

ADVICE TO CANDIDATES

Dear Candidate

Applying for the Examination

First-time Applicants

First-time applicants may submit a paper application along with the required payment and supporting documentation to the College by post or may apply online through the College website. Late applications will **NOT** be accepted and no allowance will be made for postal or other delays. Failure to submit the documentation listed on the candidate checklist may result in your application form being rejected and a delay in the processing of your application form.

Applications received by fax or email will **NOT** be accepted.

Copies of letters and certificates will only be accepted if they have been verified as a true copy by your Consultant or authorised hospital official and stamped with the official hospital stamp. (The signature and stamp must be original.) Please also note that if the official hospital stamp is not in English applicants will be required to obtain an official English translation from a translation agency.

Re-sit Applicants

If you have previously been accepted as a candidate for the examination for which you are applying, you are not required to resubmit certificates. Trainees in this category may apply to re-sit the Examination online through the College website at www.rcsed.ac.uk

Eligibility

Applicants who are ineligible for an examination as a result of failing to provide the required documentation by the closing date will **NOT** be enrolled into the examination. Applicants in this category will have their fees refunded less a 20% administrative charge.

Attendance at the Examination

Candidates **MUST** bring their passport or official identification to each part of the Examination. If you are not in a position to provide a passport you **MUST** produce a document with your name, signature and a current photograph. If you do not provide some form of photographic identification, as detailed above, you may not be admitted to the Examination.

Withdrawal from the Examination

Requests to withdraw from the Examination must be made in writing or by email. Please refer to the specific Regulations for guidance on withdrawing from the Examination.

Withdrawal from the Examination on Medical, Compassionate or Visa Refusal Grounds

Applications for consideration of a refund on medical grounds must be accompanied by a medical certificate. Applications for consideration of a refund on compassionate grounds should be supported by the Consultant or surgical tutor responsible for training. Applications for consideration

of a refund on the grounds of being refused a visa must be accompanied by a refusal letter from Embassy/Consulate. Applicants in these categories will have their fees refunded less a 20% administrative charge or full fee transfer to a future diet of the Examination. All such applications must be submitted to the Examinations Section of the College within 14 days of **the commencement of the Examination**. Refunds will NOT be considered if the supporting documentation is received after this date.

Assessment of Examinations and Examiners

As part of its commitment to Quality Assurance the Royal College of Surgeons of Edinburgh is now in the process of assessing the structure of its examinations and how these are conducted as well as assessing the examiners to make sure that they are all following proper practices and examining to the same standard.

For this reason when you come to the College for an examination you may find that there are appointed quality assurance assessors involved in the examination. You may also find that newly appointed examiners are present to observe the examination.

Assessors and observers will be introduced to you by the examiners but it is important to realise that they will take no part in your examination. They are there to watch, listen to and report on the examiners and will not ask you any questions or comment on your response to any questions.