REGULATIONS RELATING TO THE MEMBERSHIP EXAMINATION IN ORTHODONTICS (M ORTH RCSED)

w/e January 2019

Regulations

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IMPORTANT NOTE: THESE REGULATIONS ARE UNDER CONTINUAL REVIEW THEREFORE IT IS RECOMMENDED THAT CANDIDATES KEEP IN REGULAR CONTACT WITH THE COLLEGE TO ENSURE THAT THEY HAVE THE MOST UP-TO-DATE INFORMATION. THE EXAMINATION SECTION WILL BE ABLE TO ADVISE (00 44 (0) 131 527 1600) OR YOU MAY VISIT THE COLLEGE WEBSITE: www.rcsed.ac.uk
1. INTRODUCTION

1.1 This document contains the Regulations for the Membership Examination in the Specialty of Orthodontics of the Royal College of Surgeons of Edinburgh

Further information can be obtained from the Examination Section:

Examination Section
The Royal College of Surgeons of Edinburgh
Nicolson Street
Edinburgh EH8 9DW
Phone +44 0131 527 1600
Fax +44 0131 668 9231
dental.exams@rcsed.ac.uk
www.rcsed.ac.uk

1.2 All parts of the examination are conducted in English.

2. PURPOSE OF THE EXAMINATION

2.1 The Membership Examination in the Specialty of Orthodontics of the Royal College of Surgeons of Edinburgh is a summative assessment of core knowledge and competence in the field of orthodontics as defined in the Learning Outcomes. It is intended to test the candidate’s competency at a level expected of a specialist practitioner.

Aims

- To allow the candidate to demonstrate a core knowledge of Orthodontics.
- To allow the candidate to demonstrate a level of competence in the planning and provision of orthodontic treatment.

3. STRUCTURE OF THE EXAMINATION

3.1 The Examination consists of five parts. All parts should normally be passed at the same time. For exemptions please view item 14 of these Regulations.

The examination will be held in the UK and overseas according to demand.

3.2 The Examination will consist of:

3.2.1 Component 1: a three hour written paper in Orthodontics;

3.2.2 Component 2 - a two hour diagnostic examination (in two sections) related to treatment planning and patient care with four sets of patient records;

3.2.3 Component 3 - a one hour oral examination based on four documented clinical case histories (15 minutes per case) each describing a patient personally treated by the candidate. No marks are awarded for the case presentations, and marks are awarded for the oral examination only;
3.2.4 Component 4 - a fifteen minute oral examination on aspects of communication relating to orthodontic treatment;

3.2.5 Component 5 - a thirty minute oral examination on any aspect of orthodontics.

4. ENTRANCE REQUIREMENTS

4.1 To be eligible to enter for the Membership Examination all candidates must provide certified evidence of:

4.1.1 Possession of a primary dental qualification that is acceptable to the Council of the Royal College of Surgeons of Edinburgh.

4.1.2 Award of the Specialty Membership in Orthodontics RCSEd is dependent on evidence that the candidate will have satisfactorily completed a period of three years full-time (or part-time equivalent) in appropriate posts, courses and programmes of specialty training. Candidates may, however, enter themselves for examination after two and a half years (or part-time equivalent) at the time of sitting, provided their programme director has signed their application form to suggest satisfactory progress has been achieved in their programme. The training should preferably be continuous but in some cases breaks in training may be permitted. The total training period should not normally exceed six years. Part-time posts, courses and programmes will not normally be approved if they are less than half-time. Candidates who have undertaken a period of specialty training more than seven years prior to the examination date will normally be required to undertake a further educational plan in order to prepare and submit contemporaneous cases for the examination.

4.2 Candidates who do not exactly fulfil the above requirements may apply for special consideration of their experience provided they submit the full details to the Examinations Section of the College.

5. ELIGIBILITY FOR THE AWARD OF MEMBERSHIP

5.1 To be eligible for the award of the Membership all candidates must provide evidence of having complied with all the parts of the Regulations and passed the examination.

6. APPLICATION FOR ADMISSION TO THE EXAMINATION

6.1 Applications for admission to the examination must be fully completed with the required certified evidence and accompanied by the full amount of the fee payable for the examination.

6.2 Applications for the examination must be received by the closing date specified in the examinations’ calendar. Applications received after the closing date will not normally be processed.

6.3 Applications for the examination should be sent to the Examination Section of the College; application can also be made on-line on the College website www.rcsed.ac.uk or obtained from this address:
7. RESULTS

7.1 Results will be posted on the College website and distributed by post.

8. FEEDBACK

8.1 Candidates will be given written feedback on their performance as appropriate and where requested.

9. LIMITATIONS ON THE NUMBER OF ATTEMPTS

9.1 Under normal circumstances the maximum number of times a candidate may sit the examination is four unless there are extenuating circumstances.

10. INFRINGEMENT OF THE REGULATIONS

10.1 The College may refuse to admit to the examination, or may not allow to proceed with the examination, any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behavior prejudicial to the proper management and conduct of the examination. Examples of such infringements are as follows:

10.1.1 Entry to the examination being attempted by making false claims about eligibility or falsifying entry documentation, including the submission of case presentations or a log book containing plagiarised or incorrect content. The College reserves the right to make checks to validate any information or documents supplied by the candidate;

10.1.2 Unfair advantage being sought or obtained: by possession of material or devices during an examination that might give advantage; by plagiarism of any description; by communicating or attempting to communicate with another candidate once the examination has commenced; or by refusing to follow instructions given by examiners or examinations staff regarding the conduct and procedure of the examination;

10.1.3 Removal of, or an attempt, to remove from the examination room, any confidential examination material;

10.1.4 Any attempt to obtain confidential information relating to the examination from an examiner or examination officials;

10.1.5 Passing confidential information on the content of the examination to a third party.

10.2 This list is not exhaustive. Further information can be obtained from the guidelines on suspected malpractice available on the College Website: www.rcsed.ac.uk
11. APPEALS AND COMPLAINTS

11.1 Candidates who wish to make an appeal about the conduct of their examination must address it to the Examinations Section within 28 days of the publication of results. Appeals will be considered which allege maladministration or bias or impropriety of some kind, whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgement of the examiners will not be allowed. Details of the appeals process can be found on the College website: www.rcsed.ac.uk

12. WITHDRAWAL FROM THE EXAMINATION

12.1 Any candidate who wishes to withdraw an application for admission to any part of the examination must submit a request in writing to the College. A refund of the fee paid may be made (less an administrative fee of 20%), provided that notice of an intention to withdraw is received by the Examinations Section before the closing date by which applications are due, as shown in the examinations calendar. Refunds are not normally made to any candidate who withdraws after the closing date. Candidates should refer to the document “Advice to Candidates” which can be downloaded from the College Website or obtained from the Examination Section.

12.2 Any candidate who wishes to withdraw an application for admission to any part of the examination on medical grounds and request a refund must submit a request in writing to the College, accompanied by a medical certificate. An application for consideration of a refund on compassionate grounds should be supported by full details, plus a supporting letter from an appropriate professional. Each such application must be submitted to the Examinations Section within 28 days following the date of the candidate’s programmed examination date.

12.3 The College reserves the right to review admission to the examination on an individual basis in exceptional circumstances.

13. CANDIDATES WITH SPECIAL CIRCUMSTANCES

13.1 Special examination and other assessment arrangements may be made for candidates with permanent or temporary disability. These arrangements are intended to allow candidates to perform to the best of their ability. It is the responsibility of the candidate to notify the Examinations Section when they submit their application of any special circumstances. Applications for special consideration must be supported by written evidence in the form of a medical report from their General Practitioner for medical conditions (an educational psychologist’s report is required for requests for extra time because of dyslexia). Details can be found on the College website: www.rcsed.ac.uk

14. EXEMPTIONS

14.1 Candidates who pass the written component of the MOrth RCSEd Examination may carry the exemption forward for a maximum of three attempts of the examination, within the four attempts permitted (see section 9) and within 7 years of passing the exempting component;

14.2 Exemption from that part of the examination which relates to the four documented case histories will only be granted to candidates who fail the Membership Examination in Orthodontics of the Royal College of Surgeons of Edinburgh or the Bi-Collegiate Membership in Orthodontics Examination of the Royal College of Surgeons of England and the Royal College of Physicians and Surgeons of Glasgow if their presented material and subsequent performance in the related
oral examination has satisfied the examiners. This exemption may be carried forward for a maximum of three attempts of the examination, within the four attempts permitted (see section 9 and within the time frame as specified in section 1.3.2 of Appendix C – Guide to Candidates).

15. PROOF OF IDENTITY AT THE EXAMINATION

15.1 Candidates must bring their passports to each part of the examination. Exceptionally, candidates who are not in a position to provide a passport must produce an official document that includes their name, signature and a current photograph e.g. current photographic driving licence.

16. DIPLOMA CERTIFICATE

16.1 A candidate who passes the Examination shall be entitled to the designation of Member in Orthodontics of the Royal College of Surgeons of Edinburgh (M Orth RCSEd) and shall receive a diploma bearing the seal of the College signed by the President, the Dean of the Faculty of Dental Surgery and the Secretary to the College. The form of the diploma shall be as follows:

"The President and Fellows of the Royal College of Surgeons of Edinburgh hereby grant the Specialty Membership in Orthodontics to ................. who has completed the required form of study and passed the necessary Examination."

Successful candidates will be granted Membership of the Faculty of Dental Surgery of the College on payment of such election fee and annual subscription as may be determined from time to time by the Council of the College. Members of the Faculty of Dental Surgery may participate in Faculty and College educational and social activities.

17. CURRICULUM

17.1 The curriculum for the Examination is defined by the Learning Outcomes (Appendix A).

18. LEARNING OUTCOMES (Appendix A)

19. BLUEPRINT (Appendix B)

20. GUIDE TO CANDIDATES (Appendix C)

21. DECLARATION FORM (Appendix D)

22. CONSENT FORM (Appendix E)