



UKCAT Consortium Agreement

1. General Principles

- 1.1. This agreement, which is not intended to create legal relations, expresses the commitment of signatory Medical and Dental Schools (with the consent where appropriate of their central University or College authorities) to participate jointly in overseeing, supporting and using the UK Clinical Aptitude Test (UKCAT).
- 1.2. The objects for which the Charity is established are to promote and provide for the advancement of education in the United Kingdom and in particular to establish and operate, tests to aid selection for admission to medical and dental degrees.
- 1.3. UKCAT is committed to achieving greater fairness in selection to medicine and dentistry and to widening participation in medical and dental training of under-represented social groups. Through an ongoing programme of research UKCAT is seeking to identify the characteristics in applicants which will make them good dentists and doctors and thus to improve the quality of those that enter the professions with the ultimate aim of improving patient care.
- 1.4. If Medical and Dental Schools not for the time being signatories to this agreement wish to make use of the UKCAT, they will enter the Consortium at the discretion of its founder members, on terms set by the consortium and on payment of charges set by the consortium.
- 1.5. The UKCAT is designed to serve as part but only part of the admission process. Each signatory medical and Dental School will retain full discretion to determine the weight to be given to the UKCAT results in making Medical and Dental School's admissions decisions. In particular it will be open to a signatory Medical or dental Schools at their discretion, to attach different weight to UKCAT results.
- 1.6. UKCAT will meet the costs of any travel or incidental expenses incurred by Board members and Committee members on UKCAT Business. Member Universities will meet the cost of Consortium members' attendance at Consortium meetings. Consortium members will be entitled to use the facilities of their own Medical and Dental School without charge on consortium business.

2. Management and Operational Arrangements

- 2.1. UKCAT is a charity and company limited by guarantee governed by its Articles of Association which were revised and adopted by its members in December 2009. The members of the Charity are

those Universities who, having joined the UKCAT Consortium use the test in admissions to medical and dental programmes.

2.2. The Charity Trustees comprise:

- Seven persons elected by the members for a term of up to three years;
- the chair of the Medical Schools' Council;
- the Medical Schools' Council Executive Director;
- a person nominated by the Dental Schools' Council for a term not exceeding three years

2.3. In addition to the above, the Board may from time to time appoint up to four additional persons. Such Trustees shall hold office for a term of up to three years and shall be eligible for re-appointment.

2.4. When appointing Trustees, the Consortium attempts to represent the geographical spread and diversity of Members. No more than two representatives or other members of staff from any Member shall be Trustees at the same time.

2.5. The Board meets approximately every two months. The Board sets the strategic direction for the Charity. Operational matters are delegated to the Board's sub-committees and to the staff of the organisation. The Board is responsible for:

- determining annual objectives and monitoring performance against them;
- ensuring effective organisational planning to achieve the objectives;
- monitoring resource allocation and ensuring adequate resources are available for the delivery, development of the test and research agenda;
- promoting the organisation to the outside world and to identified stakeholders;
- liaising and communicating with Consortium members to ensure their needs regarding test delivery and aspirations regarding test development are met.

2.6. There are three groups to whom the Board delegates areas of work:

2.6.1. Test Delivery Group: The group is responsible for overseeing the logistics of delivering the test and distribution of results and recommending policy to the Board, as appropriate, on all delivery matters including:

- Setting the testing timetable on an annual basis;
- Overseeing the process of delivering the test (including the process of registration);
- Ensuring that there is sufficient capacity for candidates wishing to take the test;
- Overseeing the delivery of results to consortium medical and dental schools;
- Reviewing test delivery on an annual basis and identifying areas for improvement;
- Working with Pearson Vue to address any incidents which occur in relation to test delivery;
- Overseeing the implementation of the UKCAT Communication Policy with regard to communication with candidates, schools, consortium members and external stakeholders.

2.6.2. Test Development Group: The Test Development Group works with Pearson Vue and other experts in the field to develop each of the UKCAT sub-tests to enable them to be fit for purpose for use in admissions by medical and dental schools. To achieve this, the group:

- Receives a detailed annual report of statistics relating to each round of testing including data regarding item performance, 'fairness', performance of different subgroups of candidates
- Considers recommendations for changes to the test based on annual statistics or developments in computer based testing nationally and internationally
- In conjunction with the Research Panel, identifies and takes forward relevant research related to the development of the test.

2.6.3. **Research panel:** The Panel supports the Research Lead in creating and delivering the UKCAT Research Strategy with a particular focus on:

- establishing and overseeing the governance framework for all UKCAT related data collection and research activity;
- maintaining the UKCAT database(s);
- commissioning and selecting studies to achieve UKCAT's objectives.

2.7. The test is delivered on UKCAT's behalf by Pearson Driving Assessments Limited (Pearson Vue). Pearson Vue contributes to the Test Delivery and Development Committees.

3. Responsibilities of UKCAT

3.1. To agree and monitor the contract for delivery and development of testing services with a third party (currently Pearson Vue).

3.2. To support and develop the UKCAT website to ensure that all material relevant to the test is easily accessible to candidates.

3.3. To include within the website freely available test preparation materials together with advice to candidates on how to prepare and take the test.

3.4. To provide an effective mechanism to deliver test results to Universities in good time for their admission cycles.

3.5. To work with Pearson Vue to review test delivery and test content on an annual basis and seek to improve services to candidates and test performance.

3.6. To ensure that UKCAT delivers value for money and that any expenditure is in line with the Charity's objectives.

3.7. To communicate regularly and effectively with member Universities to ensure they are familiar with any changes to the test and associated processes and to enable them to contribute to the development of the organisation.

3.8. To provide University members with an annual report summarising any issues during testing and reporting on the test performance of candidates.

3.9. To develop and deliver a research strategy using (in line with data protection requirements) data collected from candidates, UCAS and member Universities.

4. Responsibilities of Member Universities

4.1. Member Universities will nominate one or two Consortium representatives to act as the main points of contact with UKCAT. Their responsibilities are:

4.1.1. To identify to UKCAT those programmes including the test in their admissions requirements. Universities will only consider applicants to these programmes who have taken the test at its most recent annual administration (or been formally exempt from the test). Signatory Medical and Dental Schools without full executive authority over undergraduate admissions commit to using their best endeavours to ensure that the commitments in this agreement are honoured by those with executive authority.

4.1.2. To communicate as appropriately, ensuring that UKCAT are aware of any personnel and course details changes.

- 4.1.3.To be familiar with general test delivery and content issues in order to respond to local queries.
- 4.1.4.To clearly publicise to candidates (through websites and/or prospectuses) how the test is used on an annual basis.
- 4.1.5.To contribute to the research endeavours of UKCAT by providing where possible progression or other data for inclusion in the UKCAT database.

4.2. New members of the Consortium will make a one-off contribution of £3000 (to be invoiced following signing of this agreement) towards the running costs of the organisation.

5. Termination and Change of Membership

5.1. Signatory Medical and Dental Schools agree to remain members of the consortium, and to honour the commitments set out here, for at least three annual administration of the UKCAT. From the fourth annual administration onward they agree to give notice of their non-participating at least one year ahead of the first annual administration of the UKCAT in which they intend not to participate. With effect from six months before that UKCAT administration they will cease to be signatories to this agreement.

5.2. The agreement will lapse if at any time no operator of sufficient experience and repute (as determined by the executive committee) is such that over the life of the contract, surpluses would not be generated to cover the total costs of administrative support and of the intended research programme.

We, the persons whose names are written below, have the authority to agree to the University/School named agreeing to become part of the Consortium for the purposes detailed in this document.

Name:

University/School:

Position:

Signed in the presence of (name):

University/School:

Position: