

Guidance Notes for Examination Applicants

In order that examination applications may be efficiently processed it is important that the form is completed correctly. Candidates are asked to read these notes and to comply with them. Candidates with any further questions about the application or examination process should contact the Examinations Office on 020 7406 5905 or examinations@rcr.ac.uk.

EXAMINATION APPLICATIONS

Candidates must apply online; however, non-UK candidates for the *Final FRCR Part B Examination in Clinical Radiology* must submit a paper application form to the Examinations Office. These can be submitted by email or post.

EXAMINATION APPLICATION OPENING AND CLOSING DATES

The application opening date is advertised on the College's website. No application can be submitted before the published opening date. The deadline (date and time) by which applications must be submitted is advertised on the College's website. Late applications will not be accepted. Candidates are responsible for ensuring that their application has been received by the deadline.

EXAMINATION FEES

The RCR website details the fees for each examination. Examination fees must be paid in pounds sterling. Candidates should ensure that the correct fee for the intended examination and sitting is submitted.

Fees must be paid by credit or debit card via PayPal. Non-UK candidates for the *Final FRCR Part B Examination in Clinical Radiology* who have submitted a paper application will be asked to pay online when confirmation of entry has been advised.

RECEIPT OF APPLICATIONS

After applying online, candidates receive an automatic email to confirm their booking. If this email is not received within 24 hours please contact the examinations office to check if the online application has been entered successfully. Candidates will be notified of receipt of their paper applications via email. Acknowledgement emails indicate receipt of the application form only and do not infer that it has been accepted.

ACCEPTANCE OF APPLICATIONS

Candidate timetables giving full details of the unique candidate identification number, examination dates, times and venues (and visa letters if required), are emailed to candidates as soon as possible after the closing date. Examination documents cannot be sent prior to the closing date.

CANDIDATE IDENTIFICATION

It is imperative that candidates are able to demonstrate their identity in the name under which they enter the examination. Candidates who are registered with the GMC must enter the examination using the format of name in which they appear on the GMC Medical Register. Candidates who are not registered with the GMC must enter the examination in the name that appears on their passport. Examination documentation, including results letters and Fellowship diplomas, will only be issued using the format of name under which the candidate was entered for the examination. Candidates must use exactly the same format of name each time they enter any part of the FRCR Examinations.

TRAINING POSTS

In order to ascertain eligibility for the examination, candidates with queries regarding any periods of maternity leave or extended sick leave should contact the Examinations Office, prior to submitting an application.

CONFIRMATION OF TRAINING

UK Training: For all examinations, candidates who have undertaken their training for the examination in the UK should obtain the approval of their training programme director/head of training scheme prior to applying online.

Non-UK Training: Candidates must confirm when applying that they are currently in a clinical training post (and the country location of training), or have completed a post previously in order to be eligible.

GENERAL MEDICAL COUNCIL REGISTRATION

Registration with the General Medical Council is required by all those undertaking training in the UK. For the *Final FRCR Examinations*, candidates who have held Limited Registration at any time must send copies of all registration certificates (Limited and Full). These certificates are not required for the *First FRCR Examinations*.

CANDIDATE PHOTOGRAPHS

Candidates for the *Final FRCR Part B Examination* in both *Clinical Oncology* and *Clinical Radiology* should send four recent passport sized photographs upon confirmation of entry from the examinations administrator. The candidate's name should be written on the reverse of the photographs.

RESITTING EXAMINATIONS

Candidates must submit a new application for each attempt and should use the same email address for each application.

COLLEGE MEMBERSHIP

Those undertaking specialty training in the UK are expected to establish membership of the College at the commencement of their training and to maintain this throughout their career. Applications for the *FRCR Examinations* cannot be accepted from candidates who are not current College members in good standing. UK trainees should ensure, therefore, that their membership subscription is up-to-date before applying.

LIMIT ON NUMBER OF ATTEMPTS

Candidates are permitted to attempt the *First FRCR Examination in Clinical Oncology* at up to four sittings. A pass in the *Final FRCR Part A Examination in Clinical Oncology* will remain valid (i.e. permit entry to the *Final FRCR Part B Examination in Clinical Oncology*) for three years, starting from the sitting that the *Part A* examination is passed. If a candidate does not pass the *Final FRCR Part B Examination in Clinical Oncology* within this time, they must re-sit the *Final FRCR Part A Examination in Clinical Oncology*. These rules are strictly applied and exceptions are never made.

No candidate will automatically be permitted more than six attempts at any FRCR examination or examination module. In order to attempt an examination or examination module for a seventh, or further, time candidates will have to demonstrate additional educational experience. Any examination or examination module a candidate has previously taken counts towards his or her six attempts i.e. the rule is backdated to include previous attempts.

CHANGES TO EXAMINATION FORMATS

Changes to the regulations, content and format of the examinations are made from time to time.