ADVICE TO CANDIDATES

Dear Candidate

Applying for the Examination

First-time Applicants
First-time applicants may apply online through the College website or submit a paper application along with the required payment and supporting documentation to the College by post. 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.

We regret that 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 the applicant’s 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
Applicants who have previously been accepted as a candidate for the examination for which they are applying are not required to resubmit certificates. Candidates 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.

Application to Multiple Centres
Candidates who apply for more than one centre at a time and subsequently withdraw from one centre due to success in another centre will be subject to a forfeit of the fee according to the Regulations governing the Examination.

Proof of Identity at the Examination
Each candidate must bring his/her passport to each part of the examination. Exceptionally, a candidate who is not in a position to provide a passport must produce an official document that includes his/her name, signature and a current photograph. Proof of identity is an essential element of the examination. The Convener of the Examinations Committee reserves the right to refuse to examine any candidate whose identity is uncertain.

For the purposes of visual identification, any candidate sitting any part of the examination may be required to remove any clothing and/or other item which covers all, or part of, the candidate’s face. The College will observe sensitivity in the visual identification of candidates.
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 the Embassy/Consulate.

Communication at the Examination

For examinations where candidates are assessed in their non-verbal communication skills and interaction with the examiner, the College reserves the right to require candidates to remove any clothing and/or other item which covers all, or part of, the candidate's face.

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.