



Royal College of Paediatrics and Child Health

Royal College of Physicians of the United Kingdom

Examinations Handbook

Information for Candidates, Examination Regulations and Rules

for Examination for Candidates for the examination of

Membership of the Royal College of Paediatrics and Child Health

Membership of the Royal College of Physicians of the United Kingdom

Paediatric Part 2 Option

June 2001

FOREWORD

Revised June 2001

This booklet contains both Information for Candidates who wish to sit either the examinations for the Membership of the Royal College of Paediatrics and Child Health (MRCPCH) or the MRCP(UK) Part 2 Paediatric option and the Examination Regulations and Rules governing these examinations. Please note that this document has been significantly revised and amended since 1998. Previous editions of the Regulations do not apply to any examinations taken after May 2001.

For the purposes of this publication any reference to MRCPCH Part II should be taken to include MRCP(UK) Part 2 Paediatric Option unless otherwise indicated.

Please note there are separate Regulations governing the MRCP(UK) Examination in General Medicine.

Notice on Future Amendments to the Regulations

The structure and content of the examinations will continue to change in order to reflect developments in the medical and educational world. While we will try to ensure that the Information for Candidates and Examination Regulations and Rules accurately reflects the current structure and content of the Examination, some changes may have to be implemented before this publication is re-issued. In such circumstances notice will be served indicating the nature of these changes. These notices, when issued, will be available with the relevant examination application forms or on the College websites. In order to be fully briefed about the current status of any proposed changes, you are advised to read these notices along with this publication.

Details regarding Information for Candidates are set out in the first section of this book with the Examination Regulations and Rules for Examination set out in the second and third sections.

INFORMATION FOR CANDIDATES

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I. Introduction

The Royal College of Paediatrics and Child Health is wholly responsible for the MRCPCH Part I Examination:

Royal College of Paediatrics and Child Health
50 Hallam Street
London W1W 6DE
Tel: 020 7307 5600
Fax: 020 7307 5601
www.rcpch.ac.uk

There are four Royal Colleges in the United Kingdom involved with the joint Part II Examination:

Royal College of Paediatrics and Child Health
50 Hallam Street
London W1W 6DE
Tel: 020 7307 5600
Fax: 020 7307 5601
www.rcpch.ac.uk

Royal College of Physicians of Edinburgh
9 Queen Street
Edinburgh EH2 1JQ
Tel: 0131 225 7324
Fax: 0131 225 2053
www.rcpe.ac.uk

Royal College of Physicians and Surgeons
of Glasgow
242 St. Vincent Street
Glasgow G2 5RJ
Tel: 0141 221 6072
Fax: 0141 248 3414
www.rcpsglasg.ac.uk

Royal College of Physicians of London
11 St. Andrews Place
Regent's Park
London NW1 4LE
Tel: 020 7935 1174
Fax: 020 7486 4514
www.rcplondon.ac.uk

All four Colleges share a common membership examination for paediatrics. These Regulations apply to all candidates entering the MRCPCH or MRCP(UK) Paediatric Examinations.

2. Changes to the Examination Regulations 1999 – 2001

2.1 Transfer of the MRCP(UK) Paediatric Option from the Royal College of Physicians (RCP) to the Royal College of Paediatrics and Child Health (RCPCCH)

Since May 1999 (the 99/2 examination) the RCPCCH has been operating its own Part I Examination. No MRCP(UK) Part I Paediatric option is now available. All candidates wishing to pursue this qualification must address all applications and queries to the Examinations Administrator (MRCPCH Part I) at the address given above for the RCPCCH.

The Part II Paediatric option is a joint MRCPCH / MRCP(UK) examination until the 2003/3 sitting. Those candidates who passed Part I prior to the 99/1 examination may opt for either the MRCPCH or the MRCP(UK) diploma after successful completion of Part II. However it should be noted that candidates who indicate on their Part II Oral and Clinical Examination Application Form that their choice of award, if successful, is MRCPCH will only be able to opt for the MRCPCH diploma on successful completion of the Oral and Clinical Examination.

Those candidates who passed the 99/2 sitting of the MRCPCH Part I, or at any subsequent sitting, are only eligible to opt for the MRCPCH diploma and CANNOT opt for MRCP(UK)

The table below sets out the various options at a candidate's disposal with regards which award they are eligible to receive.

Key: GM = General Medicine P = Paediatrics

Part 1	Part 1 date	Can enter Part 2 in	Eligible for
GM - joint exam	99/1 or earlier	GM	MRCP (UK) only
GM - joint exam	99/1 or earlier	P - RCPCCH grants exemption up to 2002/1 If passed between 99/1 and 2001/3	MRCP (UK) or MRCPCH
P - joint exam	99/1 or earlier	P - if passed between 99/1 and 2003.3	MRCP (UK) or MRCPCH
P - joint exam	99/1 or earlier	GM	MRCP (UK) only
MRCPI		For GM - 3RCPs give exemption on basis of Part I only	MRCPCH
GM - now separate MRCP (UK) Part I	99/2 onwards	GM	MRCP (UK) only
GM - now separate MRCP (UK) Part I	99/2 to 01/3	P - RCPCCH grants exemption up to 2002/1	MRCPCH only
P - now separate MRCPCH Part I	99/2 onwards	GM - application not possible as no exemption from 3RCPs	Not applicable
P - now separate MRCPCH Part I	99/2 onwards	P	MRCPCH only

Further information will be sent to all candidates with their admission documents and result letters.

All candidates wishing to attempt the Part II Written Examination must address all applications and queries to:

The Examinations Administrator (MRCPCH Part II Written)

Royal College of Paediatrics and Child Health

50 Hallam Street

London W1W 6DE

Tel: 020 7307 5600

Fax: 020 7307 5601

All candidates wishing to attempt the Part II Oral and Clinical Examination must address all applications and queries to:

The Examinations Co-ordinator

Royal College of Paediatrics and Child Health

50 Hallam Street

London W1W 6DE

Tel: 020 7307 5600

Fax: 020 7307 5601

2.2 Future Developments Regarding the Structure and Regulatory Framework of the Examination

In order to maintain and enhance its international reputation as a valid indicator of professional competence, the Royal Colleges of Paediatrics and Child Health is undertaking a wide-ranging review of the MRCPCH Examination. Some of the recommendations from this review have already been implemented, such as the delimitation of attempts at the examination and replacing the negative marking scheme in Part I with a system where no marks are deducted for any incorrect answers. Other changes that will be implemented over the next few years are:

- The Part II Written Examination will become freestanding from May 2001. Candidates who are successful in the Written Examination will be allowed up to three attempts at the Part II Oral and Clinical Examination, within a two-year period, before having to re-enter the written examination.
- The application of a pass/fail mark (Criterion Referencing) to the Part I Examination replacing the peer referenced marking system.

Further details of these changes will be published in due course

It has been decided not to make any major changes to the Paediatric Oral and Clinical examination until the RCPCCH assumes full responsibility for the Part II examination in 2004.

The Royal Colleges of Physicians of the United Kingdom have similarly been reviewing the content and structure of the programme of their examinations and in addition to a number of the developments above will be introducing a new format clinical examination into the general medicine option known as PACES. PACES will not be introduced at this stage for the paediatric examination.

3. Admission to the Examination

Candidates will be admitted to the examination in their full name as given on their original medical registration certificates or diplomas of medical qualification or official translations of their diplomas or as in the current edition of the Medical Register of the General Medical Council of the United Kingdom.

Entries will NOT be accepted if there is any discrepancy in the spelling, order or number of names given and candidates must retain the same surname/family name in any further applications (**see Regulation 3, pp 23-23**).

It is the candidate's responsibility to clear up such discrepancies, including the use of initials, by obtaining a statement from the issuing authority certifying that the candidate, in his or her full and correct name, is the same person as that named on the diploma.

Candidates who change their names by marriage or deed poll must submit the original documentary proof of this if they wish to be admitted to the examination in their new names.

When candidates attend examinations (written, oral & clinical) they must produce some means of identification in addition to the admission document. This would normally be a passport - where candidates do not possess one, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate concerned. Admission to an examination will be at the discretion of the invigilator.

Candidates who have a disability that may affect their performance in the examination are advised to inform the College in order that they may be assisted where possible. A medical certificate is required in support of such claims and will be considered in accordance with the Colleges' policy on Special Needs in Examinations (**see Schedule 4, page 51**).

3.1 How to enter the Part I Examination

- a) The Part I examination is held in various centres, both in the United Kingdom and overseas. (See **Section 14&15, pp 15-17**).
- b) Applications for entry must be made on the appropriate forms, which, together with the Examination Calendar, are available from the RCPCH and all Overseas Centres.
- c) Enquiries and all applications to sit the examination at an overseas centre should be submitted to the centre concerned and **not** to the College. Applications must not be submitted to the RCPCH. A full list of addresses is given in **Section 15 (pp 15-17)**.
- d) Candidates, when making their first entry to the examination must submit their original medical registration certificates or their diplomas of medical qualification unless their names appear in the current (annual) edition of the Medical Register of the General Medical Council of the United Kingdom. Candidates will not be admitted to the examination before the expiry of 18 months from the date of graduation given on their diploma of medical qualification.

Photocopies of certificates and/or official translations will **only** be accepted if they have been prepared and/or authenticated by one of the following:

- (i) The issuing University or Medical School
 - (ii) A British Consulate or British Council Office
 - (iii) The candidate's own Embassy or High Commission in the United Kingdom.
- e) Applications will not be accepted earlier than the published opening date.
 - f) The application form, complete in every detail, and accompanied by the appropriate fee and any other documents required, must reach the College (or Overseas Centre) before the published closing date. **Applicants are advised to submit their applications at least two weeks before the closing date: allowances cannot be made for postal or other delays, and late or incomplete applications cannot be accepted.** A checklist of application enclosures is shown in **Section 18 (page 18)**.
 - g) Candidates who fail badly may be recommended to defer re-entry to the examination.
 - h) Candidates must pass the Part I examination before applying to enter Part II. Details of exempting qualifications are given in **Regulation 8 (pp 24-25)**.

3.2 How to Enter the Part II Written Examination

NB Both components of Part II must be completed within seven years of passing Part I or, for those with exemption from Part I, within seven years of the date of the exempting qualification. If more than seven years have elapsed since passing Part I, or the exempting qualification, the Part I Examination must be re-taken. Candidates who re-enter Part I and pass will have a further seven years in which to complete both components of Part II. However, the time available to sit the Paediatric option of the MRCP(UK) Part 2 will reduce progressively, ceasing to be available after the end of 2003, due to the transfer of responsibility to the RCPCH. Relevant details will be sent to all candidates entering the MRCP(UK) Part 2 paediatric option.

- a) The Part II Written Examination is held in the United Kingdom, Hong Kong, Kuwait, Malaysia, Oman, Singapore and Saudi Arabia.
- b) Applications for entry in the United Kingdom must be made to the RCPCH on the appropriate forms, which, together with the Examination Calendar, are available from the RCPCH at the address given in Section 1.1.
- c) Candidates wishing to sit the Part II Examination in any of the overseas centres listed in **Section 17 (pp 17-18)** should apply direct to the appropriate centre.
- d) Candidates who are claiming exemption from Part I and are making their first attempt at the examination, must submit the required proof of qualification - **see Regulation 8 (pp 24-25)**.
- e) Applications will not be accepted until the opening date for the relevant examination.
- f) The application form, complete in every detail, and accompanied by the appropriate fee and any other documents required, must reach the College of entry before the published closing date. **Applicants are advised to submit their applications at least two weeks before the closing date: allowances cannot be made for postal or other delays, and late or incomplete applications cannot be accepted.** A checklist of application enclosures is shown in **Section 18 (pp 18-20)**

3.3 How To Enter The MRCPCH Part II Oral And Clinical Examination

- a) The Part II Oral and Clinical Examination is held in the United Kingdom, Hong Kong, Malaysia, Oman, Kuwait and Singapore.
- b) Candidates will be allowed up to three attempts at the Oral and Clinical Examination, within a two-year period after successful completion of the Part II Written Section, to pass the examination. If a candidate fails on all three attempts, or the two-year oral and clinical registration period expires, the candidate will be required to re-enter the Part II Written Examination. Candidates who come to the end of their Part II registration period during the Oral and Clinical registration period will be required to re-enter the Part I examination. Candidates who are then successful in the Part I examination will be allowed to continue their period of Oral and Clinical registration from the point reached when they were required to re-enter the Part I examination.
- c) Applications for entry in the UK must be made to the RCPCH on the appropriate forms, which, together with the Examination Calendar, are available from all four Colleges.
- d) Candidates wishing to sit the Part II Oral and Clinical Examination in any of the overseas centres listed in **Section 17 (pp 17-18)** should apply direct to the appropriate centre.
- e) **Applications to the examination will be accepted on a first come, first served basis, dependent upon the number of places available. Consequently,** applicants submitting forms *near to but not after* the closing date may have their applications returned if places are not available: all candidates affected by these circumstances will have their completion time for Part II increased by one examination sitting.
- f) Applications will not be accepted until the opening date for the relevant examination.

- g) Testimonials must accompany all applications for the Part II Oral and Clinical Examination - **see Rule for Examination 6.2 (page 30)**.
- h) Candidates who fail badly in the Oral and Clinical Examination may be recommended for counselling by a Fellow of the College or be advised to defer re-entry for one or more examinations in order to receive further training.

4. Examination and Diploma Fees

No candidate will be permitted to take any part of the Examination or receive a Diploma unless all the fees are paid in full.

a) United Kingdom

The fees payable on entry to the Part I, Part II Written Examination and Part II Oral and Clinical in the United Kingdom are published annually.

Cheques should be made payable to:

“The Royal College of Paediatrics and Child Health”

Payment (after allowing for any bank charges incurred by the College) must be received in full on, or before the closing date, in Sterling and can be made by cheque, draft, bank transfer, credit or debit card. Applications will not be accepted and will be returned to the candidate if this requirement is not satisfied. Similarly if a payment cannot be processed properly (e.g. a cheque is returned by the bank) the candidate may be withdrawn from the examination or have their results withheld until payment is received in full and processed.

* Candidates opting for the award of MRCPCH will be required to submit the Form of Faith and membership subscription payment instructions at the time of applying for the Oral and Clinical Examination in order to have their MRCPCH award processed. If a candidate fails these will be returned with their results letter, and fresh forms will be required to be submitted with each subsequent application.

* Candidates opting for the award of MRCP(UK) will be required to submit the Form of Faith and Diploma Fee before the Oral and Clinical examination closing date in order to have their MRCP(UK) award processed (receive a Diploma and be elected to Membership).

b) Overseas

Details of fees, which are subject to annual revision, method of payment and examination dates may be obtained from the addresses given in **Sections 14 & 17**. Candidates should note that the local closing date for Overseas Centres is considerably earlier than that in the UK.

Overseas drafts and cheques must be payable in Sterling and drawn on a bank with a branch address registered in the United Kingdom.

Bank transfers from branches not registered in the United Kingdom must include an additional fee of £7.00 to cover the charges incurred by the College.

5. Withdrawal from the Examination

- a) Notice of withdrawal from either part of the examination must be given in writing to the College of entry (or Overseas Centre) and accompanied by the admission document if received.
- b) The examination fee (*less an administration charge*) will be refunded when notice of withdrawal is received before the published UK closing date.
- c) Refunds will not be made where candidates withdraw after the closing date.
- d) Fees cannot be transferred to the next examination.
- e) Unexplained absence on the day of the oral and clinical examination will be counted as an attempt.

6. How to claim Exemption from the MRCPCH Part I Examination

In order to claim exemption, holders of the diplomas listed in Regulation 8(a) and 8(b) (**see pp 24-25**) must submit their original Medical Registration Certificate or their diplomas of medical qualification, together with their postgraduate diplomas **unless full** details of their qualifications appear in the current (annual) edition of the Medical Register of the General Medical Council of the United Kingdom. (Irish Medical Registration Certificates do not give sufficient details of qualifications held and are not therefore acceptable.)

Photocopies of certificates and/or official translations will **only** be accepted if they have been prepared and/or authenticated by one of the following:

- (i) The issuing University or Medical School, or
- (ii) A British Consulate or British Council Office, or
- (iii) The candidate's own Embassy or High Commission in the United Kingdom.

NB Candidates applying for exemption from MRCPCH Part One by right of having passed Part One of the paediatric examination for Membership of the Royal College of Physicians of Ireland are still required to submit the above documentation.

7. Discounting of Attempts at Part II Oral and Clinical Exam

- a) Candidates who are prevented from attending the Oral and Clinical examination due to the following circumstances may apply to have that attempt discounted: involvement in an accident, illness or bereavement of a near relative. In cases of claims on the grounds of illness a medical certificate provided by a consultant must be submitted as supporting evidence.
- b) A request for discounting of an attempt must be submitted to the College of entry **within one month** of the date of the examination. Requests received at a later stage will not be considered.
- c) Decisions about discounting attempts are made by the Examination Executive Committee of the RCPCH
- d) If agreement is given to discount the attempt, the candidates record will be amended accordingly.

8. Awards

Successful MRCPCH candidates wishing to claim their diplomas must follow the procedure below:

The Form of Faith and membership subscription details should be sent to the Royal College of Paediatrics and Child Health at the time of applying for the Oral and Clinical Examination. Candidates who successfully complete the Oral and Clinical Examination will have their Forms of Faith passed to the Membership Section of the College who will inform candidates of the date of commencement of their membership of the College. Candidates should note that failure to complete the Forms of Faith correctly or return the forms by the given deadline may result in their membership of the College being delayed until the next available admission date, normally some months after the original prospective date of membership.

Successful candidates who do not have a UK bank account are required to submit a bank draft for the relevant annual fee. Please remember to allow for any charges that may be incurred by the College, as detailed in **Section 4(b) (page 8)**. Drafts should be made payable to:

“The Royal College of Paediatrics and Child Health”

Additionally successful candidates will be invited to attend an MRCPC H admission ceremony at which a senior officer of the College will present them with their Diploma of Membership. Those choosing not to attend will receive their diploma by recorded or registered post shortly after the commencement of their membership of the College.

If a candidate fails, the Form of Faith and membership subscription details will be returned with their results letter. Candidates are required to submit fresh forms with each subsequent application.

Successful MRCP(UK) candidates wishing to claim their diplomas must follow the procedure below:

The Form of Faith and Diploma Fee should be sent to the RCPC H with your application form. Candidates who are then successful in the Part II Oral and Clinical Examination will have their names presented to the three Colleges and, if elected, will receive the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom. Cheques should be sent to the College of entry made payable to:

“The Royal College of Physicians”

The Form of Faith and Diploma Fee must be received before the appropriate closing date for the Oral and Clinical Examination that the candidate intends taking. Candidates who fail will have their Diploma Fee refunded. Those who fail to submit the Form of Faith and Diploma Fee before the appropriate closing date will have to wait until the next deadline for submitting these details (usually the next Oral and Clinical deadline) in order for their MRCP(UK) award to be processed.

Although MRCP(UK) candidates may sit Part 2 in either General Medicine or Paediatrics, successful candidates are awarded exactly the same Diploma upon election to the Membership of the Royal Colleges of Physicians of the United Kingdom. The Diploma does not differentiate between those successful in Paediatrics and those successful in General Medicine.

9. Training

This information refers to training in the UK at the time of publication.

- a) The MRCPCH or MRCP(UK) is not a specialist qualification. It is designed to select those suitable for higher specialist training in the UK, leading eventually to a Certificate of Completion of Specialist Training (CCST) awarded by the Specialist Training Authority (STA). Those who do not intend to pursue a career in hospital medicine may also take the examination, and this is one of the reasons why the Colleges have not followed the example of other countries in only awarding their Fellowship or Membership once specialist status has been obtained.
 - b) The professional training of a paediatrician may be summarised as follows:
 - (i) Initial undergraduate training ending with graduation
 - (ii) Pre-registration year
 - (iii) General professional training and MRCPCH / MRCP(UK)
 - (iv) Specialist training ending with the award of a CCST by the STA
 - (v) Continuing education as a normal part of professional life.
- c) General professional training should last for at least two years in posts approved for this purpose which involve 18 months in emergency admissions, 6 months of which should be in a post undertaking unselected emergency take. This aspect of training is also a mandatory requirement of the Royal College of Paediatrics and Child Health regarding entry to a specialist registrar post in the UK.
- d) Candidates should normally have completed the MRCPCH or MRCP(UK) towards the end of their general professional training. In order to comply with the Examination Regulations, it is not essential for training to be undertaken in approved posts, as no such approval scheme exists overseas. However, those wishing to undertake higher training in the UK should complete the minimum requirement of two years general professional training before proceeding to the Specialist Registrar grade, it is essential to ensure that the posts are educationally approved for this purpose. It is, however, essential to comply with the Examination Regulations regarding the length of time to be spent in posts involving the care of emergency paediatric patients (**see Regulation 6(a), page 24**). There is no scheme for approval/recognition of hospital posts specifically for the examination, but the College Fellows and Members proposing a candidate for the examination must testify that the candidate has completed a period of training in hospital posts in acute paediatrics either in the United Kingdom or overseas which meets the requirements of the Examination Regulations.
- e) Higher Specialist Training normally lasts five years. Trainees should ensure that they are enrolled with the Royal College of Paediatrics and Child Health following a substantive appointment as a Specialist Registrar to an approved programme and the award of a National Training Number (NTN) or a Visiting Training Number (VTN).
- f) At the end of five years higher specialist training in an approved programme, trainees will be required to apply to the STA for a CCST.

10. Preparation for the Examination

10.1 Syllabi and Courses

- a) The Colleges recommend that candidates prepare for the examination by gaining clinical experience in hospital posts involving the care of emergency paediatric patients and by studying up to date postgraduate clinical textbooks and the current medical journals.
- b) There is a published syllabus for General Professional Training which the Part I Examination Board refer to in setting the questions for the Part I Examination and a set of Clinical Guidelines for the Part II Oral and Clinical Examination. Copies of past papers are available as listed in **Section 11 (page 14)**. No others sanctioned publications are available.
- c) There are a number of courses available to help candidates prepare for the examination. Details of some of these courses are contained in the “Guide to Postgraduate Degrees, Diplomas and Courses in Medicine”. This is published annually and is available from the National Advice Centre for Postgraduate Medical Education - **see Section 12 (p13)**. Most courses are advertised in the medical press.

Neither the Royal College of Paediatrics and Child Health nor the Royal Colleges of Physicians provide lists of recommended courses.

10.2 Attending the Examination

You are advised to allow for any transport delays when planning your time of arrival at the Written Examination centre, as under no circumstances will you be permitted to enter the examination room later than half an hour after the start of the written examination. Attempts will be made to reschedule an examination for those candidates who arrive late for the start of the oral and clinical section, wherever possible at the allocated centre. If it is not possible to reschedule the examination for that centre, attempts will be made to find an examination slot at another centre on an alternative day. Refunds will not be granted to any candidate not permitted to enter the examination on the grounds of late arrival.

Note: Question papers are individually numbered (with Examination Numbers) in the top right hand corner. You must sit at the desk where the question paper is marked with your Examination Number.

For full details of the rules governing attendance at examinations please refer to ‘**Schedule 1 - Conduct Of Candidates In Examinations.**’(Page 39)

10.3 Getting your Results

Results will be posted by first class mail within four weeks of the date of the examination. Results cannot be given over the telephone. In exceptional circumstances results for candidates from overseas may be faxed or e-mailed at the discretion of the member of staff responsible.

11. Examination Publications

In fulfilment of the intention to provide more information about the MRCPCH / MRCP(UK) Examination, a number of publications have been made available by the Royal College of Paediatrics and Child Health and the MRCP(UK) Central Office. These are the only ‘*Official*’ publications of the Royal Colleges and the only publications that contain genuine paediatric examination questions:

MRCPCH Part I Examination Papers

This book contains the three complete multiple choice question papers as set in the 1997 examination. Advice is given on how to tackle multiple choice questions papers and how to complete the answer sheets.

MRCPCH Part II Paediatric Examination Papers

This book comprises the Case History, Data Interpretation and Photographic Material papers set in May and September of 1998. Answers and Comments are given in a separate section and the photographs used in the Photographic Material and Case History papers are included. The format of a number of questions has been amended to give candidates experience of the “one from many” type of question.

MRCPCH Part II Clinical Guidelines

This is the Guideline for the clinical component of the MRCPCH Part II Oral and Clinical Examination and provides details of methods used to assess the candidates examination technique. It gives information to candidates wishing to know about the assessment strategy and the examination procedures. It gives information to candidates on the standard of technique and experience expected of them.

It is anticipated that these publications will be made freely available to candidates on the RCPCH, www.rcpch.ac.uk, in the very near future. An exact date of publication is not available at present, please refer to the website for further updates.

12. Where to go for Advice

Candidates, from both the **UK** and overseas, who feel they would benefit from impartial advice on registration, clinical attachment, availability and suitability of courses and careers guidance are recommended to contact the National Advice Centre. Candidates may telephone for an appointment or write to:

British Council	Telephone: 0171-389 4383
Bridgewater House	and ask for National Advice Centre
58 Whitworth Street	for Postgraduate Medical Education
Manchester M1 6BB	

Candidates in Scotland may prefer to contact:

Scottish Council for Postgraduate
Medical Education,
12 Queen Street,
Edinburgh, EH2 IJE
Telephone: 0131-225 4365

13. Special Advice to Doctors from Overseas

13.1 Entry to the Examination

Please re-read **Regulation 3 (pp 22-23)** of this booklet. You are required to state your full and correct name on your application form. This name will be shown on any Diploma that might be issued to you. If the name you are applying under is different from the name that appears on your primary diploma of medical qualification, you will need to submit a certificate from the issuing university, or an affidavit stating that the candidate (in his or her full name) is the same person named on the diploma. This requirement also applied to initials and abbreviations.

Names are phonetically translated into English from some languages and this can lead to spelling variations. Thus Mohammed may appear as Mohamed, Mahammed, Mahamed, Muhammed etc. Some candidates are themselves inconsistent in the spelling of such translations and must realise that this does not allow accurate identification and is not acceptable to the Colleges.

Our records and the MRCPCCH / MRCP(UK) Diploma will show forenames followed by the last name for example, Alan John Smith. Correspondence will be addressed using your medical title followed by initials in place of each forename, then the last name as it appears on your diploma of medical qualification for example, Dr A J Smith.

13.2 Payment of Examination Fees

If you need to transfer your fees from abroad, please remember that the banks will deduct their charges from the sum being transferred and you must include extra to allow for this. The College must receive the full examination fee in Sterling.

Overseas drafts and cheques must be payable in Sterling and drawn on a bank with a branch address registered in the United Kingdom.

Bank transfers from branches not registered in the United Kingdom must include an additional fee of £7.00 to cover the charges incurred by the College.

13.3 Registration with the General Medical Council (GMC)

Registration with the General Medical Council is required for all candidates intending to work as doctors in the UK. Registration with the General Medical Council is not necessary merely in order to take the Membership examination. However, prospective candidates who intend to obtain training in a hospital post, whether paid or unpaid, must register with the General Medical Council.

A list showing those overseas qualifications eligible for full registration is given at the front of the Medical Register published by the GMC. Doctors who are nationals and/or hold a qualification of one of the countries of the European Community are subject to special conditions and should seek advice direct from the GMC.

Application forms and pamphlets giving details of the requirements of each kind of registration may be obtained from the General Medical Council, Overseas Registration Division, 178-202 Great Portland Street, London W1N 6JE. Telephone: 020 7580 7642. Fax: 020 7436 1383.

13.4 Professional and Linguistic Assessments Board (PLAB)

Candidates do not need to have passed PLAB in order to take the Membership examination. However, it is necessary for those intending to work as doctors with Limited Registration. Full details are available from the PLAB Test Section at the General Medical Council, 178-202 Great Portland Street, London WIN 6JE. Telephone: 020 7580 7642. Fax: 020 7436 1383.

14. MRCPCH Part I Examination Centres in the United Kingdom

Candidates may sit the MRCPCH Part I examination at any one of the centres listed below. The number of examination places available at any one centre is limited and candidates are advised to apply early. Application forms and details of the examination in the UK are available only from the Royal College of Paediatrics and Child Health. Candidates must specify on their application form at which centre they wish to Sit the examination and are requested to give a second and third choice of centre, to which they will be allocated automatically if their first (or second) choice is full.

BELFAST	BIRMINGHAM	CARDIFF	EDINBURGH
GLASGOW	LEEDS	LONDON	SOUTHAMPTON

15. MRCPCH Part I Examination Centres Overseas

The MRCPCH Part I Examination is held at the overseas centres listed below. Only doctors who are resident or working in these countries are eligible to sit in these centres and should apply directly to the addresses given below for application forms and details of the examination. Only a limited number of places are available and the selection of candidates is the responsibility of the overseas centres concerned. Please note that these centres do not offer the examination at each sitting.

Doctors working overseas in countries not listed below should apply to the College to sit the Examination in the United Kingdom.

Abu Dhabi (also candidates from Qatar*)

Assistant Undersecretary for Curative
Medicine
Ministry of Health
PO Box 848
Abu Dhabi
UAE

* candidates from Qatar should contact:

Dr Ghalia Mohd Al Thani
Chairperson, Gen Comm. for Training
Medical Education & Scholarship
Hamad Medical Corporation
PO Box 3050, Doha, Qatar

Kuwait

Professor K V Johny
Director of Postgraduate Studies
Faculty of Medicine
Kuwait University
PO Box 24923
Safat 13110, Kuwait

Malaysia (also **Brunei & Singapore**)

The Dean
Faculty of Medicine
University of Malaya
50603 Kuala Lumpur
Malaysia

Bahrain (also **Al'Khaban, Damman**
and **Dharan**)
The Amiri Academy of Medical
Specialists of Bahrain
PO Box 28958
Riffa
Bahrain

Egypt
Egyptian Medical Syndicate
42 Kasr El Ainy Street
Cairo
Egypt

Nepal
The Co-ordinator
Migendra-Samjhana Medical Trust
Bir Hospital
PO Box 2587, Thapathali
Kathmandu, Nepal

Hong Kong
Assistant Human Resources Manager
Hospital Authority Building
147B Argyle Street
Kowloon
Hong Kong

Saudi Arabia - Riyadh
Examinations Secretary
Postgraduate Centre
College of Medicine
King Saud University
PO Box 2925
Riyadh 11461

West Indies
The Dean
Faculty of Medical Sciences
University of West Indies
Mona, Kingston 7,
Jamaica

Malta
Director
Postgraduate Medical Committee
University of Malta Medical School
Gwardamangia
Malta

Ghana
The Dean
University of Ghana Medical School
PO Box 4236
Accra, Ghana

Jordan
Director of Centre for Educational
Development for Health Personnel
University of Jordan
Amman
Jordan

Oman
Dr Abdulla M Riyami
Chair of Medicine & Head of Cardiology
Royal Hospital
PO Box 1331 Seeb Airport
Postal Code 111
Sultanate of Oman

Saudi Arabia - Jeddah
MRCPCH Part I Coordinator
Department of Medicine
King Abdulaziz University Hospital
PO Box 6615
Jeddah 21452

Sudan
Director of Postgraduate Medical Studies
Faculty of Medicine
University of Khartoum
PO Box 102
Khartoum
Sudan

Singapore (also Brunei & Malaysia)

Principal Administrative Officer
 School of Postgraduate Medical Studies
 National University of Singapore
 Lower Kent Ridge Road
 Singapore 119074

Zimbabwe (also Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Republic of South Africa, Swaziland, Tanzania, Zambia)

Director, ICHE
 Faculty of Medicine
 University of Zimbabwe
 Mazowe Street
 PO Box A178, Avondale
 Harare
 Zimbabwe

16. MRCPCH Part II Examination Centres in the United Kingdom

Candidates may sit the MRCPCH Part II examination at any one of the centres listed below. The number of examination places available at any of the centres outside London is limited and candidates are advised to apply early. Application forms and details of the examination in the UK are available only from the Royal College of Paediatrics and Child Health. Candidates must specify on their application form at which centre they wish to sit the examination.

BELFAST EDINBURGH GLASGOW LONDON

Candidates for the MRCPCH Part II Oral and Clinical section will be allocated to an examination centre somewhere in the United Kingdom. Every effort will be made to allocate candidates to a centre as close their home as possible. However dependent on the location of available centres at any one sitting and the need to keep candidates apart from examiners with whom they have had prior contact, either in terms of training with them or having been previously examined by them, some travel may be necessary on the part of the candidate.

17. MRCPCH Part II Examination Overseas

Both Components of the MRCPCH Part II Examination are held in Hong Kong and Oman, twice a year. Malaysia and Singapore hold the Written Examination twice per year and the Oral & Clinical Examination, once. Kuwait hold the both components once a year. Requests for application forms and details of the examination or application to enter the examination should be submitted directly to the address given below.

Doctors living in Saudi Arabia may attempt the Part II Written Examination at the Saudi centre, prior to completing the Oral and Clinical Section in one of the Gulf States or the United Kingdom. Saudi Arabia hosts the Written Examination once a year.

Requests for application forms and details of the examination should be submitted direct to the addresses given below. There are a limited number of places available at these centres.

Doctors working overseas in countries not detailed below should apply to the College to sit the examination in the United Kingdom.

Hong Kong

Chief Executive Hospital Authority Building
147B Argyle Street
Kowloon
Hong Kong

Singapore

(also Brunei, Myanmar, Nepal, & Malaysia)
Principal Administrative Officer
School of Postgraduate Medical Studies
National University of Singapore
Lower Kent Ridge Road
119074
Singapore

Malaysia

(also Brunei, Myanmar, Nepal, & Malaysia)
The Dean
Faculty of Medicine
University of Malaya
50603 Kuala Lumpur
Malaysia

Saudi Arabia

Examinations Secretary
Joint Board for Postgraduate
Medical Education
P0 Box 2925
Riyadh 11461
Saudi Arabia

Oman

(also Kuwait, Saudi Arabia and UAE)
Dr Abdulla M Riyami
Chair of Medicine &
Head of Cardiology Dept
Royal Hospital
P0 Box 1331 Seeb Airport
Postal Code 111
Sultanate of Oman

Kuwait

(also Kuwait, Saudi Arabia and UAE)
Professor KV Johnny
Director of Postgraduate Studies
Faculty of Medicine
Kuwait University
PO Box 24923
Safat 13110
Kuwait

18. Application Check List

Applications that are not **complete in every detail** and/or arrive **after the closing date** will be returned.
Allowances cannot be made for postal or other delays

a) For entry to Part I, **for the first time send:**

Form A

Form B

Diploma of Primary Medical Qualifications

Fee (please check current amount)

Self-addressed label for return of Proof of Qualification (if enclosed)

b) For re-entry to Part I send:

Form B (as above)

Fee (as above)

c) For entry to Part II Written, **for the first time send:**

Form C

RCPCH Part I pass letter

Fee (as above)

d) For re-entry to Part II Written:

Form C

Fee (please check current amount)

e) For entry to Part II Written for the first time, when applying **for exemption from Part I** send:

Form A

Form C

Diploma of Primary Medical Qualification

Postgraduate Diploma

Fee (please check current amount)

Self-addressed label for return of Proof of Qualification (if enclosed)

f) For entry to Part II Oral and Clinical, **for the first time, send:**

Form D (clearly indicating the following):

- Choice of Award – MRCPCH or MRCP(UK)
- The College through which you would like to take the examination – London, Edinburgh or Glasgow

Two sponsors must complete the testimonial section.

Copy of Part II written pass letter

Fee (as above)

g) For re-entry to Part II Oral and Clinical send:

Form D (clearly indicating the following):

- Choice of Award – MRCPCH or MRCP(UK)
- The College through which you would like to take the examination – London, Edinburgh or Glasgow

One sponsor must complete the testimonial section.

Fee (as above)

EXAMINATION REGULATIONS

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I. Interpretation

The Interpretation Sections of the Charter and Bye-laws of the College shall apply to these Regulations. In addition the following words shall bear the following interpretations:

- (a) “Medical qualification” shall mean a qualification rendering the holder eligible for registration with the General Medical Council of the United Kingdom, or in the case of overseas bodies, being recognised by the General Medical Council of the United Kingdom.
- (b) “Membership Examination” shall mean the Examination for Membership of the College.
- (c) ”MRCPCH” shall mean Membership of the Royal College of Paediatrics and Child Health.
- (d) “MRCP(UK)” shall mean Membership of the Royal Colleges of Physicians of the United Kingdom.
- (e) “Part I“ shall mean the first part of the Membership Examination.
- (f) “Part II Written Examination” shall mean the written component of the second part of the Membership Examination.”
- (g) “Part II Oral and Clinical Examination” shall mean the oral and clinical component of the Membership Examination.
- (h) ”Part II Registration Period” shall mean the length of time within which a candidate must complete Part II before being required to re-enter Part I.
- (i) “Oral and Clinical Registration Period” shall mean the number of time-limited attempts within which a candidate must complete the Part II Oral and Clinical Examination before being required to re-enter the Part II Written Examination.
- (j) “Rules” shall mean the Examination Rules prescribed by the Council of the College under **Regulation 9 (page 25)**.

2. Entry Qualifications

- (a) Candidates will not be permitted to sit any Examination unless they hold a medical qualification.
- (b) Applications for the Membership Examination will not be accepted before 1 January 2004 from those who already hold the qualification MRCP(UK) (Edin), MRCP(UK) (Glasgow), MRCP(UK) (London) or MRCP (UK) by examination.

3. Conduct of the Examinations

- (a) Candidates when making their first entry to the examinations must submit their original medical registration certificates or diplomas of medical qualifications unless their names appear in the current annual edition of the Medical Register of the General Medical Council of the United Kingdom. Photocopies and/or official translations will only be accepted if they have been prepared or authenticated by one of the following:

- (i) The issuing University or Medical School
 - (ii) The British Consulate or British Council
 - (iii) The Embassy or High Commission of the United Kingdom of the country that issued the relevant certificate.
- (b) Candidates will only be admitted to the examinations in their full names as given on their original medical registration certificates or diplomas of medical qualification or official translations of their diplomas, or as in the current edition of the Medical Register of the General Medical Council of the United Kingdom. Entries will not be accepted if there is any discrepancy in the spelling, order or number of names given and candidates must retain the same surname/family name in any further application.
- (c) Candidates who change their names on marriage or by deed poll must submit original documentary proof of this if they wish to be admitted to the examinations in their new name.
- (d) Candidates who attend examinations, whether written, clinical or oral must produce some means of identification in addition to the admission documents. This should normally be a passport but where candidates do not possess one, some other form of identification may be acceptable provided it contains both photograph and signature of the candidate concerned.
- (e) The College reserves the right to bar any candidate from sitting or passing any examination for any reason. Examples of reasons that may be deemed to be sufficient are:
- (i) Where there is any doubt concerning the sufficiency or authenticity of the Certificates produced by the candidate; or
 - (ii) Where there exists any other reason that causes the College to doubt the fitness of the candidate to become a member. Such reasons may include criminal behaviour or other professional misconduct; or
 - (iii) Where the candidate is suspected of cheating or attempting to cheat in this or any other examination.

Any invigilator or examiner present shall be empowered to refuse to allow a candidate to continue with an examination.

4. MRCPCH Part I

- (a) Candidates will not be permitted to sit Part I unless 18 months have elapsed since the date of graduation given on their Diploma of medical qualification.

5. MRCPCH Part II Written

- (a) Part II Written may only be attempted within seven years of passing:
- (i) Part I; or
 - (ii) Any exempting qualification listed under Regulation 8.

This period will be known as the Part II Registration Period.

6. MRCPCH Part II Oral and Clinical Examination

- (a) Candidates must pass the Part II Written Examination and complete a minimum period of training of two and a half years from the date of graduation given on their diploma of medical qualification. Within a five-year period before the date of the examination, not less than 12 months should be spent in posts involving the care of paediatric emergencies.
- (b) Candidates will be allowed a maximum of three attempts at the Part II Oral and Clinical Examination within a two-year period.

This two-year period will be known as the Oral and Clinical Registration Period.

The date of commencement of this registration period will be the first of the month in which the next oral and clinical examination is to be held. Candidates who exhaust all three attempts or who come to the end of their Oral and Clinical Registration Period will be required to re-enter the Part II written examination.

- (c) Candidates who come to the end of their Part II Registration Period during the Oral and Clinical registration period will be required to re-enter the Part I examination. Candidates who are then successful in the Part I examination will be allowed to continue their period of Oral and Clinical Registration from the point reached when they were required to re-enter the Part I examination.

7. MRCPCH Diploma of Membership

In order to pass the examination for Membership of the College in accordance with the Regulations candidates must:

- (a) Pass all parts of the Membership Examination; or
- (b) Be eligible for exemption from Part I under Regulation 8(b)

and

pass Part II; and pay the annual membership fee as may be prescribed from time to time by Council.

8. Exemptions

- (a) Candidates who have passed either the MRCP (UK) Part I Examination (paediatric option) or Part I of the MRCPCH or Part I (paediatric option) of the Examination for Membership of the Royal College of Physicians of Ireland within the previous seven years are exempt from the Written Paper 1 of the DCH Examination.
- (b) Holders of the following Diplomas may apply to the College for exemption from Part I of the MRCPCH providing that they have obtained the exempting qualification within the 7 years immediately prior to the date on which they intend to sit Part II:
 - (i) Part I of the MRCP(UK) Examination; this exemption will cease to apply after June 2002
 - (ii) Part I of the Examination for Membership of the Royal College of Physicians of Ireland; paediatric option only
 - (iii) Fellowship of the College of Medicine of South Africa
 - (iv) Fellowship of the College of Physicians and Surgeons of Pakistan Paediatrics

- (v) Master of Paediatrics and Child Health (Khartoum)
 - (vi) Master of Medicine (Singapore) in Paediatrics
 - (vii) Master of Medicine (Colombo) in Paediatrics
 - (viii) Doctor of Medicine (West Indies) in Paediatrics
 - (ix) Fellowship of the College of Physicians and Surgeons of Bangladesh in Paediatrics
- (c) Fellows of the Royal Australasian College of Physicians who have passed the FRACP Examination in Paediatrics may apply to the College for exemption from Part I and the written section of Part II of the MRCPCH Examination
- (d) In order to claim exemption, holders of the Diplomas listed in Regulation 9(a), 9(b) and 9(c) must not only satisfy Regulation 3(a) but also submit their original Postgraduate Diplomas or original result notification when no postgraduate diploma certificate exists unless full details of their qualifications appear in the current annual edition of the Medical Register of the General Medical Council of the United Kingdom. Photocopies of such Diplomas and official translations will only be accepted if they have been prepared or authenticated by one of the following:-
- (i) The issuing body
 - (ii) British Consulate
 - (iii) British Council
 - (iv) Embassy or High Commission in the United Kingdom of the country that issued the relevant Diploma.

9. Rules

The Council shall pass rules for the further and more precise regulation of the DCH Examination and the Membership Examination from time to time.

10. Guidance

The Examination Board of the College may issue Notes of Guidance to prospective candidates.

RULES FOR THE MRCPCH EXAMINATION

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1. Constitutional Framework

This is the examination for the Diploma of Membership of the Royal College of Paediatrics and Child Health or the Royal Colleges of Physicians of the United Kingdom. The examination consists of three components and is usually taken during the period of general professional training (which normally lasts at least two years) that follows registration in the United Kingdom. The examination does not confer specialist status. In the UK it is an entry qualification for higher specialist training.

2. Powers

The Colleges shall have the following powers:

- a) To confer the MRCPCH or MRCP(UK) Diploma on persons who shall have passed such examinations and assessments as required by the Colleges;
- b) To determine the terms and conditions for conferring the MRCPCH or MRCP(UK) Diploma;
- c) To accept in partial fulfilment of the examination and assessment requirements of either diploma such periods of learning and such assessments as may be recognised by the Colleges and have been successfully completed by candidates.
- d) The Colleges reserve the right to refuse admission to any part of the examination. No religious, racial or political test shall be imposed on any person as a condition of them attempting the examination or receiving the MRCPCH or MRCP(UK) Diploma.

3. Responsibilities

The Colleges have the following responsibilities in fulfilling their objectives and exercising their powers relating to the overall management of academic quality and standards with regard to:

- (i) Qualifications and experience of examiners;
- (ii) Availability of facilities to hold the examinations;
- (iii) Setting the standard required for admission;
- (iv) The arrangements for candidate examinations and for the appointment of examiners;
- (v) The arrangements for monitoring the standard of candidate performance and developing the quality of the diploma;
- (v) Advancement of the objectives of the examination through co-operation with international institutions.

4. Academic Structure

- a) Every candidate for the MRCPCH must pass the three components of the examination unless exemption is approved under **Regulation 8 (page 24)**.

Part I consists of a multiple choice question paper.

Part II Written has three sections which consist of: case histories, data interpretation and photographic material,

Part II Oral and Clinical is the clinical component of the examination. Only those candidates who gain a pass mark in the Part II Written Section are eligible for entry.

- b) Candidates will enter Part I of the MRCPCH examination of the Royal College of Paediatrics and Child Health. Candidates who have passed MRCP(UK) Part 1 in General Medicine are eligible for entry to MRCPCH Part II / MRCP(UK) Part 2 in Paediatrics until the 2002/2 sitting of the examination (see section on exemptions).

Candidates are advised to obtain the MRCPCH Part II Clinical Guidelines for full details of the content of the MRCPCH Oral and Clinical Examination (see section on College Publications).

5. Awards

5.1 Successful candidates will be eligible to apply for award of the MRCPCH Diploma or the MRCP(UK) Diploma dependent on the following criteria.

- 5.1.1 Candidates who successfully completed MRCPCH Part I are only eligible for the award of MRCPCH.
- 5.1.2 Candidates who are claiming exemption from MRCPCH Part I are only eligible for the award of the MRCPCH
- 5.1.3 Part II candidates who indicate on the Oral and Clinical application form that they wish to opt for the award of MRCPCH will not be permitted to apply for the award of MRCP(UK), upon successful completion of the examination.
- 5.1.4 Candidates who successfully completed MRCP(UK) Part 1 prior to June 1999 are eligible for either award.

5.2 Members of the Royal College of Paediatrics and Child Health are elected subject to the Laws, By-Laws, Statutes and Regulations of the Royal College of Paediatrics and Child Health. Copies of the Laws, By-Laws, Statutes and Regulations relating to Members can be inspected on application to the College.

5.3 Members of the Royal Colleges of Physicians of the United Kingdom are elected subject to the Laws, By-Laws, Statutes and Regulations of the Royal Colleges of Physicians of the United Kingdom. Copies of the Laws, By-Laws, Statutes and Regulations relating to Members can be inspected on application to the respective Colleges.

5.4 Successful candidates are required to do the following:

To sign a form of faith in the following terms:

For MRCPCH Diplomates-

“I promise to do my best throughout my career to be a caring, knowledgeable and effective doctor, practising always in the best interests of the child, and remaining faithful to my duties as a paediatrician. I hereby faithfully promise to abide by the Laws, Bye-Laws, Statutes and Regulations of the Royal College of Paediatrics and Child Health as they apply to Members of the Royal College of Paediatrics and Child Health, as from time to time modified, amended or re-enacted and to keep myself informed of advances in medicine.”

In order to be able to use the suffix MRCPCH upon successful completion of the examination, candidates are required to submit their membership subscription in advance and continue to maintain their membership of the College. This requirement to maintain membership of the College reflects the need for life-long education – continuous professional development – which modern medicine dictates and which the College encourages and requires of its members.

For MRCP(UK) Diplomates-

“I hereby faithfully promise to abide by the Laws, Bye-Laws, Statutes and Regulations of the Royal Colleges of Physicians of the United Kingdom as they apply to Members of the Royal Colleges of Physicians of the United Kingdom, as from time to time modified, amended or re-enacted and to keep myself informed of advances in medicine.”

MRCP(UK) diplomates will be required to pay a diploma fee.

6. Admission to the Examination**6.1 Entry Requirements**

- a) Every candidate for the examination must hold a recognised medical qualification.
- b) **Part I:** Candidates will not be admitted to the examination (i.e. the date of the examination) before the expiry of 18 months from the date of graduation given on their diploma of medical qualification.
- c) **Part II Written:** Candidates must have passed Part I within seven years of the date of the Part II Written examination for which they are entering. This period will be known as the Part II Registration Period.
- d) **Part II Oral and Clinical Examination:** Candidates must pass the Part II Written Examination and complete a minimum period of training of two and a half years from the date of graduation given on their diploma of medical qualification. Within a five-year period before the date of the examination, not less than 12 months should be spent in posts involving the care of paediatric emergencies.

Candidates will be allowed a maximum of three attempts at the Part II Oral and Clinical Examination within a two-year period. This two-year period will be known as the Oral and Clinical Registration Period. The date of commencement of this registration period will be the first of the month in which the next oral and clinical examination is to be held. Candidates who exhaust all three attempts or who come to the end of their Oral and Clinical Registration Period will be required to re-enter the Part II written examination.

Candidates who come to the end of their Part II registration period during the Oral and Clinical Registration Period will be required to re-enter the Part I examination. Candidates who are then successful in the Part I examination will be allowed to continue their period of Oral and Clinical registration from the point reached when they were required to re-enter the Part I examination.

- e) Overseas graduates who hold a postgraduate diploma which is recognised by the Colleges (**see Regulation 8**) must have a similar period of training to be admitted to Part II with exemption from Part I without the need for further training.
- f) Although all assessments are conducted in English, candidates do not need to have passed the Professional and Linguistics Assessment Board examination or any other language examination in order to take the examination (but it is necessary for those intending to work in the United Kingdom as doctors with Limited Registration). However, we advise that candidates' English language ability should be equivalent to IELTS Level 7 in each module in order to be sufficiently prepared to tackle the examination.
- g) Candidates will also be required to pay Examination Fees as determined by the Royal College of Paediatrics and Child Health and the Royal Colleges of Physicians of the United Kingdom.

For further information on how to enter the examination please refer to the Admission Section in 'Information for Candidates'.

6.2 Testimonials

- a) Candidates must submit testimonials from two proposers at their first attempt at the Part II Oral and Clinical Examination and one new or updated testimonial at each successive attempt.
- b) Testimonials will be accepted only from Fellows of Royal Colleges of Physicians, Fellows of the Royal College of Paediatrics and Child Health or Members of Royal Colleges of Physicians of at least 8 years standing.
- c) The Colleges may require evidence of further training before candidates who fail badly are permitted to re-enter the examination.
- d) Candidates who are not able to meet the criteria laid out above for proposers must provide a curriculum vitae detailing, in depth, their paediatric experience and provide two references from their most senior colleagues outlining their suitability to enter for the examination. A decision will then be taken by the Examinations Committee of the RCPCH as to whether these candidates will be allowed to enter for the Part II Oral and Clinical examination. Candidates wishing to pursue this option should note that the Examinations Committee meets only on three occasions per year and may not be able to approve any application prior to any given sitting. Candidates wishing to pursue this option should therefore apply well in advance of any examination attempt.

7. Method of Assessment, Examination Questions and Procedures

7.1 MRCPCH Part I Examination-Method Of Assessment

The Question Paper (time allowed: two and a half hours)

The Part I Examination is held simultaneously at all examination centres.

The examination paper contains 60 multiple-choice questions.

The Part I examination is designed to assess a candidate's knowledge and understanding both of the basic clinical sciences relevant to medical practice and of the common or important disorders to a level appropriate for entry to higher specialist training.

The examination paper will cover elementary statistics, epidemiology and clinical sciences. Basic clinical science questions will be set mainly on topics published in leading articles and editorials in general medical journals. Questions may be set on relevant principles of cell, molecular and membrane biology and immunology, genetics, and on biochemistry, as well as anatomical, physiological, microbiological and pharmacological topics.

Knowledge of embryology, foetal and child physiology, child and adolescent growth and development and child and family psychology/psychiatry may also be tested.

7.2 MRCPCH Part I Examination Questions

Each question consists of an initial stem followed by five possible completions (or "items") identified by A, B, C, D, and E. There is no restriction on the number of true or false items in a question. It is possible for all the items in a question to be true, or for all to be false.

The following question is an example:

Features of cystic fibrosis include:

- A a sweat sodium concentration of less than 20 mmol/L
- B rectal prolapse
- C precocious puberty
- D diabetes in late adolescence
- E hypercholesterolaemia.

Items B and D are true; items A, C and E are false.

Your answers must be recorded on the Answer Sheet provided. The section of the answer sheet relating to this question, when correctly filled in, would look like this:

	A	B	C	D	E
1	<input type="checkbox"/> T <input checked="" type="checkbox"/> F <input type="checkbox"/> DK	<input checked="" type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input checked="" type="checkbox"/> F <input type="checkbox"/> DK	<input checked="" type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input checked="" type="checkbox"/> F <input type="checkbox"/> DK
2	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK
3	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK
4	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK
5	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK	<input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> DK

T = True F = False DK= Don't Know

One mark (+1) will be awarded for each correct answer (i.e. a true statement indicated as true or a false statement indicated as false). A zero mark will be awarded for each incorrect answer (i.e. a true statement indicated as false and vice versa) and for 'don't know' responses. There will be no negative marking.

It is important that you fully understand how to complete the answer sheet before you sit the examination. Detailed instructions are given below.

7.2.1 How to Complete the Answer Sheet

An example of the Answer Sheet is shown above. The completed Answer Sheet is computer marked which means that the following instructions must be complied with fully, otherwise the machine may reject it.

- a) Use only the PENCIL (Grade 2B) supplied. The computer cannot read answers in ink or a different grade of pencil.
- b) First of all identify yourself - write your surname and initials in the boxes provided. Next, enter your examination number using the appropriate rectangles.
- c) The Answer Sheet contains a row of boxes for each question. Each box refers to a single item and is numbered accordingly (i.e., 1A, 1B, 1C, etc). In each box there are three rectangles labelled T (= True), F (= False) and DK (= Don't Know). You should indicate whether you think a particular item is True or False by pencilling in the appropriate rectangle. If you do not know the answer, pencil in the Don't Know rectangle.
- d) You may erase an answer by using the rubber provided. To avoid too many erasures on the Answer Sheet, you may find it helpful to indicate your choices of the True and False items in the question book in the first instance, before transferring them to the Answer Sheet. Remember to allow sufficient time to do so.
- e) Do not fold or crease the Answer Sheet.
- f) At the end of the examination, the question book and Answer Sheet must be left on the desk. They must on no account be removed from the Examination Hall.

7.2.2 General Notes

- a) You are advised to allow for any transport delays when planning your time of arrival at the Examination Centre, as under no circumstances will you be permitted to enter the Examination Room later than half an hour after the start of the examinations.
- b) Question papers are individually numbered (with Candidate Numbers) in the top right hand corner. You must sit at the desk where the question paper is marked with your Candidate Number.
- c) Results will be posted by first class mail within four weeks of the date of examination. **Results cannot be given over the telephone. In exceptional circumstances results may be collected from the College and faxed or e-mailed to candidates overseas.**
- d) The Part I assesses a candidate's performance in relation to that of the other candidates and not by means of an external standard of performance set by the examiners. As a result the pass mark (though not the pass rate) may vary at each examination. This occurs because there are differences in the degree of difficulty of the examination without any significant changes between the abilities of the large cohorts of candidates.

As the MRCPCH Part I examination moves towards a system of criterion referencing the structure and marking criteria of the Examination may change. Please check on these details when applying to sit the Examination.

7.3 Part II Written Examination-Method Of Assessment

The written section is held simultaneously at all examination centres.

In this examination, questions are asked about the diagnosis and management of patients in the form of a single line completion or by selecting the best answer from a list of possible responses. The three question papers are as follows:-

i) **Photographic Material**

This consists of not less than 20 compulsory questions, each based upon printed photographic material. Candidates must answer all questions in the question/answer book provided. The photographs are prepared from clinical and retinal photographs, radiographs, illustrations of investigation results and occasionally from pathological material. Candidates are asked to identify abnormalities, or provide a diagnosis, to recommend investigation or treatment or a combination of these.

ii) **Case History**

This consists of four or more compulsory questions, each being a case history with results of physical examination and investigations. The questions are designed to test ability in diagnosis and in the planning of investigations and management and may be extended to include photographic material.

iii) **Data Interpretation**

This consists of not less than 10 compulsory questions, each consisting of such items as sets of laboratory data or graphical data, e.g. electrocardiograms introduced by a short statement of the clinical setting. Candidates are asked for specific points of interpretation.

Some material on adolescent medicine will be included in the examination.

7.4 Part II Written Examination-Examination Questions

- a) **In single line completion responses**, correct answers receive maximum marks but in questions where there is more than one possible correct answer, marks will be awarded on a scale according to their acceptability. For example, when the most **likely** diagnosis is asked for, the correct answer will receive maximum marks; other possible diagnoses will also receive credit though scoring a lower mark. Where the “best” answer is much better than others, the difference in marking between the best and the other answers will be greater. Credit will **not** be given for answers in excess of the number required; such “additional” answers will be ignored. Thus, if two investigations are asked for and three are given, the first two will be marked. The Board recognises the problem posed by multiple tests usually requested simultaneously (e.g. full blood count or urea and electrolytes) by accepting such investigations as a single answer. It would however, regard “ECG and echocardiography”, for example, as two separate investigations.

- b) For “**select one from five or ‘n’ from many questions**” or **extended matching questions**, only the correct answer/s will attract the marks.
- c) Please note that drugs will almost invariably be referred to by their UK approved names rather than their trade names. Biochemical and other measurements will be expressed in SI units (normal ranges or reference ranges will only be provided where these are likely to be in doubt).
- d) Examiners are responsible for the marking of the question papers and every paper is marked independently by two examiners.
- e) All three papers in this section carry approximately equal weight. The final mark for each candidate is the sum of his or her marks in three papers, to which a formula is applied to create the final mark out of 20. To pass the Written section it is not necessary therefore to obtain a pass mark in each of the three papers, so long as the total mark achieved by the candidate reaches the required pass mark of 10.
- f) The Part II Written Examination assesses a candidate’s performance in relation to that of the other candidates and not by means of an external standard of performance set by the examiners. As a result the pass mark (though not the pass rate) may vary at each examination. This occurs because there are differences in the degree of difficulty of that particular examination sitting without any significant changes between the abilities of the large cohorts of candidates.
- g) Candidates who pass the Written section will be eligible to enter for the Oral and Clinical Examination.

7.5 Review of the MRCPCH Part I and MRCPCH Part II Written Examinations

All examination papers are checked both by examiners and by administrative staff on numerous occasions during the processing of examination results. Results are only released when the Chair of the relevant Examination Board is satisfied that the examination has been conducted properly and in accordance with the procedures of the College.

There is a charge of £100.00 to any candidate requesting a further check or reassessment of an examination script. This charge is refundable if an error is identified. (Please note that these arrangements are separate from an appeal against an examination result and you cannot request that a check be conducted as your requested outcome of an appeal.)

7.6 MRCPCH Part II Oral and Clinical Examination-Method Of Assessment

There are three sections to the Part II Oral and Clinical Examination: the Long Case; the Short Cases and the Oral. Candidates will be assessed by a separate pair of Examiners in all sections of the Oral and Clinical Examinations. Occasionally there will be a third person present but he or she will be an observer and will not question the candidate nor contribute any opinion to influence the candidate’s marks.

a) Long Case

Candidates spend one hour with their long case patient before being examined for approximately 20 minutes. A responsible adult, usually a parent, will normally accompany a child. During the examination, the candidate will normally be taken back to the long case patient and asked to give a specific explanation on treatment or management. The candidate will be observed doing so in order to assess the candidate's communication skills.

The examination will test:-

- i) Whether the candidate has identified the problems that the patient presents after taking a careful history from the patient (or relative) and after a thorough physical examination. Rectal and vaginal examinations are not to be made. An assessment should be made of the child's growth and development.
- ii) Which investigations the candidate would seek and how the results would be interpreted.
- iii) The candidate's ability to plan the management of, and, if necessary, further investigation of, the patient's illness.
- iv) The candidate's understanding of the social and domestic implications for the patient and of the information that may need to be given to the patient and/or relatives.

b) Short Cases

Candidates will be examined for 30 minutes on their ability to elicit and interpret physical signs in a number of different systems of the body. The examination will be conducted in 15-minute sections with each section being led by one of the pair of examiners. During this part of the examination attention will be paid by the examiners to the candidate's technique in eliciting physical signs, to his or her approach to, and consideration for, the patient as well as to identifying and interpreting correctly the physical signs.

Each candidate will normally be examined in at least four systems or aspects of the conditions present. Modern techniques involving the use of mechanical aids such as cardiopulmonary resuscitation models, videos, etc. may be included.

NB Only material for sensation/pain testing provided by the centre should be used and must be disposed of in the receptacle provided.

c) Oral Section

A pair of examiners will examine candidates for 20 minutes (normally 10 minutes by each of the pair). The examination may include testing candidates' understanding of basic principles of medicine, applied physiology, applied pharmacology, simple statistics, recognition of patterns of disease, psychiatry, audit/resource management, communication skills, ethics, and their ability to manage given clinical problems, including emergencies.

7.7 MRCPCH Part II Oral and Clinical Examination-Examination Procedures

Candidates are warned that aggressive or inconsiderate behaviour, either physical or verbal, to a patient or parent/carer will almost invariably result in failure.

In each of the three sections of this stage of the examination, the examiners are required to record in writing his or her mark for each candidate. Each examiner will award an overall mark for the Long case, for each 15-minutes section of the Short Case examination and for each of the four questions asked in the oral examination. At this stage, no examiner has any knowledge of the marks given elsewhere in the examination. The Oral and Clinical sections are conducted by each of the Colleges according to a common pattern and an exchange of examiners between the Colleges is designed to ensure an equivalence of standards.

7.8 MRCPCH Part II Oral and Clinical Examination – Marking Structure

In each of the three sections of this stage of the examination, each of the pair of examiners is required to record in writing his or her mark for each candidate. Each examiner will award 1 overall mark for the Long Case, and 2 overall marks in the short cases, one mark for each 15 minutes conducted by each examiner. There are 4 overall marks in the oral examination, one for each question asked; a composite mark is derived from the sum of these marks., There are therefore a total of 8 marks per candidates.

Each section is marked on the following scale:

<u>LONG CASE</u>	<u>SHORT CASE</u>	<u>ORAL</u>
	<u>(For each 15 minute period a separate overall mark will be generated)</u>	<u>(An overall mark is generated from the marks awarded to each of the 4 questions)</u>
8 - Outstanding	8 - Outstanding	8 - Outstanding
7 – Very Good	7 – Very Good	7 – Very Good
6 – Good	6 – Good	6 – Good
5 – Pass	5 – Pass	5 – Pass
4 – Bare Pass	4 – Bare Pass	4 – Bare Pass
3 – Bare Fail	3 – Bare Fail	3 – Bare Fail
2 – Fail	2 – Fail	2 – Fail
1 – Bad Fail	1 – Bad Fail	1 – Bad Fail
0 – Abysmal	0 – Abysmal	0 – Abysmal

A candidate will fail the examination if:

- He or she records three bare fails or lower in the 8 mark sheets.

OR

- He or she records two fails or lower from separate examiners.

7.9 Review of the MRCPCH Part II Oral and Clinical Examinations

The Senior Examiners Board of the RCPCH is the board responsible for the conduct of the MRCPCH Part II Oral and Clinical Examination. It is the responsibility of the Senior Examiners Board to confirm success or failure in the examination. Results are only released when the Senior Examiners Board is satisfied that the examination has been conducted properly and in accordance with the procedures of the College.

After every examination, the Senior Examiners Board reviews the conduct of the whole Oral and Clinical examination. To do so, it has before it statistical analysis of each candidate's performance, together with reports submitted by Senior Examiners at each of the examining centres. In the light of these analyses and opinions, the Senior Examiners Board may exceptionally raise or lower a candidate's individual marks in any of the examination sections.

Candidates who fail badly may be recommended to defer re-entry by one or two examinations in order for further training to be taken. The Senior Examiners Board may recommend that candidates be counselled on their performance by their sponsor, immediate trainer or a senior Fellow of one of the Colleges. In exceptional circumstances, where there were genuine concerns that a candidate's fitness to enter the examination was called into question, the Senior Examiners Board reserves the right to inform a candidate's sponsor for that examination sitting.

7.10 Discounting Of Attempts At MRCPCH Part II Oral And Clinical Exam

- a) Candidates who are prevented from attending the Oral and Clinical examination due to the following circumstances may apply to have that attempt discounted: involvement in an accident, illness or bereavement of a near relative. In cases of claims on the grounds of illness a medical certificate provided by a consultant must be submitted as supporting evidence.
- b) A request for discounting of an attempt must be submitted to the College of entry **within one month** of the date of the examination. Requests received at a later stage will not be considered.
- c) Decisions about discounting attempts are made by the Examination Executive Committee of the RCPCH
- d) If agreement is given to discount the attempt, the candidates record will be amended accordingly.

8. Examination Procedures

These procedures apply to both the MRCPCH and MRCP(UK) Examinations. Where there are separate procedures operated by the Royal College of Physicians for the MRCP(UK) Examination these are also given.

Schedule 1 – Conduct of Candidates in Examinations

Schedule 2 – MRCPCH Examination-Appeal Procedure (with Note of Guidance)

Schedule 3 – Academic and Professional Misconduct in Examinations

Schedule 4 – Consideration of Candidates Special Needs in Examinations

SCHEDULE I – CONDUCT OF CANDIDATES IN EXAMINATIONS

1. Preliminary Information

- 1.1 Candidates presenting themselves for examination must have fully complied with all admission requirements, including the payment of fees.
- 1.2 Candidates are warned that any breach of Examination Rules will result in severe penalties, including the risk that the Examining Board may permanently debar the candidate from taking any further examinations.

2. Before A Written Examination

- 2.1 Candidates should assemble outside the examination room at least thirty minutes before the commencement of the examination and should not enter until instructed by the invigilator(s).
- 2.2 Candidates will not be admitted unless they produce suitable identification in addition to the Admission Document. This would normally be a passport – where candidates do not possess one, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate concerned. Admission to an examination will be at the discretion of the invigilator.
- 2.3 Candidates shall not bring into the examination room any papers, calculators, electronic storage devices, textbooks or documents of any kind.
- 2.4 Candidates may, with prior approval, bring into the examination room aids which will enable them to remedy a handicap e.g. of sight or hearing. (**See Schedule 5**)
- 2.5 Any coat, bag or other item brought into the examination room shall be deposited as directed by the invigilator(s).
- 2.6 If a candidate has unwittingly brought any unauthorised paper or item into the examination room, this shall be handed to the invigilator(s) before the examination commences or at the earliest possible convenience.
- 2.7 A candidate shall not eat, drink or smoke in the examination room.
- 2.8 Candidates should ensure that all mobile phones and pagers are turned off before they enter the examination hall.

3. During The Examination

- 3.1 Candidates shall not be admitted to the examination if they present themselves later than thirty minutes after the commencement of the examination period, other than exceptionally with the express permission of the invigilator(s).
- 3.2 Candidates shall not open the examination paper until the start of the examination is announced by the invigilator(s).

- 3.3 Candidates may use only the stationery approved by the College. Any rough work must be completed on the approved stationery and handed in with the completed papers.
- 3.4 Candidates shall comply with all instructions given to them by invigilator(s). Such instructions may include the instruction to leave the examination room and not to return during the period of the examination. It shall be the duty of candidates to comply with an invigilator's instruction notwithstanding that they may judge the instruction to be unreasonable or otherwise objectionable (there is the right of appeal if a candidate considers the invigilator has not acted in accordance with these regulations).
- 3.5 Whilst in the examination room a candidate shall not attempt to read the work of any other candidate or communicate in any way with any other candidate. Candidates who infringe the examination rules or who are found during this examination in possession of unauthorised material will be reported to the Head of Examinations of the College. The matter will then be considered under the Regulations on Academic and Professional Misconduct. Any unauthorised material will be confiscated.
- 3.6 Any invigilator or examiner present shall be empowered to refuse to allow a candidate to continue with an examination on grounds of misconduct. Where an Invigilator suspects a candidate of infringing examination room rules (s)he shall:
- a) Confiscate any unauthorised material in the possession of the candidate;
 - b) Endorse the candidate's script on the front cover with a note of the time when the alleged infringement was discovered. In cases of suspected collusion, invigilators should endorse the script of each candidate suspected of being involved. Wherever possible an invigilator should require another invigilator to act as witness by countersigning the endorsement;
 - c) May allow the candidates in question to continue the exam (**see Schedule 4**);
 - d) Inform the candidates(s) in question at the end of the examination, that a written report of the incident will be submitted to the Head of Examinations of the College.
 - e) Prepare within three working days a written report on the alleged incident and send it with any confiscated materials and their source(s) to the Examinations Department of the College.

Ejection from the Examination Hall should normally take place only in the event of a Candidate's conduct causing disruption to other candidates.

- 3.7 Candidates who wish to attract the attention of the invigilator(s) during the examination shall do so by raising a hand. Candidates must remain in their seats until an invigilator approaches them
- 3.8 Candidates should bring to the attention of the invigilator any factor (e.g. distracting noise) that is adversely affecting them during the examination. Where necessary the invigilator should communicate the same in writing to Head of Examinations immediately following the examination concerned.
- 3.9 Candidates shall not leave the examination room temporarily during the period of the examination unless given the express permission by the invigilator(s). If such permission is given they will be accompanied out of the room by an invigilator and shall not attempt to contact any other person or consult any material relating to the examination whilst outside the examination room.

- 3.10 Candidates who leave the examination room during the period of the examination without the express permission of the invigilator, shall be considered to have completed their work and shall not be re-admitted.
- 3.11 Candidates may not leave the examination room during the first thirty minutes of the examination or in the fifteen minutes before the scheduled end of the examination.

4. At The End of The Examination

- 4.1 Candidates should stop writing when instructed to do so and remain in their seats in silence whilst papers, empty answer books, continuation sheets or other papers are collected. Candidates who fail to follow the invigilator's instructions will be reported to the Head of Examinations of the College.
- 4.2 Candidates should not remove from the examination room any papers relating to the examination.
- 4.3 When authorised to do so by the invigilator(s) candidates should leave the examination room in an orderly manner.

5. The Oral and Clinical Examination

- 5.1 Where an examiner considers a candidate of acting in an unprofessional or inappropriate manner during a clinical examination (s)he shall:
- a) Ask the candidate to stop with that particular part of the clinical examination;
 - b) Inform the Senior Examiner of the alleged infringement. The senior examiner shall discuss the alleged infringement with the pair of examiners and decide whether the candidate in question may continue with the clinical exam (**see Schedule 4**);
 - c) Inform the candidate in question at the end of the examination, that a written report of the incident will be submitted to the Head of Examinations of the College;
 - d) Prepare within three working days a written report on the alleged incident and send it with any confiscated materials and their source(s) to the Examinations Department of the College.

A Candidate may have to be prevented from proceeding with a clinical examination if it is the Examiners view that his/her conduct is likely to endanger the safety of patients, cause distress or disrupt other candidates.

SCHEDULE 2 – RCPCH EXAMINATIONS APPEAL PROCEDURE

I. Introduction

1.1 A candidate who has taken any part of any examination run under the auspices of the Royal College of Paediatrics and Child Health may, in the circumstances set out below, have the right of appeal. The sole grounds for appeal are that there is evidence of a procedural irregularity in the conduct or content of the examination (including administrative error) that has adversely affected the candidate's result.

It is the College's view that the existence of extenuating circumstances cannot be regarded as a substitute for academic or professional performance in an examination.

1.2 Appeals will not be accepted on the grounds that a candidate:

- (i) Considers his/her efforts were under-marked;
- (ii) That he/she did not understand or was unaware of the examination regulations;
- (iii) Seeks to question professional or academic judgement.

2. The Preliminary Procedure

2.1 A candidate wishing to appeal must submit written representation to the College Secretary to **arrive within thirty days of the date of dispatch of results**. In exceptional circumstances time limits may be waived for candidates taking the examination at overseas centres. The decision to waive time limits is solely at the discretion of the Appeals Committee and any late appeals must also cite reasons for the delay.

2.2 Appellants must lodge a fee (currently £200) with the College. This will be refunded only if the appeal is successful.

2.3 The College Secretary will collate the relevant documentary information and arrange for a preliminary review of the appeal.

2.4 The appeal will initially be considered by one Vice President of the College together with the College Secretary. If it is considered that the appeal request is clearly frivolous, vexatious or outside the permitted grounds, the appeal will be referred to the President (or his/her nominee) for final consideration.

2.5 If it is then agreed that there is no *prima facie* case, the College Secretary will inform the candidate that the appeal has been rejected. This will be the end of the appeal process regardless of whether there are further circumstances cited by the appellant. The College will aim to process this phase of the appeals procedure within 42 days.

2.6 If the preliminary review suggests that the appellant has a justifiable case then it will be referred to the Appeal Panel.

3. Consideration of the Appeal by the Appeals Panel

3.1 If it is agreed that there is a *prima facie* case in support of the appeal, an Appeals Panel will be convened comprising of the following:

- (i) A Vice President of the College (as Chair of the Appeals Panel);
- (ii) The Honorary Secretary of the College (or a nominated deputy);
- (iii) A member of Council;
- (iv) The Chair of the appropriate Examination Committees (e.g. MRCPCH Part I, Part II or DCH) will be in attendance.

The College Secretary will attend the Panel and will inform the candidate that the submission has been made to the Appeals Panel. The Panel will consider that appeal in the light of written evidence presented and will afford the appellant the opportunity of a hearing (see 3.2 below).

3.2 The appellant will be invited to present, at their own expense, his/her reasons in person to the Appeal Panel. The Candidate shall be entitled to be accompanied by a friend. Either side may be legally represented if they wish.

3.3 The conclusions of the Appeal Panel will be submitted to the President. The decision of the President shall be final and will be communicated to the candidate by the College Secretary. The result of the appeal will be posted to the candidate within 42 days of the date of submission of the appeal documents to the Appeals Panel.

3.4 If it is agreed that the appeal should be rejected, the College Secretary will inform the candidate of the reasons for the Panel's decisions. This will be the end of the appeal process.

4.0 If an appeal is upheld by the Appeals Committee, the appeal fee and the examination fee may be refunded. No other payment will be made and candidates will be expected to attend the appeal at their own expense. **The result of the examination will not be changed.**

APPEALS PROCEDURE: NOTE OF GUIDANCE FOR CANDIDATES

Candidates are advised to read this note of guidance, as well as the Appeal Procedure itself, before deciding to proceed with an appeal.

1. Personal Details Required

1.1 When submitting the appeal please provide the following personal details:

- (i) Name;
- (ii) Code number;
- (iii) Address for correspondence

1.2 Failure to provide these details accurately (or not to inform the College of any amendments promptly) may result in delays in processing your appeal.

2. Details about the Appeal

2.1 We will also require the following information about the appeal:

- (i) Examination result that you are appealing against (e.g. MRCPCH Part One);
- (ii) Date of examination (e.g. MRCPCH Part One 99/3 sitting);
- (iii) Circumstances you considered affected your performance or the consideration of your results;
- (iv) Details of why these circumstances were not disclosed at an earlier stage;

NB The outcome of appeal cannot result in an upgrade of marks whereby a candidate will be allowed pass after previously recording a fail.

2.2 Should any of these relevant details be missing in the submission of the appeal it is likely that your case will be dismissed at the preliminary stage (you should at least provide an explanation for the absence of evidence).

3. Points to Consider in Submitting an Appeal

3.1 The Appeal Procedure is intended to be an open and fair process of reviewing examination decisions.

Candidates must understand that it does have some restrictions and we ask you to pay close attention to the following information.

3.2 The appeal is not a process for questioning academic or professional judgement.

3.3 The appeal is not a complaints procedure and only details that clearly demonstrate that circumstances affecting your performance or the consideration and processing of your results will be considered.

3.4 Candidates' attention is drawn to Sections 2.4 and 3.4 of the Appeals Procedure where candidates are advised that should an appeal be rejected there are no further opportunities to submit additional details. Please ensure that you include everything you wish to be considered as part of the appeal at the first instance.

3.5 In relation to 2.1(iii) above, there are plenty of opportunities for you to make examiners and invigilators aware of any extraneous factors before your results are considered. For example:

- If you are ill or have a special need at the time of examination or clinical assessment in the first instance inform the Examinations Department of the College in advance, or on the day of examination inform the examiners or invigilators – they may be able to take these circumstances into account in the consideration of your results;
- Should there be an irregularity in the conduct of an examination or clinical assessment (such as faulty equipment) inform the examiners or invigilators – again they may be able to take these circumstances into account in the consideration of your results;
- If at the end of an examination or assessment you consider there are circumstances that should be taken into account please inform the College immediately (within three working days) in accordance with Section 1.3 of the Appeals Procedure.

3.6 Appeals will be rejected on the grounds that insufficient effort was made to disclose circumstances at an early stage or that the claims were not backed up with substantive evidence. While the College cannot advise on how to go about making a case for appeal you may wish to discuss this matter with an advisory or representative body.

4. The Hearing

4.1 There is no absolute right to have a hearing as part of the appeal and the College will strike out any claim that, in its opinion, is frivolous, vexatious, incomplete, unsubstantiated or outside the permitted grounds at the preliminary stage.

4.2 Should a hearing be required this will be the opportunity for the appellant to state his/her complaint and respond to request for information. The hearing will not provide the forum for explaining the procedure to the appellant and any queries regarding the workings of the appeal should be put separately to the College Secretary in writing.

5. Declaration

5.1 In your letter of appeal please clearly state that it is your intention to appeal against an examination or assessment decision. In submitting an appeal, we would expect you to understand that the details you provide are true and complete and that you would be prepared to answer further questions in relation to any claims you make.

5.2 All details will be treated in a confidential manner, disclosed only to those individuals involved in the appeal process or cited by you as someone who can substantiate your claims. We will seek your permission should be need to disclose details to any other individual or party as part of the consideration of your appeal.

5.3 Furthermore, the College, regards the submission of any false details as part of an appeal to be an act of cheating (in seeking to gain unfair consideration or an unfair advantage). Any such case will be dealt with in accordance with the College's cheating procedure as set out in the Examinations Regulations.

The address for all correspondence is:

College Secretary
Royal College of Paediatrics and Child Health
50 Hallam Street
London
W1W 6DE

NB. MRCP(UK) EXAMINATION-APPEAL PROCEDURE

THOSE CANDIDATES WHO HAVE OPTED FOR THE AWARD OF MRCP(UK) WILL BE GOVERNED BY THE APPEAL PROCEDURE AS SET BY THE ROYAL COLLEGES OF PHYSICIANS.

THE ADDRESS FOR ALL CORRESPONDENCE IS:

**Secretary to the Appeal Panel
MRCP(UK) Central Office
11 St Andrews Place
Regent's Park
London NW1 4LE**

SCHEDULE 3 - MISCONDUCT IN EXAMINATIONS

Introduction

The College has prepared the following procedure for dealing with cases of misconduct, cheating or attempted cheating in any examination. Invigilators and examiners are issued with the following guidance.

Any invigilator or examiner present shall be empowered to refuse to allow a candidate to continue with an examination on grounds of misconduct but this is subject to the guidance given below.

Definition

This note of guidance covers all aspects of misconduct in examinations. The procedure covers any of the following activities (although the list is not intended to be exhaustive): Cheating; aiding and abetting cheating; attempting to gain an unfair advantage; breaching examination regulations; falsifying qualifications, bribery; personation; conduct in a clinical setting that is regarded by professional medical bodies as unacceptable; criminal behaviour.

Reporting Procedures

A Multiple Choice and Written Examinations

Where an Invigilator suspects a candidate of infringing examination room rules (s) he shall:

- (i) Confiscate any unauthorised material in the possession of the candidate;
- (ii) Endorse the candidate's script on the front cover with a note of the time when the alleged infringement was discovered. In cases of suspected collusion, invigilators should endorse the script of each candidate suspected of being involved. Wherever possible an invigilator should require another invigilator to act as witness by countersigning the endorsement;
- (iii) Allow the candidates in question to continue the exam (see Note 1 below);
- (iv) Inform the candidates(s) in question at the end of the examination, that a written report of the incident will be submitted to the Head of Examinations.
- (v) Give details of where the candidate was sitting in the examination hall and names of all candidates sitting nearby.
- (vi) Prepare within three working days a written report on the alleged incident and send it with any confiscated materials and their source(s) to the RCPCH Examinations Office.
- (vii) Send the script(s) concerned to the Head of Examinations.

Ejection from the Examination Hall should only take place in the event of a Candidate's conduct causing disruption to other candidates.

B Clinical Examinations

Where an examiner considers a candidate is acting in an unprofessional or inappropriate manner during a clinical examination (s)he shall:

- (i) Ask the candidate to stop with that particular part of the clinical examination;
- (ii) Endorse the candidate's clinical mark sheet with a note of the time when the alleged infringement was discovered. Wherever possible an examiner should require another examiner to act as witness by countersigning the endorsement;
 - a) Decide whether the candidate in question may continue with that part of the clinical exam;
 - b) Inform the Senior Examiner at the end of that section of the examination and they will make a decision as to whether the candidates should be allowed to proceed with the rest of the clinical examination;
 - c) Inform the candidate in question at the end of the examination, that a written report of the incident will be submitted to the Head of Examinations;
 - (d) Prepare within three working days a written report on the alleged incident and send it with any confiscated materials and their source(s) to the Examinations Office.

A Candidate may have to be prevented from proceeding with a clinical examination if it is the Examiners view that his/her conduct is likely to endanger the safety of patients, cause distress or disrupt other candidates.

C Procedures for Investigation by the College

In the first instance the candidate shall be informed in writing by the Head of Examinations of the suspected offence and given the opportunity to rebut the charge within ten working days of the date on when the letter is sent.

If the candidate does not question the allegations (and confirms this in writing), the reports provided by the invigilator/examiner will be passed on to the relevant Examinations Board for a final decision. The candidate will be given the opportunity to provide a written statement to the Examinations Board.

The Head of Examinations shall write to the candidate warning him/her of the allegations made and requesting attendance at an interview with the Chair of the relevant Examinations Board, the Head of Examinations of the RCPCCH and a member of the RCPCCH Council.

If the candidate does not reply to the allegation, or if (s)he replies accepting the allegation, the Head of Examinations shall report accordingly to the Examinations Committee of the RCPCCH recommending an appropriate penalty.

If the candidate replies within the time limit and denies the allegation, the Head of Examinations of the RCPCCH shall normally convene as soon as possible a meeting with the candidate and a senior officer who has responsibility

for the examination. Other staff such as examiners, invigilators and members of the appropriate Examinations Board may also attend. The candidate is entitled to be accompanied by a friend and to submit oral or written evidence to the meeting.

Following the meeting, the Head of Examinations shall prepare a written report to the Examining Board outlining the circumstances of the case and where appropriate recommending an appropriate penalty (see Guidelines For Penalties For Misconduct in Examinations). This report shall be confidential to the Examining Board. In cases where the candidate seeks to question the allegations every opportunity should be afforded to allow the candidate to make a representation to some members of the appropriate Examinations Board before a decision is made, usually this is will be through the interview procedure outlined in this paragraph.

All proceedings and papers associated with the meeting shall be strictly confidential to those invited to attend.

D Decision of the Examining Board

Where an allegation of misconduct is not sustained, following investigation, the Examining Board shall allow the candidate's work to be assessed on its merits.

Where an allegation of misconduct is sustained, either by the admission of the candidate or following investigation, the Examining Board shall decide on the appropriate penalty following the guidelines and taking account of any recommendation in the report. In making this decision, the Examining Board will classify the sustained allegation of misconduct as either a 'Serious' or 'Minor' Offence, in accordance with the guidance given.

Where additional evidence becomes available subsequent to the decision of the Examining Board, or where new evidence comes to light, the matter may be re-opened.

A candidate may appeal against a decision of the Examining Board to impose a penalty following the Board's decision to sustain an allegation of misconduct. Such an appeal will be made through the established appeal procedures. However, any such appeal will not be considered by a College Officer or Head of Examinations if they have been involved in the investigation into the allegation.

GUIDELINES FOR PENALTIES FOR MISCONDUCT IN EXAMINATIONS

1. Minor Offences

(e.g. uncontested cases including technical infringements of examination rules)

- Verbal or written warning
- Reduced mark in the unit of assessed work involved (possibly failing the examination)

2. Serious Offences

(e.g. all contested cases, serious infringement of examination rules, use of unauthorised materials or crib notes in examinations, any second offences involving assessed work, inappropriate behaviour to a patient in the clinical section)

- Fail in the examination concerned
- Fail in all aspects of MRCPCH (taking away previous passes in Part I)
- Fail in examination concerned and suspension from taking the examination for a specified period
- Fail in all aspects of MRCPCH (taking away previous passes in Part I) and suspension from taking the examination
- Permanent debarment from examination
- The College will consider referring all proven serious offences to the General Medical Council.

SCHEDULE 4 - CONSIDERATION OF CANDIDATES SPECIAL NEEDS IN EXAMINATIONS

1. Introduction

- 1.1 If a candidate is unable, through disability or special need, to be assessed by the normal methods, an Examinations Board may vary those as appropriate. It is recognised that the academic implications of the additional needs of candidates will vary in terms of:
- (i) the nature and extent of the difficulty or disability and
 - (ii) the individual examination requirements.
- 1.2 The purpose of any specific arrangements should be to compensate for any restrictions imposed by a disability without impairing the validity of the assessment.

2. Identification

- 2.1 Candidates will be expected to provide details of any disability or need with every examination application they wish to make. Whenever such a need is identified the Head of Examinations of the RCPCCH should be the first to be alerted to the existence of an additional need.
- 2.2 The candidate will be expected to submit written details of any special need they wish to have taken into account to the Examinations Department. These details should include:
- (i) NAME OF CANDIDATE
 - (ii) DATE(S) OF EXAMINATION
 - (iii) SUMMARY OF DIFFICULTIES
 - (iv) EVIDENCE (a signed and dated document from an organisation or authority that can support your request-i.e. a letter from a doctor or relevant expert)

3. Assessment of additional needs

- 3.1 It is anticipated that the Examinations Executive Committee will be nominated to agree arrangements on behalf of the appropriate Examinations Board to ensure that decisions can be reached in a timely fashion.
- 3.2 It is only at the Examinations Board's discretion (or that of the nominated representatives) that alternative arrangements in assessments for candidates with disabilities or special needs can be permitted. The Examining Board (or nominated representatives) are unlikely to accept the use of alternative assessment arrangements for candidates without the appropriate professional or medical advice to substantiate the need for such provision being made.
- 3.3 Once an additional need has been identified, with the candidate providing the Examinations Department with the appropriate documentation, arrangements will be made for the documentation to be presented to the Examinations Executive Committee. An assessment must be made as to the appropriate measures to be taken to assist the candidate and at the same time to assess what academic implications that additional need has for the meeting of the requirements of the examination.

3.4 The Examining Board has the authority to agree one of the following:

- (i) An extension of the normal registration period between the completion of Part I and the completion of Part II;
- (ii) An extension of the normal registration period between the completion of Part II Written examination and the completion of Part II Oral and Clinical examination;
- (iii) Extra time being allowed for assessments;
- (iv) The use of an appropriate aid during the Oral and Clinical Examination.

3.5 Once an assessment has been made and a case put forward, the Examining Board will seek to reach a mutually acceptable arrangement with the candidate. No arrangements are valid unless the written approval from the Examining Board has been obtained. A period of time will need to be agreed for which the arrangements are valid.

3.6 The candidate will be expected to incur the costs of any such arrangement.

4. Arbitration in cases of dispute

4.1 If at any stage in the process the action taken or arrangements proposed are disputed by the candidate, the Head of Examinations should be informed. He/she will ask a senior officer of the College to try to reach a compromise solution.