



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

AIMS Membership Single Discipline Examination

EXAMINATION PACK

**THIS EXAMINATION PACK IS FOR THE AIMS MEMBERSHIP SINGLE DISCIPLINE EXAMINATION ONLY
AIMS MEMBERSHIP EXAMINATIONS CANNOT BE USED FOR MIGRATION PURPOSES**

**APPLICANTS ARE STRONGLY ADVISED TO READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING
THE APPLICATION FORM.**

AIMS Discipline Specific Membership Examinations are held for candidates located in Australia only.

This pack contains:

- **Guidelines for the AIMS Membership Single Discipline Examination**
- **Instructions to Candidates**



AUSTRALIAN INSTITUTE OF MEDICAL AND CLINICAL SCIENTISTS

Guidelines for the AIMS Membership Single Discipline Examination

The AIMS Membership Single Discipline Examination

The AIMS Membership Single Discipline Examination is a written examination of two (2) hours (plus 10 minutes reading time) consisting of 1 essay (30 minutes) and 20 short answer questions. The AIMS Membership Single Discipline Examination is conducted twice a year in March and September using online remote proctored software. Remote proctoring involves sitting the exam under live supervision using your computer's webcam and your mobile phone in a suitable location with reliable internet connectivity.

If you have been assessed as eligible to sit an AIMS Membership Single Discipline Examination you may apply in writing for the AIMS Membership Single Discipline Examination using the appropriate examination application form.

Applicants for the Single Discipline Examination **must be Australian residents** and must be a financial member of AIMS at the time of application.

The AIMS Membership Single Discipline Examination can be sat in the following disciplines: Anatomical Pathology; Chemical Pathology; Haematology; Immunopathology; Medical Microbiology; or Transfusion Science. An applicant must select their chosen discipline on the Examination Application Form.

Study materials, list of competencies, and sample questions for your nominated discipline are provided on the [AIMS website](#).

To pass the Single Discipline Examination, candidates must obtain a total of **50% or more**. Applicants who are successful in the examination will be admitted as a Member (Single Discipline) of AIMS and may use the relevant Professional Member (Single Discipline) post-nominal e.g. MAIMS (Haematology), or MAIMS.

Please note: the AIMS Membership Single Discipline Examination is **not for migration purposes**.

The AIMS Membership Single Discipline Examination Eligibility Requirements

Financial Intermediate members of AIMS who have been assessed as eligible may sit a single discipline membership examination. There are an additional two options for eligibility for applicants who do not hold an "AIMS acceptable science degree".

Option A - Applicants with a science degree containing subjects relevant to pathology

- Graduate of a science degree (comparable to AQF level 7 or above) with subjects assessed as relevant to pathology.
- More than five (5) years full-time (or part-time equivalent) working in a single discipline medical pathology laboratory and application of the discipline skill set in specialised fields.

Option B - Applicants with a science degree

- Graduate of a science degree (comparable to AQF level 7 or above)
- Employed as a Medical Laboratory Scientist for eight (8) or more years full-time (or part-time equivalent) in a single discipline medical pathology laboratory and application of the discipline skill set in specialised fields.
- Employment must be current at the time of application.

Applicants must meet the English language requirements detailed below.

* For information on an AIMS acceptable science degree, please refer to the [Guidelines for Membership of AIMS](#).

AIMS Membership Single Discipline Examination Application and Payment Deadlines

You must apply in writing to sit the AIMS Membership Single Discipline Examination using the appropriate application form. The examination application form will be provided to you once your membership application has been processed or you have contacted the AIMS National Office for a review of your eligibility if your membership application was received more than three (3) years ago.

Closing dates to receive the examination application form are:

- **1 December** for the **March** Examination
- **10 July** for the **September** Examination.

Emailed applications to sit the examination **must** be received no later than 4pm on the specified date.

Following the closing date for applications, you will be registered for the examination and sent a link for payment.

Payment due dates for the examinations are:

- **31 January** for the **March** Examination
- **8 August** for the **September** Examination.

You will receive notification of your: examination date; allocated starting time; instructions regarding your practice test, trial exam, official exam; and detailed instructions on how to install the WebLock secured web browser software. The notification will be sent by the AIMS third party examination service provider to the email address provided on your application form. The notification email will be sent to you by:

- The second week of **February** (for **March** examinations)
- The second week of **August** (for **September** examinations).

If you do not receive your notification by **15 February** (March examination) or **15 August** (September examination), please contact us immediately at exam@aims.org.au.

Enrolment Deferral

A request to defer enrolment to the next examination session must be sent in writing to exam@aims.org.au **prior to the payment deadline for the current examination session**. For example, an applicant enrolled in the March examination wishing to defer to the September examination must submit a deferral request prior to the March payment deadline (31 January). Requests received after the payment deadline will not be accepted.

Once a deferral request has been received, an applicant will be asked to submit a new application form for the next examination session. An applicant must remain an active financial member of AIMS to remain eligible for the Membership Examination.

English Language Requirement (Membership Examinations)

A comprehensive knowledge of English is essential to the practice of medical laboratory science in Australia. Applicants who provide evidence that they have successfully completed three years of tertiary education in English to obtain one of their tertiary qualifications in one of the following countries are not required to sit an English language test: Australia, Canada (English speaking provinces), Ireland, New Zealand, the UK, or the USA.

All other applicants must obtain one of the following English language test reports issued within the last three (3) years from the date that AIMS receives your examination application:

- International English Language Testing System (**IELTS**) – (Academic or General Training);
- Test of English as a Foreign Language (**TOEFL**);
- Pearson Test of English Academic (**PTE Academic**) - **must** be submitted online to the **Australian Institute of Medical Scientists**. Online submission instructions can be found on the **PTE website**: pearsonpte.com/scoring;
- Occupational English Test (**OET**) - **must** be completed in a profession that AIMS considers relevant to medical laboratory science, i.e., Medicine, Nursing, Dentistry, Pharmacy, or Veterinary Science. A copy of your downloaded online *Statement of Results* report must be submitted as a **colour** scan and submitted online to AIMS. Instructions can found on the **OET website**;
- **Cambridge C1 Advanced** Test.

The English language requirements align with the Department of Home Affairs requirements for **Proficient English**. Please refer to the Department of Home Affairs **website** for the required test scores for each of English Language Tests listed above.

All applicants for the AIMS Membership Examinations must provide certified proof that the above requirements have been met.

Candidate Identification

Acceptable IDs for the candidates sitting examinations will be as follows:

- Passport or
- Australian Drivers Licence

Fees

All Fees are in Australian Dollars (AUD) and are non-refundable. Please see the [AIMS website for current fees](#).

How to Lodge Your Examination Application

Email your completed examination application form to exam@aims.org.au.

Checklist

- Complete the application form with the declaration signed in ink
- Complete the payment information
- Attach evidence of meeting the English proficiency requirement. A [PTE](#) or [OET](#) test report must be submitted to AIMS in hardcopy and **online**
- Scan and email the application form in PDF file format.

Results

It will take up to ten (10) weeks to receive your membership examination results letter. Results will be given as either a **PASS** or **FAIL**. Exact marks will not be given.

Applicants who are unsuccessful in the Single Discipline examination will continue in the membership category as previously determined by the AIMS Membership Committee following the initial membership application process.

Remark

Candidates have 21 days from the date of the results letter to request a remark of their examination paper. Requests must be sent in writing to exam@aims.org.au. See the AIMS website for the [current re-mark fee](#).

When a candidate requests a re-mark of an examination paper, this will be performed by an independent marker that is a marker different from the original marker.

The average of the original mark and the re-mark shall be the final result for the candidate. If the disparity between the marks exceeds 12% a third marker may be consulted to address this discrepancy.

Further Information

Telephone: +61 7 3876 2988

Enquiries/Applications: exam@aims.org.au

Website: www.aims.org.au



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Online Remote Proctored Examination Rules

1. The candidate will be monitored in real time by an online proctor, employed by the third party examination service provider, to detect any evidence of academic misconduct.
2. The candidate must complete one (1) practice test (at any time of their choosing), before they sit a trial examination.
 - The intent of the practice test is to give the candidate the opportunity to verify they have successfully installed the WebLock secured browser and to become familiar with the online examination interface.
3. The candidate must complete one (1) trial examination within two (2) weeks prior to sitting for the official examination.
 - The intent of the trial examination is to take the candidate through the process of doing the examination online with the supervision of a remote proctor.
 - Failure to complete the trial examination may disqualify the candidate from sitting for the official examination.
4. The questions in the practice test and the trial examination are a **small** selection from the same **example questions** that can be found in the AIMS discipline specific Study Guides and will not be scored and will not be used in the candidate's assessment results.
5. The candidate must do their practice test, trial examination and the official examination on the **same computer** that they have installed the WebLock secured browser.
6. Candidates are required to type their answers in English.
7. Whilst the online examination interface continuously captures the candidate's answers as the candidate progresses through the examination, the candidate must submit their examination before the end of the two (2) hour examination period.
8. During the examination period, the candidate will be able to review and modify their answers before they submit their examination.
9. During the examination, the examination interface will indicate the time remaining.
10. The candidate **MUST** show a photo ID (passport or driver's license) to the remote proctor before commencing the trial and official examinations.
11. No headphones can be used during the examination.
12. The candidate must **not** have in their room any books, dictionaries, notes or other documents.
13. The candidate must **not** have in their room devices except for those authorised by the remote proctor.
14. No person other than the candidate is permitted in the room at any time during the examination.
15. No bathroom or rest breaks are allowed during the examination unless a candidate has **applied** for approved special consideration due to a disability or medical condition.
16. A blank sheet of paper and a pen is allowed on the candidate's desk for workings only.
17. The candidate must remove any smart watches, jewellery, scarfs (not including religious headwear), caps and hats.
18. A calculator will **not** be required for the examination. The examination may include simple arithmetic calculations.
19. Academic misconduct may include any of the following activities:
 - Copying material from other sources and presenting it as their own work.
 - Impersonating a registered candidate.
 - Collaborating with another person when completing the online examination as it must be the candidates own work.

- Unauthorised access to examination questions or related material before or after the examination.
 - A failure to follow the rules of the examination that gives the candidate an advantage.
 - **Inappropriate** use of a mobile phone, other electronic devices including smart watches, electronic calculators, iPads, tablets.
20. Examination answers must reflect the candidate's own work.
 21. Plagiarism detection software will be used to monitor candidate examination papers submitted for review.
 22. No candidate shall in any way give assistance to, or receive assistance from, any other person before, during, or after the examination.
 23. The candidate will be recorded via video if the remote proctor believes there is an incident of misconduct. If the incident continues after a warning, the candidate's examination will be cancelled and the incident reported to AIMS.
 24. Misconduct in examinations shall be reported in writing by the remote proctor to AIMS, and AIMS will conduct an investigation.
 25. A candidate who is found to be guilty of misconduct in an examination may have their examination paper declared null and void.
 26. Candidates will be expected to start their examination at the time allocated by the examination service provider.
 27. If a candidate believes there was an error in a question, then they should report it to AIMS within five (5) business days after they have completed their online examination.
 28. Candidates who have a disability and / or medical condition and who may require special examination requirements can apply in writing to AIMS for a determination. A certificate from the candidate's medical doctor must be submitted with the application for special examination requirements. The medical doctor's certificate must justify the special examination requirement and describe the special examination needed. Special examination requirements may include:
 - A candidate is given additional writing time depending on the level of their disability. The additional time will be automatically added to their exam duration by the exam service provider.
 - A candidate is given approved rest breaks. The additional time for the rest breaks will be added to their exam duration by the exam service provider.
 29. Candidates must submit their written application for special examination requirements no later than three (3) weeks prior to the date of the examination. The application may be submitted as an attachment to an email.
 30. Candidates who have been significantly affected by ill health or other serious circumstances just prior to taking the examination may be eligible to apply for *special consideration*. Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the examination.
 31. An application for *special consideration* will only be considered if on the day of the examination or just prior to taking the examination:
 - The candidate was adversely affected to a substantial degree by illness or other cause, and / or
 - The circumstances were beyond the candidate's control.
 32. Examples of ill health: the candidate is hospitalised, or the candidate has a life threatening disease.
 33. Example of a serious circumstance: there has been a death in the candidate's **immediate** family.
 34. Missing examinations: candidates are strongly advised to attend their designated examination unless the candidate is physically incapable of doing so. Missing an examination does not automatically entitle the candidate to a *special consideration*.
 35. Candidates must submit their written application for *special consideration* no later than three (3) working days after the date of the examination. The application may be submitted as an attachment to an email.
 36. The candidate has five (5) working days from when they lodge their application for *special consideration* in which to submit supporting documents from an appropriate professional. Applications lodged without supporting documentation will not be considered.
 37. The supporting documentation for *special consideration* due to ill health must be a certificate written by the candidate's medical doctor. The certificate must state that the candidate was physically incapable of completing the examination on the designated day of the examination.

38. The supporting documentation for *special consideration* due to serious circumstances includes the following:
- letter from a social worker, lawyer, or psychologist
 - death notice or certificate and evidence of relationship
 - police report
 - statutory declarations from relevant people
 - notification from:
 - defence services
 - Juries Commissioner's Office
 - emergency service organisations such as the Country Fire Authority.
39. Candidates must ensure that they are familiar with [AIMS Code of Professional Conduct](#).
40. Academic misconduct in examinations is a prohibited activity and would contravene the AIMS Code of Professional Conduct.