

Diploma in Dental and Maxillofacial Radiology (Part B) Examination

Guidance Notes for Candidates

1 Examination Structure

The Diploma in Dental and Maxillofacial Radiology (DDMFR) Part B Examination comprises a written question paper, a reporting session and two oral examinations. The examination is held twice a year: normally in March and September, in London only. The three components are held on consecutive days, with the written paper and reporting session on the first day and the oral examinations on the morning of the second day.

From Spring 2015 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.

2 Entry Requirements

Candidates who have passed the DDMFR Part A Examination are permitted to enter the DDMFR Part B examination upon completion of three years of accredited dental and maxillofacial radiology training.

Candidates require approval from the head of their training scheme before applying, to confirm that the appropriate duration and content of training has been completed and that instruction covering the relevant parts of the examination syllabus has been received.

No exemption is granted from the DDMFR (Part B) examination on the basis of success in any other examination.

3 Written Question Paper

The written question paper comprises sixteen short notes/structured essay questions, equally divided between two sections: Dental and Maxillofacial. Candidates must answer six questions from each section and are given three hours in which to complete the paper.

For each question, candidates are provided with a separate answer book in which to record answers - answers recorded on the question paper will not be marked. Candidates must write legibly and, when providing a diagram as part of an answer, ensure that this is large and carefully labelled.

Candidates must not attempt to copy any examination materials or remove either the question paper or the answer book from the examination room; both must be returned to the invigilator at the end of the examination.

4 Reporting session

The reporting session comprises eight cases and is of one hour in duration. The examination may include CT, ultrasound, radionuclide and MR scans. Candidates are provided with a monitor on which they will view the images in Powerpoint. Further information on basic Powerpoint functionality and how candidates can move through the images will be provided in advance of the examination. A brief case history and other relevant clinical data are provided in the candidate answer booklets. Each case may comprise multiple imaging modalities.

Candidates are provided with an answer book in which to write reports on all cases. The cases vary in complexity and difficulty; some require more time for analysis and reporting than others. Candidates should ensure sufficient time is allocated to report each case adequately.

The answer book includes the recommended report format, which shows below. Concise radiological report is required which should be accurate and succinct and can be provided in bullet points or long hand form:

Observations: This section is for recording observations on the films from all the imaging studies available, including relevant positive and negative findings.

Interpretation: This section is for stating interpretations of the observed findings; for example, describing whether the mass or process observed is benign, malignant or infective rather than neoplastic, giving reasons.

Main or Principal Diagnosis: This single diagnosis should be based on the interpretations provided above. If a single diagnosis is not possible, then the most likely diagnosis should be stated with a list of other possibilities, in order of likelihood, supplied in the differential diagnosis section below.

Any Differential Diagnoses: For some cases there will be no differential diagnoses; in others a few may merit inclusion. These should be limited in number and brief, and the report should indicate why these were less likely than the main or principal diagnosis above.

Any Relevant Further Investigations or Management: This section is for indicating any further appropriate investigations or clinical management. For example, if a patient with a subdural collection is diagnosed then urgent referral is needed if there is evidence of brain compression. Similarly, if an abscess or tumour is diagnosed indicate if a drainage or biopsy is appropriate.

5 Oral examination

The oral examination lasts for 60 minutes in total, during which time the candidate spends 30 minutes with each of two pairs of examiners (and so will be assessed by four examiners in 15 minute blocks). Each pair comprises one clinical radiologist and one dental radiologist.

A wide range of material of varying complexity will be shown. A higher level of performance will be expected in the interpretation of common and routine examinations than will be the case with highly specialised investigations. A logical and informed approach to film interpretation, as well as a clear ability to debate the merits, relevance and role of techniques that might assist in further investigation of diagnostic problems, will be expected. Examiners may ask supplementary questions to further assess a candidate's understanding of the problem.

In reaching a conclusion, candidates should place their diagnoses in order of probability. In some cases, it will be possible to make the correct diagnosis as soon as the signs are elicited. In others, further views or investigations will be helpful and it is important that candidates clearly state their reasons for wanting these.

Candidates should listen carefully to any information provided and ask for clarification if anything the examiner asks or says is unclear. The amount of discussion that takes place on each case, and the amount of cases shown, will vary and is at the discretion of the individual examiner.

6 Marking

6.1 Written Papers

The examination papers are marked by each of the participating examiners for QA purposes. The scoring system below details numerical scores awarded for differing levels of performance:

8	Excellent
7	Good Pass
6	Pass
5	Fail
4	Poor
< 4	Very poor, no answer offered

Half marks may be awarded.

Candidates must pass both of the sections. A fail in one section of the written paper may **not** be offset by a good performance in the other section.

6.2 Reporting Session

The answers provided on eight cases are marked by four examiners who reach a consensus mark. The closed marking scheme described for the written papers applies for scoring the written reports.

6.3 Oral Examination

Each examining pair confers after the oral component to reach a consensus mark. The closed marking scheme described for the written papers applies for scoring the oral examination.

6.4 Overall Result

The pass mark is 6 for each section of the examination. In order to achieve success overall, a candidate must reach the required standard in all three components of the examination.

7 Equipment Required for the Examination

Candidates are required to bring a HB pencil, pen, pencil sharpener, eraser and ruler to the written paper and reporting session components of the examination.

8 Personal Belongings

Candidates must follow invigilators' instructions at examination venues regarding where to leave personal belongings. No personal belongings are permitted in the examination room. Neither the Royal College of Radiologists nor the examination venue is able to accept responsibility for the safety of any items of personal belongings. Apart from the equipment described above and official examination documentation, no other articles or documents may be brought to candidate desks.

Candidates must not bring any electronic equipment, eg laptop or palmtop computers, to the examination apart from the permitted calculator. All mobile telephones must be turned off for the duration of the examination and left in bags or coats. Candidates must turn off any alarm set on mobile telephones as these can operate even when the device is turned off; any timing device that emits an audible "beep" must have this facility disabled for the duration of the examination.

9 Candidate Identification

Candidates are required to bring their candidate timetable (which shows their candidate number and details of when/where they are sitting the examination) to the examination, together with a form of identification that bears the candidate's photograph, full name and signature. Candidates that are not registered with the General Medical Council must bring their passport. Details on identification documents must match those supplied on the examination application.

10 Anonymity of Patients

During the examination, information about patients will become available. Candidates are reminded that patients' confidentiality must be respected at all times. Examination cases must not be discussed with anyone other than the examiners.

Patient and hospital identification names and numbers have been removed from the material used in the examination. The examiners advise candidates of any relevant personal details about the oral images under consideration so candidates need not spend time looking for these on the films shown.

11 Examination Results

The list of successful candidates will be published on the Royal College of Radiologists' examinations results website. All candidates will be sent a letter confirming examination results (by first class) as soon as possible after the results have been published.

Pass list publication dates can be found on the examinations results website. This information will also be included on individual candidate timetables that are sent out as soon as possible after the application closing date.

12 Information Provided to Unsuccessful Candidates

Unsuccessful candidates will receive details of scores achieved in each component and the level of performance that was required to achieve success.

Candidates who are unsuccessful at the examination on two occasions will receive written feedback from the Examining Board Chair. It is hoped that this will be of assistance when preparing for a further attempt at the examination.

13 Candidate Conduct

Candidates are expected to behave in a reasonable and respectful manner throughout all College examinations. Candidates must comply with the instructions and requirements of the examination invigilators, College staff and examiners at all times. Please note the following:

- Candidates attempting to make a copy of, or transmit, any examination materials will be disqualified
- Candidates found with any electronic device during the examination will be disqualified
- Candidates refusing to stop writing on or amending their answer sheets after the examination has ended will be disqualified

14 Further Information

Queries arising from this document should be addressed to the College's Examinations Office, either by email to examinations@rcr.ac.uk or by telephone on 020 7406 5905.

Queries at the time of the examination should be raised with the invigilators or College staff present. Comments, feedback or complaints following the examination should be brought to the attention of the Examinations Manager, either by email to Natasha_ribeiro@rcr.ac.uk or by telephone on 020 7406 5947.