at the SJT venue
 - 4.3.4.4** Report of paperwork received and returned.
- 4.3.5** The responsibilities of the Lead Invigilator, supported by other invigilators, include:
- 4.3.5.1** The set-up of the test venue and distribution of paperwork
 - 4.3.5.2** Ensuring that approved national reasonable adjustments are accommodated
 - 4.3.5.3** Making all announcements and commencing the SJT promptly
 - 4.3.5.4** Verification of applicant ID, and completing the attendance record
 - 4.3.5.5** Ensuring good conduct during the SJT
 - 4.3.5.6** Deciding whether to exclude an applicant from the test hall in the event of misconduct or late arrival
 - 4.3.5.7** Determining any actions to be taken in the event of a disruption or an applicant taken severely and suddenly unwell during the SJT, and liaising with the SJT Lead where necessary
 - 4.3.5.8** Recording all exceptions or disturbances, even if follow-up actions may be still pending
 - 4.3.5.9** Ensuring that all paperwork is accounted for at the end of the SJT
 - 4.3.5.10** Packaging and returning all paperwork (question papers, answer sheets and place cards), as well as the Invigilator Declaration and the attendance register.

4.3.6 The SJT Lead should review all Invigilator Declarations prior to completing the SJT Lead Report which comprises:

4.3.6.1 Report of any exceptions around the time of the SJT and follow-up/ additional information about exceptions already reported by the Invigilator Declaration

4.3.6.2 Report of paperwork received and returned.

4.3.7 All Invigilator Declarations and the SJT Lead Report must be uploaded to the SJT Interface within two working days following the SJT (and on the day for 14 Jan SJT). Attendance registers should be retained.

4.4 Using the SJT Interface

Activity	Completed
Check local availability of Internet Explorer v 11 and above	<input type="checkbox"/>
Update list of SJT Interface users	<input type="checkbox"/>
From 24 September 2018 <ul style="list-style-type: none"> Record details of venues Record details of SJT schedules Record details for deliveries (dates, contact details) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
24 September - 17 October 2018 <ul style="list-style-type: none"> Register applicants to SJT Schedules Record reasonable adjustments On 15 October, any applicant who has not completed an Oriel application will be moved to the folder 'Incomplete Applications' 	<input type="checkbox"/>
Ongoing <ul style="list-style-type: none"> Create and print attendance registers Contact MSC Assessment if any late reasonable adjustments requested Record extenuating circumstances and re-register applicants to a new SJT Schedule Use the SJT Interface file-share 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Receiving paperwork <ul style="list-style-type: none"> Check for courier delivery details (tracking number, time and who signed for it) Confirm receipt of paperwork 	<input type="checkbox"/> <input type="checkbox"/>
Following the SJT <ul style="list-style-type: none"> Confirm attendance/ non-attendance and ID verification Re-register applicants with extenuating circumstances to new SJT Schedules (re-register everyone with a valid claim, even if the decision whether to grant extenuating circumstances is pending) Upload Invigilator declaration (one per room) to the SJT Interface file-share Upload SJT Lead report (one per school) to the SJT Interface file-share Confirm courier collection details 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
By 1 February 2019 <ul style="list-style-type: none"> Upload letter of approval for extenuating circumstances to the SJT Interface file-share Upload UKFP 2019 Evaluation report to the SJT Interface file-share 	<input type="checkbox"/> <input type="checkbox"/>

- 4.4.1** The aim of the SJT Interface is to help medical schools and MSC Assessment manage:
- 4.4.1.1** Applicant information including reasonable adjustments, attendance, ID verification
 - 4.4.1.2** SJT Schedules (venue and date plus the details of registered applicants to enable personalised printing)
 - 4.4.1.3** Courier delivery and collection
 - 4.4.1.4** Document file-share.
- 4.4.2** The SJT Interface only works correctly in Internet Explorer v 11 and above, and is not compatible with other browsers.
- 4.4.3** The SJT Interface is independent from Oriel so updates made to an applicant record on Oriel will not instantly be displayed on the SJT Interface. Regular extracts will be taken from Oriel to update information schools see on the SJT Interface. Withdrawals should only be made through Oriel (via your local Foundation School manager).
- 4.4.4** A separate SJT Interface User Guide is provided.

4.5 Reasonable adjustments

Activity	Completed
Applicants to submit a Reasonable Adjustments request form to the medical school by 27 Sept	<input type="checkbox"/>
Approve evidence for new requests for reasonable adjustments (if any) in accordance with local policies and in reference to the national guidance. Advise applicants of outcome	<input type="checkbox"/>
Record reasonable adjustments on the applicant record on the SJT Interface by 17 October	<input type="checkbox"/>
Contact MSC Assessment for a decision about any late requests for reasonable adjustments	<input type="checkbox"/>
Arrange to accommodate reasonable adjustments to the delivery of the SJT	<input type="checkbox"/>
Ensure forms and evidence are stored securely and confidentially, until instruction	<input type="checkbox"/>

- 4.5.1** Applicants to UKFP/ AFP 2019 must submit a request form by 27 September 2018 if they are to be considered for reasonable adjustments on the grounds of disability, health condition or impairment, or other grounds for adjustment (e.g. religious observance).
- 4.5.2** New requests must be accompanied by evidence meeting the standards set out in the [national guidance](#). Where the medical school already holds valid evidence for an adjustment, only the form needs to be submitted, but the medical school must be able to provide the evidence to MSC Assessment or UKFPO if requested.
- 4.5.3** In most cases, the guidance is to accommodate adjustments as recommended by Occupational Health. As the SJT is a method of selection for employment, the permitted reasonable adjustments may not be the same as for university exams. There are three national limits to be aware of:
- 4.5.3.1** A maximum of 25% additional time allowances (to include extra time, rest-breaks and/ or reading time).
 - 4.5.3.2** The modified paper is size 14 Arial font, double-spaced, black ink on white paper

- 4.5.3.3** No coloured printing will be provided centrally (however, applicants can provide coloured overlays, and may use a template answer sheet on coloured paper).
- 4.5.4** Medical schools should process new requests for reasonable adjustments in accordance with local policies and processes, in reference to the national guidance and timeline. All reasonable adjustments that exceed the national limits will be considered on a case-by-case-basis and should be sent to MSC Assessment, which will work with the UKFPO to address them.
- 4.5.5** A record of the reasonable adjustment on the SJT Interface by Wednesday 17 October 2018 is confirmation that the appropriate evidence has been considered and approved by the medical school.
- 4.5.6** Late requests for reasonable adjustments may be considered in acute and unforeseen circumstances if there is evidence of a temporary health condition or acute flare-up of illness. A delay in obtaining evidence in support of an application for reasonable adjustment would not normally be considered as grounds for a late adjustment. All late requests for reasonable adjustments should be communicated to MSC Assessment for a decision, before confirming them to applicants. **Please note that late reasonable adjustments for modified question papers cannot be accommodated past the 17 October deadline on the SJT Interface.**
- 4.5.7** The following paragraphs are an extract from the national guidance; notes in italics are not provided to applicants.
- 4.5.8 Time-related adjustments**
- 4.5.8.1 Additional time allowances/ Rest breaks** - Up to 25% additional time is normally permitted (in total), although consideration will be given on an individual basis. *We recommend that staggered start or finish times are accommodated in a separate venue from those applicants not requiring additional time to minimise disruption.*
- 4.5.8.2 Flexible start times (test length unchanged)** - An alternative start time may be permitted. *E.g. on the grounds of religious observance. These applicants must be quarantined until half an hour after the national start time.*
- 4.5.9 Modification of SJT question booklet**
- 4.5.9.1** A modified question booklet may be provided. Note that:
- 4.5.9.2** The standard question booklet is Arial font size 12, 1.15 line-spaced, black ink on white paper. *Please see example on the [UKFPO website](#).*
- 4.5.9.3** The modified question booklet is Arial font size 14, double-spaced, black ink on white paper. *Please see example on the [UKFPO website](#).* There are no other modified versions permitted e.g. it is not permitted to copy the question booklet onto different coloured paper.
- 4.5.9.4** No modifications will be made to the machine-markable answer sheet, *however, a template answer sheet can be used and then answers transcribed by invigilators.*

4.5.10 Personal assistance

- 4.5.10.1.1 Alternative location** - Applicants may be permitted to take the SJT in another approved venue.
- 4.5.10.1.2 Food and drink** - Applicants may be permitted to bring food and drink into the venue.
- 4.5.10.1.3 Reader and/ or scribe** - Applicants may require a reader and/ or scribe (or 'amanuensis'). NB It is advisable for the applicant and the reader and/ or scribe to discuss in advance of the SJT how they will work together.

A template answer sheet is available for applicants with a reader/ scribe as an approved adjustment (Appendix E).

If an amanuensis is required, two members of staff must be present for the transcribing and verifying of answers onto the machine-markable answer sheet. The school should retain the original answers, and a copy of the transcribed answer sheet. Sections of the Invigilator Guide (Appendix A) have been highlighted as recommended for briefing readers/scribes who are also required to sign a confidentiality declaration (on the Invigilator declaration).

4.5.11 Specialist equipment

- 4.5.11.1.1 Colour filters** - Applicants may use a colour filter or overlay, *and a template answer sheet can be printed on coloured paper if a scribe is also approved as an adjustment.*
- 4.5.11.1.2 Furniture** - Applicants may require ergonomic furniture.
- 4.5.11.1.3 Lighting** - Applicants may have particular lighting requirements or may require blinds at the windows.

4.6 Extenuating circumstances

Activity	Completed
Advise applicants how to make a claim of extenuating circumstances	<input type="checkbox"/>
Advise applicants whether they will be permitted to take the SJT on the next date, and the new date, time and venue	<input type="checkbox"/>
Record on the SJT Interface applicant non-attendance for their first date and re-register them to a new SJT Schedule on the next date (this needs to be completed for all valid claims of extenuating circumstances even if the decision whether to grant extenuating circumstances is pending)	<input type="checkbox"/>
Retain the place card for use on the subsequent date (NB the personalised answer sheet must be returned – the pre-printed paper number is date specific)	<input type="checkbox"/>
Process claims of extenuating circumstances in accordance with local policy, in line with national timeline and with reference to national guidance	<input type="checkbox"/>
Upload a letter of approval to the SJT Interface by Friday 1 February 2019	<input type="checkbox"/>
Ensure forms and evidence are stored securely and confidentially, until instruction	<input type="checkbox"/>

- 4.6.1** Applicants with valid extenuating circumstances will be permitted by their medical school to take the SJT on the next available date. An applicant's SJT score will not be changed in any

circumstance as the result of a claim of extenuating circumstances. Any applicant unable to take the SJT by 14 January will be withdrawn from the FP 2019 application process.

- 4.6.2** Applicants declare themselves fit to sit the SJT by beginning the test – this is covered in the Applicant’s Handbook, on the front of the question booklet and also stated during the Invigilator’s starting script (see Appendix A). Claims of extenuating circumstances cannot be made retrospectively.
- 4.6.3** Applicants may only claim extenuating circumstances once, i.e. on the date to which they are originally registered. Please refer to 4.7.12 for claiming extenuating circumstances if an applicant is taken severely and suddenly unwell during the SJT.
- 4.6.4** By the end of the second working day following the SJT, record on the SJT Interface:
 - 4.6.4.1** Non-attendance, late arrivals and any issues with ID verification
 - 4.6.4.2** Re-register applicants with claims of extenuating circumstance to the relevant SJT Schedule. It is important to do this for all valid claims of extenuating circumstances even if the decision is pending e.g. the medical school panel has not yet convened to review the claim. Applicants whose claim is not granted can be withdrawn once the decision is taken, but we need to know of all who may need to sit on the next date within two working days after the SJT date.
- 4.6.5** The [guidance on extenuating circumstances](#) sets out the events and situations which would normally be considered, and the standards of evidence which would normally be expected.
- 4.6.6** Medical schools should review and approve claims of extenuating circumstance, and any appeals, in accordance with local processes and in line with the national guidance and timeline. The decision of the Dean (or equivalent) is final.
- 4.6.7** Once extenuating circumstances have been formally approved, a letter from the Dean (or equivalent) confirming this must be uploaded to the SJT Interface file-share by 1 February 2019. Please refer to [FAQ 6.5.6](#) on the contents of the letter.
- 4.6.8** Where possible, applicants should be advised whether their claim of extenuating circumstances will be acceptable before the date of their SJT. If a medical school has determined that the applicant should not be permitted to take the SJT on the subsequent date – i.e. late arrival beyond 30 minutes and no valid extenuating circumstances – a letter from the Dean (or equivalent) should be uploaded to the SJT Interface file-share confirming this and the applicant record updated with non-attendance.
- 4.6.9** A false claim of extenuating circumstances may jeopardise an application to the Foundation Programme as it would indicate a potentially deliberate act of dishonesty. This should be followed up through university disciplinary and/ or fitness to practise processes as appropriate, and reported to MSC Assessment, who will in turn inform the UKFPO.
- 4.6.10** **Place cards:** Place cards should be retained and provided on the applicant’s second SJT date.
- 4.6.11** **Answer sheets:** The pre-printed answer sheet should be returned with other unused sheets from the first session as it is date specific. **Pre-printed answer sheets will not scan correctly if**

used on a different date to which it was originally allocated. Blank answer sheets are provided for the contingency SJT.

4.6.12 If an applicant is taken unwell during the SJT:

4.6.12.1 Applicants declare themselves fit to sit by starting the SJT test paper. If an applicant is taken suddenly and severely unwell after the start of the SJT, he/she must notify the Lead Invigilator.

4.6.12.2 The Lead Invigilator may permit the applicant to leave the test hall and take the SJT on the next date as a first sit. The final decision whether an applicant is taken severely unwell lies with the Lead Invigilator. Discretion must be applied, for example if the applicant is physically sick or has fainted, whereas we would not expect an applicant who *feels* unwell to be granted extenuating circumstances. When making the decision whether to permit the applicant to take the SJT on the next date, the Lead Invigilator should take into account: timing when the applicant is taken severely and suddenly unwell, whether they have attempted most questions, are they able to continue the test.

4.6.12.3 An extenuating circumstances request form must be submitted, along with supporting medical evidence. If an applicant has been granted extenuating circumstances once, a second claim will not be considered. An applicant who is taken severely or suddenly unwell but stays in the test hall to continue the SJT will not be given any additional time and will not be able to claim extenuating circumstances. An applicant's SJT score will not be adjusted in any circumstance.

4.6.12.4 If an applicant reports immediately after the SJT that they felt unwell during the test, this should be recorded in the SJT Invigilator Declaration and/or SJT Lead Report. This may help the UKFPO with any appeals or reviews with the applicant that may follow.

4.6.12.5 You should alert MSC Assessment as soon as possible, and record details in the SJT Invigilator Declaration and the SJT Lead Report.

4.6.13 If extenuating circumstances are not approved and the applicant appeals this decision: The applicant should be allowed to take the SJT on the contingency date whilst the appeal is heard; a subsequent decision will be taken whether to count the answer sheet completed on the contingency SJT date. SJT Leads must make MSC Assessment aware of exceptions such as this as soon as possible.

4.6.14 If an applicant is temporarily suspended from campus: Please let MSC Assessment know at the earliest opportunity. It may be possible to make arrangements for this applicant to take the SJT at an alternative location.

4.6.15 Late arrival to the SJT is not an extenuating circumstance: Applicants must ensure that they arrive at the SJT venue on time, irrespective of the form of transport used or relied upon. Applicants arriving 30 minutes after the national start time of the SJT will be refused entry.

4.7 Paperwork (central delivery)

Activity	Completed
Use the SJT Interface to record details for courier delivery, SJT Schedules and register applicants by 17 October 2018	<input type="checkbox"/>
Use the SJT Interface to confirm: <ul style="list-style-type: none"> Receipt of paperwork 	<input type="checkbox"/>
Ensure you have suitable arrangements for: <ul style="list-style-type: none"> Checking the contents of the delivery of paperwork (<u>NB envelopes, each containing 10 question papers, must remain unopened until the SJT date</u>) <i>If necessary i.e. if different from the 17 October print specification, sorting the personalised answer sheets and place cards into separate packages for different venues</i> Secure storage of paperwork Secure onwards/ return transportation if using multiple venues 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Place cards (after the SJT): <ul style="list-style-type: none"> Retain any place cards for applicants who did not attend, for use on subsequent date if extenuating circumstances Return all other place cards to MSC Assessment c/o Stephen Austin & Sons Ltd in the envelope provided 	<input type="checkbox"/> <input type="checkbox"/>
Copying answer sheets: <ul style="list-style-type: none"> Copy all original answer sheets Check that all answer sheets received from venues are sorted, and where necessary transcribed, so that only answer sheets for marking are returned in one envelope. All other answer sheets will be in a second envelope Return all answer sheets for marking face-up and in alphabetical order by school Retain all copies until instruction from MSC Assessment (August 2020) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Complete the SJT Lead Report and upload along with Invigilator Declarations to the SJT Interface	<input type="checkbox"/>
Courier collection: <ul style="list-style-type: none"> Arrange next-day courier collection and update on the SJT Interface Record the courier collection number and date on the SJT Interface only once the package has been collected 	<input type="checkbox"/> <input type="checkbox"/>

4.7.1 There will be a single courier delivery of all paperwork (separate packages and coloured labels identify the paperwork for different dates) in advance of the first SJT you are running. Paperwork should be returned in one courier collection following each SJT from all venues used on that date.

4.7.2 You will be provided with the following, in labelled envelopes:

4.7.2.1 Question papers (specific to the date of the SJT) – A4, either c.40pp or 80pp in length

single Schedule for a given date but using multiple rooms. The envelopes containing the question papers must remain unopened.

4.7.5.4 Ensure that you have suitable arrangements in place for the secure onward and return transportation if using periphery venues.

4.7.5.5 You will need to re-use the outer box for courier collection after the SJT.

4.7.6 Sorting paperwork and copying original answer sheets after the SJT

4.7.6.1 Question papers **MUST** be counted in and sealed in secure bags within the test hall – remember to account for all used, and all unused spare papers.

4.7.6.2 A photocopy or electronic copy must be taken of all completed answer sheets (including any answer sheets completed by a scribe, if used), for contingency. The SJT answer sheet is a double-sided A4 sheet. Please test the settings on the machine first using a spare answer sheet.

4.7.6.3 All question papers and completed answer sheets must be returned. Answer sheets to be scored must be returned in alphabetical order and face-up for all applicants who took the SJT at your school, irrespective of the SJT Schedule. Envelopes will be provided.

4.7.6.4 Retain place cards for applicants with extenuating circumstances who will sit the SJT on a future date. All other place cards should be collected in and returned after the SJT. Applicants should not remove place cards from the SJT venue, as they may contain notes.

4.7.6.5 Before completing the SJT Lead Report, please review the Invigilator Declarations returned to you for:

4.7.6.5.1 The number of papers and answer sheets received at the venue(s) and returned

4.7.6.5.2 Exception reports (incidents/ disturbances at the venue(s)).

4.7.7 Courier collection

4.7.7.1 Instructions for the return of papers using DHL will be provided with the test paperwork, and will also be available via the SJT Interface file-share. A return label should be included in the delivery of paperwork, and it will be available in the SJT Interface file-share.

4.7.7.2 Paperwork should be returned in a single pick-up from the medical school. Remember to include all paperwork from that SJT, plus any papers for a future contingency date if these are no longer needed (i.e. 100% attendance at main sit). Please re-use the original box(es) from the courier delivery. The papers should fit in the same boxes, but if they do not, please use an additional, secure box and specify the number of boxes to be collected when booking the courier.

4.7.7.3 For SJTs on Friday 7 December: Courier collection must be booked by Tuesday 11 December for collection by Wednesday 12 December 2018 at the latest.

4.7.7.4 For SJTs on Monday 7 January: Courier collection must be booked by Wednesday 9 January for collection by Thursday 10 January 2019 at the latest.

4.7.7.5 For SJTs on Monday 14 January: The courier collection must be booked on the same day, Monday 14 January for collection by Tuesday 15 January 2019 at the latest.

4.8 Appeals

4.8.1 Schools are asked to manage, in accordance with local policies, appeals relating to:

4.8.1.1 Approval of reasonable adjustments for long-term conditions, **by 17 Oct 2018**

4.8.1.2 Award of EPM decile points, **by 13 December 2018**

4.8.1.3 Approval of extenuating circumstances, **by 1 February 2019** (if in doubt the applicant should take the SJT on the second date until a decision is made).

4.8.2 The UKFPO manages the national appeals process relating to:

4.8.2.1 EPM additional academic achievements

4.8.2.2 Prejudice, bias or inappropriate diligence

4.8.2.3 Application submission affected by a service disruption of the online application system (Oriel).

4.8.3 Any issues relating to sitting/taking the SJT at local venues should be managed by the Lead Invigilator on the day the SJT is held, and a resolution agreed with the affected applicant(s). There is no process for appealing against local issues after the date of the SJT.

4.8.4 Applicants are not permitted to appeal against their SJT score, and no circumstance will the outcome of an appeal result in an adjustment to the SJT score.

4.9 Contingency planning

4.9.1 Please refer to Appendix G for risk management and contingency planning.

4.9.2 Contact MSC Assessment at the earliest opportunity.

4.9.3 Medical schools should manage locally any unforeseen circumstances in the run up to the SJT or on the day. Should any school be in a situation beyond their control whereby contingency plans are required, MSC Assessment will hope to provide additional funding.

4.10 Coaching

4.10.1 All members of staff who have access to the SJT paperwork are required to adhere to the strict security protocols and respect Intellectual Property rights. This specifically includes discussion of the content of the SJT paper with anyone at any time.

4.10.2 Medical schools should not coach beyond discussion of the familiarisation material which is publicly available to all applicants from <http://www.foundationprogramme.nhs.uk/>.

5. Review and evaluation of UKFP 2019

- 5.1** Please return a completed UKFP 2019 Evaluation Report (Appendix H) by 1 February 2019, to enable us to review and improve the processes year to year.
- 5.2** The UKFPO publishes an [annual 'stats and facts'](#) report which includes the minimum, mean and max SJT score by medical school.
- 5.3** Applicants' individual SJT point scores, where they have given permission for this to be shared, can be accessed from Oriel via your Foundation School Manager.

6. FAQs

6.1 Managing the nominees list

6.1.1 I didn't include an applicant on the nominees list I sent to the Foundation School. What do I do?

An application form must be submitted by the applicant no later than Friday 12 October. When they try to enrol on Oriel from 24th September up to the closing date for applications on 12th October, they will find that they have not been nominated. If they graduated in 2018 or are due to graduate in 2019, the UKFPO will advise them to contact the medical school – all others will apply through the Eligibility Office. Up to and including this date, contact the Foundation School Manager ASAP and provide in writing the information to be added to the nominees list.

6.1.2 Who would I inform if an applicant is to be withdrawn from UKFP 2019?

Please notify your Foundation School Manager in writing and ask them to update Oriel. Oriel and the SJT Interface are not linked automatically, but the UKFPO will provide regular updates of withdrawn applicants to MSC Assessment, who will then move the applicant record into 'Incomplete Applications' folder on the SJT Interface.

6.1.3 Does an applicant who graduated last year, or passed their re-sits and is no longer a student with us need to take the SJT at our venues?

Yes. Each medical school is responsible for running the SJT for all applicants who graduated, or expect to graduate, from their medical school between September 2017 and August 2019.

6.1.4 Does an applicant who graduated before August 2017 need to take the SJT at our venue?

No. Applicants who qualified from a medical school outside of the UK, or from a UK medical school prior to 7 August 2017, must apply through the Eligibility Office. They should not be included on your nominees list.

6.2 Defence Deanery

6.2.1 How does the process work for applicants to the Defence Deanery?

The Defence Deanery will nominate its applicants. If their post is confirmed, do not include them on the nomination list sent to the Foundation School Manager in September. If there is any doubt whether an applicant will be offered a military post, include them on your nomination list.

Military applicants are required to sit the SJT along with all other applicants, as they will need to demonstrate a satisfactory SJT score (not an exceptionally low score). As they have secured military posts, they are not required to complete the online application form on Oriel and the Defence Deanery will inform them of this.

All applicants sitting the SJT are asked to provide their Oriel PIN on their SJT paper for identification purposes. As military students do not complete an application form, a unique reference number will be assigned to them, and will be visible on the SJT Interface. You can

identify these applicants on the SJT Interface as their Oriel PIN will begin with '66', all others will begin with '00'.

Each medical school will be responsible for managing the process of booking military applicants to sit the SJT, along with assessing reasonable adjustments and/or extenuating circumstances in exactly the same way they do for other applicants for UKFP/ AFP 2019. Although they will not have a record on Oriel, they will appear on the SJT Interface for allocation to SJT schedules.

SJT scores will be given to the Defence Deanery Manager for forwarding to military students on Thursday 7 March 2019, the same date that primary list allocations will be made available on Oriel. As they do not have an Oriel account, your local FSM will not be able to see their SJT score on Oriel.

The same process for reviewing exceptionally low scores on the SJT applies.

6.3 SJT Interface

6.3.1 I have updated applicant details (i.e. name, email, withdrawals) on Oriel – why is this not showing on the SJT Interface?

Oriel and the SJT Interface are not linked and do not auto-update. The UKFPO will be providing MSC Assessment with regular updates to include spellings of names or email-address, and withdrawals, but it is not instant.

6.3.2 Is there a site for applicants to check where and when they are taking the SJT? Can they see the details on the SJT Interface?

No. Only medical schools and MSC Assessment have access to the SJT Interface. MSC Assessment never communicates with the students directly – it is the medical school's responsibility to inform their students when and where they sit the SJT.

6.4 Reasonable Adjustments

6.4.1 One of our applicants usually has an adjustment which is not specified in the national guidance. What do I do?

The national guidance is not exhaustive. If in doubt whether the adjustment can be accommodated, please contact MSC Assessment.

6.5 Extenuating circumstances

6.5.1 I know in advance that an applicant cannot attend our SJT date. Can I record their extenuating circumstances in advance?

Extenuating circumstances are *usually* unforeseen and occur close to the time of the SJT; however, there may, rarely, be a situation where this is known in advance e.g. a planned operation.

Before 17 October deadline to register attendance on the SJT Interface: You have two options. You could either:

- i) Create a new SJT Schedule on the other national date for that applicant to take the SJT as a first sit; or
- ii) Register them along with the whole cohort and follow the process for extenuating circumstances after 17 October.

After 17 October deadline to register attendance on the SJT Interface: Use the Interface to record extenuating circumstances and re-register to a new Schedule.

6.5.2 Can an applicant with extenuating circumstances on 7 December be registered to take the SJT on 14 January as contingency?

No. An applicant with extenuating circumstances may take the SJT on the next date only i.e. Monday 7 January for applicants with extenuating circumstances on 7 December and Monday 14 January for applicants with extenuating circumstances on 7 January.

6.5.3 Can an applicant with extenuating circumstances on 7 January be registered to take the SJT on 7 December as contingency?

No. An applicant with extenuating circumstances may take the SJT on the next date only i.e. 14 January.

6.5.4 What happens if extenuating circumstances are not approved, and the applicant appeals this decision?

The applicant should be allowed to take the SJT on the contingency date whilst the appeal is heard, as we recognise the timing will not always allow for the outcome of the appeal to be known. A subsequent decision will be taken whether to count the answer sheet completed on the contingency SJT date. SJT Leads must make MSC Assessment aware of exceptions such as this as soon as possible.

6.5.5 Does it need to be the Dean who signs the letter of approval?

An appropriate alternate can sign the letter instead.

6.5.6 What information should the letter of approval contain?

The letter of approval should confirm the applicant's name and Oriel PIN, and that the Extenuating Circumstances have been approved. The letter should be on headed paper, and signed by the Dean (or alternate). One letter can be provided for all applicants. Note that we do not routinely require the reasons, or any of the accompanying evidence, however please retain paperwork until August 2020 as the UKFPO may request it for audit purposes.

6.6 Arrangements for delivering the SJT

6.6.1 Our applicants are on elective in different parts of the country. Can they take the SJT at the Eligibility Office venue or another medical school?

No. The medical school must manage the arrangements for the SJT for all of its applicants. You can choose the geography of venues, provided that all paperwork is returned according to the national timeline.

6.6.2 What do I do if one of our applicants needs to change venue to take the SJT?

You will need to make arrangements locally to ensure that the SJT is delivered in accordance with the national standards, and that arrangements are in place i.e. enough papers at the right venue.

The information recorded on the SJT Interface on 17 October is used to provide papers in alphabetical order by Schedule. Please make a note on the applicant record on the SJT Interface, and retain the register in the event of an appeal. You may find it helpful to export the applicant records to Excel to manage registers.

6.6.3 We are using periphery venues for the SJT. Can we have longer to return the paperwork?

No. All medical schools must ensure that arrangements are in place to return all answer sheets for scoring according to the national timeline.

6.6.4 Do applicants have to sit in alphabetical order?

No, the way the test hall is set up is your responsibility. Answer sheets and place cards will be provided in alphabetical order by Schedule, and we do require the return of answer sheets in alphabetical order.

6.7 On the day of the SJT

6.7.1 Can applicants bring food or drink into the venue?

Food should not be brought into the venue at all, unless approved as a reasonable adjustment, and water only in a sealed container with no labels that could be written on.

6.7.2 A student has arrived at the venue, but is not on the attendance register. What do I do?

Only those applicants who are registered to take the SJT may do so. We recommend quarantining the applicant, whilst the invigilator alerts the SJT Lead who could check if the applicant is registered at a different venue.

If an applicant has arrived at the wrong venue (and there is no time for them to go to the correct venue), they may take the SJT at that venue using a blank answer sheet – the question paper number will be the same. You will need to provide them with their Oriel PIN to complete (available from the SJT Interface). It is the applicant's responsibility to arrive at the correct venue on time – they should not receive any additional time after the end of the SJT.

If the student is not registered for application to UKFP 2019, they must not take the SJT.

6.7.3 An applicant is challenging their reasonable adjustments provision. What do I do?

The Lead Invigilator should begin the SJT for all applicants (including the student who has raised the challenge) whilst this is investigated through the SJT Lead. No adjustments can be made to the SJT score, and no applicant will be permitted to take the SJT again.

6.8 Incident reporting

6.8.1 An incident that happens inside the venue is reported by the Lead Invigilator; an incident relating to the SJT immediately before or after the test is reported by the SJT Lead Report. How do we make you aware of something at other times?

MSC Assessment needs to be aware of ALL situations outside of the norm. Please complete the Exception Report, which is available from the SJT Interface file-share.

7. Useful documents (web links)

- [UKFP/ AFP 2019 Applicant's Handbook](#)
- [UKFP/ AFP 2019 Application Presentation](#)
- [FP 2019 EPM Framework](#)
- [Reasonable Adjustments Guidance and Form](#)
- [Extenuating Circumstances Guidance and Form](#)

8. Other documentation (available from the SJT Interface file-share from September)

- Chronological list of tasks (complementary to this guide and the Invigilator's Guide – it contains no new information)
- Exception Report template (to be used to report an incident or 'exception' to the norm, outside of the dates of the SJT – nb we do not expect you to need to use this form)
- Medical School UKFP 2019 team roles & responsibilities
- Memorandum of Understanding with medical schools