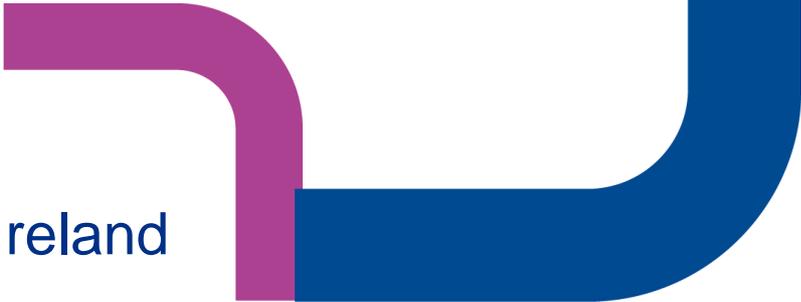




UKFP 2023

**Situational
Judgement
Test (SJT)
Guidance**



England
Northern Ireland
Scotland
Wales



**UK Foundation
Programme**



September 2022

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Introduction

The Situational Judgement Test (SJT) is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Foundation Programme person specification and is based around clinical scenarios.

The SJT's purpose is to target key attributes in the Foundation Programme person specification including patient focus, commitment to professionalism, coping with pressure, effective communication and team working. The SJT presents applicants with a series of work-related situations and asks them questions about how they would respond to these situations. The national FP 2023 Person Specification requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

The SJT questions are in three different formats: multiple choice, rating and ranking. Practice scenarios with worked answers will be available on the UKFPO website and a practice paper will be available on the Pearson VUE website.

SJT Processes

1. Sitting the Situational Judgement Test

All applicants who apply to the Foundation Programme are required to sit the Situational Judgement Test. There are no exceptions or exemptions to this requirement. Failure to do so will result in your UKFP application(s) not progressing further. A recruitment year commences in July and spans to the June of the following year. Applicants are expected to start training in August with induction/ shadowing in July.

A successful SJT outcome will be valid for the entirety of the year in which it was undertaken. If you are successful in one year and you choose to re-apply in a subsequent year, you will be required to re-sit the SJT.

2. Structure of the Situational Judgement Test

NDA

A non-disclosure agreement which you must accept in order to progress to the actual test (untimed)

Tutorial (5 mins)

An optional tutorial to help you understand the basic functionality of the computer-based test and how to navigate through it and select your responses

SJT section 1 (70 mins)

Typically, 37 scenarios (Part A 19 multiple choice and Part B 18 rating scenarios), each with several questions to respond to.

An optional Comfort Break (10 mins) Please note you will not be able to revisit section 1 after the 70 minutes.

SJT section 2 (70 mins)

Typically, 38 ranking scenarios (part C), each with several questions to respond to

Survey (10mins)

An optional survey to enable you to give feedback

The digital platform allows us to create a modern and engaging test. These items may include:

- 1) Evolving dilemmas are comprised of up to 3 scenarios which are linked by a common context. Candidates respond to each scenario independently, as with each scenario new information is presented, but each of the scenarios is related to one another (e.g. may relate to the same patient or same colleague). These scenarios are therefore considered to be more representative of real workplace dilemmas, which tend to be multi-faceted.
- 2) Speech dilemmas: Applicants will select how they would respond in conversation to difficult situations. These items will revolve around how applicants interact with patients, with patients' family members and with other professionals.

Test Window

The SJT will be available during two specific test windows, with additional dates set aside for contingency (UKFPO will discuss with relevant applicants if required):

- 1) **Wednesday 7 – Tuesday 20 December 2022**
- 2) **Thursday 19 – Monday 23 January 2023**

3. Test Centre Locations

The Situational Judgement Test is delivered globally over two test windows in a large number of Pearson VUE Computer Testing Centres. You can find your nearest Pearson VUE test centre by visiting <https://pearsonvue.com/ukfp>. Please note that capacity at each centre may vary and there may be a requirement to travel to the nearest location with availability if there are no slots at your preferred location.

Applicants who reside in, or are in employment in, the UK (including the Channel Islands and the Isle of Man) during the testing window are expected to sit their SJT in the UK, either via OnVUE or a UK test centre. If you are outside of the UK during the SJT windows, you can sit the SJT outside of the UK at a test centre nearest to your location, subject to seat availability, or take the test remotely at home or in an office, via the OnVUE delivery method.

4. Adjustments under the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995)

The UKFPO is aware of the requirements of the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995) and will make reasonable adjustments to accommodate requests provided these are made known in advance. If you require any reasonable adjustments (for example, wheelchair access, extra time, nursing mothers, having access to

certain medical devices or food) you must request these when you apply for the Foundation Programme.

Specifically, reasonable adjustment requests are made as part of the main application form on Oriel between 7 to 20 September 2022 (deadline at 12:00 noon (BST)).

Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test. In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule your test at a specific time or in a specific location.

Nursing Mothers Policy

In line with the Equality Act 2010 (Northern Ireland: Disability Discrimination Act (DDA) 1995), the UKFPO will consider requests from nursing mothers to make available suitable facilities in the Pearson VUE centres. If this applies to you then you must submit this information with your application form by selecting the “Other” reasonable adjustment option and providing further details. The UKFPO will then liaise with Pearson VUE in order to try to honour your request. Children are not permitted at any of the test centres and therefore it is recommended that nursing mothers check the location of the test centre before booking a test to ensure that nearby facilities meet any requirements you may have.

Address details for each Pearson VUE centre can be found at <https://pearsonvue.com/ukfp>.

Comfort Aids

Pearson VUE lists a number of medicines, medical and mobility devices as comfort aids which **do not** require pre-approval as an accommodation by the UKFPO. Comfort aid items are listed on the Pearson VUE website in the [test accommodations section](#).

The items listed will be allowed in the testing room upon visual inspection by test centre staff. Visual inspection will be done by examining the item without directly touching it (or the applicant) and without asking the applicant to remove the item, unless otherwise stated in Pearson VUE’s comfort aid list.

5. Reasonable adjustments (RAs)

Applicants may be contacted after submitting an RA request to provide supporting evidence.

The following reasonable adjustments are available for the UKFP SJT:

- Extra Time – 25% Exam Time
- Separate Room
- Separate Room & Reader
- Separate Room & Reader/Recorder
- Separate Room & Recorder
- Separate Room and Snacks
- ZoomText (for adjustable contrast)
- Glucose testing supplies
- Coloured screen overlay
- Other (please provide further details)

Please note that there is limited availability for separate rooms, and not all Pearson VUE test centres will be able to accommodate this request.

Signing into a Pearson VUE account

- Your Pearson VUE ID Number (that is your Exam ID, which usually starts with 2 or more letters followed by a series of numbers and can be found in Oriel)
- Your full name, as registered on the Pearson VUE account
- Your email address, as registered on the Pearson VUE account
- Your postal address, as registered on the Pearson VUE account

6. Booking the Situational Judgement Test

To support applicants with approved **Reasonable Adjustments**, the booking window will be open exclusively for those applicants between **Monday 3 October 2022 to Friday 7 October 2022**. Applicants with approved Reasonable Adjustments are strongly advised to book their exam prior to the opening of the main booking window.

The window will open to all remaining applicants on **Monday 10 October 2022 and will close on Thursday 13 October 2022 (11.59pm BST)**. Applicants can book through their Pearson VUE account at <http://www.pearsonvue.com/UKFP>.

Those without approved reasonable adjustments can create their Pearson VUE account from Monday 3 October 2022, however applicants will not be able to book until Monday 10 October 2022. Once the booking window opens, you will need to book a test time and location of your preference. During the account creation window, your account will correctly state you *do not* have any pre-approved exams at this time, meaning you will not be able to book an appointment before the booking window opens.

All appointment times will be booked for the local time zone of the test centre, or your local time zone for OnVUE (online proctored) sittings. For OnVUE bookings the system detects the local time zone, but candidates can select a different time zone if needed. It is candidates' responsibility to ensure they book for their intended date and time.

Applicants who are unable to recall their login credentials can retrieve or reset this information by using the *forgot my username / password* links available on the Pearson VUE sign-in page.

Applicants who continue to experience difficulties accessing their account are advised to direct their queries to the Pearson VUE [customer services team](#).

When contacting customer services, please ensure the following information is provided:

Booking a Test

You will be required to log into your Pearson VUE account and use the self-service functionality to book a test at a location, date, and time of your choosing, subject to availability. Applicants should book their test during the booking window. Applicants who book their SJT any later than this will have limited availability and the UKFPO will not be held responsible for applicants not finding a booking slot of their choice. There will be enough booking slots for all UKFP applicants.

Military applicants should also book their test online and do not need to submit an FP application on Oriel to be able to book an SJT slot. Military applicants are advised to contact the Defence Postgraduate Deanery for further details.

Applicants with approved reasonable adjustments (aside from extra time) are required to phone Pearson VUE to make their booking. When making a booking via the telephone, please notify the Pearson VUE agent that you wish to book an exam for the UK Foundation Programme SJT to avoid confusion. Applicants with approved extra time *only* are able to book their appointment through the self-service functionality. Some approved reasonable adjustments (for example, extra time) can be accommodated at both a test centre and through online remote proctoring. Some approved reasonable adjustments (for example, separate room, reader/recorder) can only be accommodated at a test centre. See table below for details:

25% extra time	Available for both OnVUE and test centre
Separate Room	Available at a test centre only
Separate Room and Reader	Available at a test centre only
Separate Room and Recorder	Available at a test centre only
Separate Room and Snacks	Available at a test centre only
Glucose testing supplies	Available at a test centre only
Coloured screen overlay	Available at a test centre only
Zoom Text	Available for both OnVUE and test centre
Other	Available for both OnVUE and test centre

Please be aware that applicants with reasonable adjustments may be asked by the UKFPO to provide evidence to support your request. You will be required to supply the following supporting evidence (the supporting evidence needs to be clear and explicit as to why you require reasonable adjustments):

- A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:
 - describe the current medical condition or disability
 - describe the nature of the ongoing treatment and frequency

When booking your test, it is strongly recommended that you avoid booking from internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported (for example, please do not book using Internet Explorer).

When searching for seat availability at test centres by location, Pearson VUE will return a maximum of 30 test centres per location search. To view more test centres, you will need to alter your search criterion.

Important notice: When booking your appointment, you will be asked to select whether you would like to view morning (AM) or afternoon (PM) appointment availability for your local time zone. Please ensure you correctly select your preferred time and date, and you attend your

appointment at the correct time (your local time). You will receive a confirmation email when booking your test and also a reminder email one week before which outlines your appointment time and test requirements.

Important Information on Online Remote Proctoring

If you choose to complete the test by remote proctoring (OnVUE), you must agree to the strict invigilated conditions. You will not be able to take the test in public places such as universities, public libraries or cafés. You must be in a private room and have no interruptions. Any interruptions may result in the test being cancelled (see “Section 19: Reasons for Dismissal” for the consequences of this). There are also restrictions on the environment. For example, you must have clear desk and walls and are not permitted to have any writing equipment or other items not pre-approved as part of a reasonable adjustment. Detailed information is available on the Person VUE [website](#).

To complete the test by online remote proctoring, it is important to have administrative rights on the computer you will be using, as you will be asked to install software to support the OnVUE application and close background processes. It is recommended that you use a personal computer to complete the test (versus a public computer).

Should you require further guidance, we would advise that you check both your system requirements and your test environment prior to taking the test. UKFPO or Pearson VUE will not be held responsible for any issues and are unable to confirm if your system meets the requirements. If you are unsure of anything relating to [remote proctoring](#), we would advise that you seek further advice from Pearson VUE in advance of sitting the test.

There are specific countries where OnVUE is excluded. OnVUE Online proctored country restrictions/exclusions include: China, Cuba, Iran, North Korea, South Korea, Sudan, Syrian Arab Republic, Russia, Belarus and Ukraine. Applicants who are currently living in these countries are advised to find their nearest test centre using the “find a test centre” option to undertake their test.

The UKFP SJT allows you to use a built-in [digital whiteboard](#) during your OnVUE test. You can use the [digital whiteboard](#) to do scratch work or take notes. Physical scratch paper or note boards are not allowed when taking an OnVUE exam.

During your exam, you are not allowed to use exam-specific materials and you are not permitted to use any physical writing instruments such as a pen, marker, or pencil.

Full information about remote proctoring can be found [here](#). It is recommended you read all of the Pearson VUE guidance and test your system requirements before booking or taking the test. Please also review the [FAQs](#) on the UKFPO website. This provides further information, and it is advised that applicants review information on the Pearson VUE and UKFPO websites prior to booking or taking the test.

Confirmation of Test Booking

Once you have booked your test, you will receive an automated confirmation email to your registered email address. If you do not receive this confirmation, log into your Pearson VUE account to confirm if the booking process was completed in its entirety.

7. Attending your SJT

It is the responsibility of the applicant to know the time, location and venue of their SJT, and to ensure you arrive on time. If you arrive more than 30 minutes late or fail to attend, and do not have extenuating circumstances, you will not be allowed to sit the SJT and will be withdrawn from the application process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions will result in a formal investigation and your actions will be considered by the national Recruitment Delivery Group (RDG). This could mean that your score will be revised to zero and you will be invited to attend an exceptionally low scoring review (a panel interview).

Please allow up to 165 minutes (2 hours 45 minutes) for your whole SJT appointment. This is to ensure you have enough time to be checked in, complete the pre-testing administration and the survey after the test itself.

If you have approved extra time, please allow up to 207 minutes (3 hours 27 minutes). Note that only the testing time itself will be 25% longer (that is, 175 minutes instead of 140 minutes) – the other elements of your appointment will be the standard length of time.

8. Admission Policy

You must arrive at the test centre at least 15 minutes before your scheduled appointment time to complete the necessary check-in procedures. You can start the OnVUE check in process up to 30 minutes before your scheduled appointment time. It is essential that you arrive on time as applicants who arrive late will NOT be admitted entry. You should note that children are not permitted at any of the test centres.

Identification (ID) Requirements

In line with the [Pearson VUE ID policy](#), from the list below, you are required to present one form of original (no photocopies or digital IDs), valid (unexpired) government issued ID that includes your name, recent recognisable photograph, and signature (where appropriate).

International Travel Passport,
Driver's licence (photo card), or UK provisional driver's licence,
Military ID (including spouse & dependents),
Identification card (national/state/province identity card),
Alien registration card (green card, permanent resident, Visa),
Local language ID (not in Roman characters) – *accepted only if issued from the Country you are testing in.*

All forms of acceptable IDs must be issued by the country in which you are testing. If you do not possess qualifying ID issued from the country you are testing in, an international travel passport in roman characters from your country of citizenship is required. If you are a European Union national testing within the EU zone, you may also provide a valid, unexpired EU identity card as primary ID.

Expired forms of ID are not acceptable, unless accompanied by valid renewal papers. A government issued ID missing a visible signature (where this is required for this form of ID to be valid) or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognisable photo, or a matching name and signature. The first and last name you used on your Oriel application form and thus your Pearson VUE account **must** match exactly the name on the ID that is presented on the day of your appointment. Note that it is recognised that names can validly be presented in different sequence according to cultural norms. Please ensure that it is clear between your Pearson VUE account and your ID that you are the same person. If you have any issues with your ID or

if your name does not match your ID, you must contact the UKFPO at least 3 weeks before the appointment in order to change the name on the system or in some cases, grant an exception which will be communicated to the test centre.

Please note, middle names are not part of the ID check and therefore, you do not need to provide ID for any middle names (or have any middle names registered on your Pearson VUE account).

If you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will not be able to sit the test, and this will result in your withdrawal from the application process.

Alternative Identification Documents

If you are unable to present any of the documents listed above or, your first name and last name (middle names are not part of the ID check) on your Pearson VUE profile do not match EXACTLY the ID that you intend to present on the day of your test, you must contact the UKFPO at least 3 weeks before your test date for further advice and instructions on suitable alternatives. **Failure to notify Pearson VUE of any discrepancies will result in you not being permitted entry to sit the test.**

Personal Belongings

You will **not** be allowed to take any personal items with you into the testing room. This includes all bags, books, notes, blank note paper, pens, phones, pagers, watches and wallets or other any other materials not authorised for the Situational Judgement Test. Lockable storage will be available at the test centre, but we recommend you do not bring any valuable items or large items that will not fit in a standard locker. UKFPO and Pearson VUE are not liable for lost items.

Unscheduled Breaks and Refreshments

Test centre: you are prohibited from taking food and drink into the test room unless it is part of a *pre-approved* reasonable adjustment. You may leave the test room for water or a comfort break, but no additional time will be allowed in your test (except for during the scheduled optional comfort break (see below)). If you wish to leave the room, you must ask the invigilator. Please note that you will not be permitted to eat whilst in the test centre.

OnVUE: If you choose to sit the test by remote proctoring, please note that, to ensure that test conditions are adhered to, you will not be permitted to leave the room or move away from your screen at any time during the test except for during the scheduled optional comfort break (see below).

Scheduled Comfort Break (optional)

All candidates (sitting at either a test centre or through OnVUE) have the option of a 10-minute comfort break, during which the SJT testing time will be stopped. To facilitate this, the SJT has been split into two halves.

You have up to 70 minutes to complete each half (the whole test remains 140 minutes long). If you have approved extra time (25%), you have up to 87.5 minutes to complete each half of the SJT (and the whole test remains (175 minutes long).

Once you have completed the first half or 70(/87.5) minutes is up (whichever comes sooner), you will not be able to access the questions in the first half of the test again. You will receive a warning of this to give you a chance to finish up, but please keep an eye on the timer.

You will be asked if you would like to take a 10-minute comfort break. This time is the same for all candidates, whether you have approved extra time or not.

- If you choose yes, your testing system will “lock” and you will be able to get up from your seat.
 - If you’re at a test centre, please ensure you continue to follow the protocol at the centre for leaving your seat
 - If you’re sitting through OnVUE, you don’t need to check anything with your proctor at this stage – you can just get up
- If you choose no, you will be asked to move on to section 2 test. Full test conditions remain in place.

If you have taken a comfort break, you must allow enough time to

- [at a test centre] be checked back into the testing room
- [through OnVUE] get back to your seat

to resume your test. If you exceed the 10 minutes permitted break, the amount of time remaining for the second part of the exam will be automatically adjusted (that is, the time will be deducted from the second part).

You will be able to resume your test if you arrive back late from your 10-minute break, but you will have less correspondingly less time to complete the second half of the test.

9. Reschedule Policy

If you wish to reschedule your test (noting you must make your initial booking within the test booking window), you can do this in your Pearson VUE account. You may reschedule your appointment up to 48 hours before the scheduled start time, subject to availability.

Candidates with approved extra time as their only reasonable adjustment, can reschedule their test online but for all other adjustments, changes to test bookings will need to be managed by Pearson VUE. If you are an applicant with any other approved adjustments and wish to reschedule your test, please telephone Pearson VUE.

All initial bookings should be completed by 13 October 2022.

10. Cancellation Policy

If you wish to cancel your test, you can do this in your Pearson VUE account. If you are an applicant with a pre-approved adjustment (aside from extra time only) and wish to cancel your test, please telephone Pearson VUE. **You must cancel/reschedule test appointments at least 48 hours before the appointment.**

11. Missed Appointment

If you miss your test and wish to schedule another appointment (and the testing windows have not yet come to an end), please contact the UKFPO immediately and supply the information requested in the extenuating circumstances application form; you will not be able to re-book

online via self-service without first being re-authorised by the UKFPO. You should be aware that test centre availability is likely to be limited at this point and that you may be required to travel beyond your preferred locality. The UKFPO will be unable to accommodate you if you miss an appointment on the final day of the Situational Judgement Test window.

12. Extenuating Circumstances

Extenuating circumstances are severe / exceptional / unforeseen / unavoidable events occurring close to the date of the SJT and which seriously affect your ability to undertake the test on the date for which you are booked. Please refer to the separate SJT extenuating circumstances policy, which will be available on the UKFPO website.

13. Situational Judgement Test Outcomes

All applicants will be notified of their SJT result on Thursday 9 March 2023, the same day allocation to Unit of Application is confirmed.

The results will be published in your Oriel account against your Foundation application. Detailed guidance on how to locate or view these scores is contained in UKFP 2023 Guidance on How to Apply to the Foundation Programme Handbook.

Appealing the Outcome

The outcome is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

14. Applicant Expenses

Expenses incurred by applicants attending the Situational Judgement Test will *not* be reimbursed by the UKFPO. The Situational Judgement Test is delivered on several consecutive days in a vast number of Pearson VUE test centres and you are also able to complete the test by remote proctoring.

In the unlikely event of a technical error or another issue that prevents the successful delivery of your test, neither Pearson VUE nor the UKFPO is responsible for any out of pocket expenses you may incur.

15. Revision Materials

The UKFPO understands that applicants may wish to revise and prepare for the Situational Judgement Test with each other in small groups. However, sharing information about the actual test is unacceptable and is viewed as unprofessional behaviour.

The Situational Judgement Test uses many different equated test forms and therefore knowledge of questions in one paper will not necessarily benefit others. We would also remind all applicants that entry to Foundation training is a competitive process. As part of the test, you will be asked to sign a non-disclosure form.

A set of worked example questions will be available via the [UKFPO website](#) and a practice paper (to familiarise you with how the test works) is available on the [Pearson VUE website](#).

16. Reasons for Dismissal from the SJT (and subsequent withdrawal from the process)

Invigilated conditions apply at all times during the SJT. If you fail to comply with standard testing procedures you will, after receiving a warning from the invigilator, be reported to the UKFPO. Your circumstances will be reviewed by the national Recruitment Delivery Group (RDG) for a decision to be made, which could result in you being given a score of zero, or your application being withdrawn.

Reasons for referral to the UKFPO include any of the following:

- Giving or receiving help from another applicant during the test.
- Using notes, books, any unauthorised notations or other aids.
- Possession or use of photographic, recording or transmission devices (including smart watches, Google Glass and similar devices).
- Writing on any material other than that provided.
- Removal of assessment materials or notations of any kind from the assessment room or making copies of any part of such materials.
- Refusal to comply with time allotments or testing administration procedures.
- Disruption of the test for other applicants.

Reproduction or disclosure of test content in any manner (including unauthorised notations, engaging in discussion of test content with anyone other than test personnel during or after a test).

- Providing and/or disseminating information about the test content with a view to assisting current or prospective applicants, whether before or after the test.
- Failure to follow an invigilator's instruction.
- Failure to adequately prepare own equipment or internet connection (if sitting through OnVUE) to be able to complete the test

17. Marking and Scaling the SJT Score

Once all answer sheets have been marked, the SJT scores are translated to a 0.000 - 50.000-point scale.

There are three stages to calculating your SJT points:

1. Calculating the raw marks achieved on the question paper (the sum total of all the marks

2. Test-equating (this is the process of placing the marks from the different papers on the same scale, that is, taking account of small differences in difficulty of items between papers across all SJT dates)
3. Scaling to a 0 – 50-point scale which has similar properties to the EPM scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year.

Appendix

1 – Flowchart to book and sit SJT

