

Online Applications – Frequently Asked Questions

Which examinations can I apply for online?

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

How can I apply online for an examination?

Candidates must be a registered web user for the RCR website in order to apply for an exam. You must have a valid email address and you only need to register once. Once registered, you will be able to login and apply for an exam.

When can I apply online for an examination?

The opening date and closing dates can be found under the 'Dates and Fees' section of the exam webpage.

This is my first attempt at the examination – how do I apply?

If you are a UK trainee, please ensure that you have first enrolled with the college. Once you are enrolled you will be able to [register](#) as a web user for online applications using your membership details. If you are training outside of the UK as a non-member, please use the [guest registration](#) option on our website, before applying for an exam.

I am re-attempting the examination – how do I apply?

If you are a registered user of our website, please use your email address to log in. If you have only previously used paper applications, you must register as a website user before applying for the exam. Please ensure that you use the same email address when registering online as used on any previous paper application forms or online applications.

I cannot remember which email address I used to register – what should I do?

Please contact the exams office and we will help you. Do not register with a new email address if you have already registered previously, as this will create a duplicate application.

I am training outside of the UK (not GMC registered) – how should I enter my name?

Please enter your surname (i.e. your last name) EXACTLY as it appears on your passport. You should enter all other names in the 'forenames' box. You should not enter any names which do not appear on your passport. You will be asked to show your passport (or other photographic identification) at registration before the exam. Your name on your passport will be checked against the name you have entered on the application form.

How can I change my address or other personal details?

After logging in you should be directed to the MyRCR page. On this page, next to your registered email address is an 'Edit' link where you can amend your address and other personal details held by the College. You cannot remove any redundant information from your personal details so please include dates when the old details were applicable. It can take up to 48 hours for your updated details to show in MyRCR.

How do I pay for my online applications?

Payment should be made online using Paypal. Candidates will be directed to the payment page either at the time of application or subsequent to submission. If you are not able to pay via Paypal, please contact us immediately after you have submitted your application to arrange an alternative method of payment.

Do I need to provide any supporting documentation with my application?

It is not necessary to submit any documentation, by submitting your application you are confirming that you meet the relevant entry requirements. UK candidates should consult with their TPD prior to applying online.

How will I know if my application has been accepted?

You should receive an automatic email to confirm your booking has been successful. If you have not received this email within 24 hours please contact the exams office to check if your application has been submitted. The automatic email confirms receipt of your application only. We will check your application to ensure that you meet the eligibility requirements and contact you if we have any queries.

After submitting my application, do I need to do anything else?

Please check that you have received the 'confirmation of booking' email. If you have not received this it may mean that you did not submit your application successfully – in this case please contact us as soon as possible, as late applications will not be accepted.

I haven't received any email confirmation, what should I do?

Please check your spam/junk mail folders. If you still have not received the confirmation email, please contact us immediately to check if your online application was received.

I have special requirements and require additional time or assistance during the examination, what do I need to do?

Candidates with dyslexia or any other learning disability should indicate this on the online application form, specifying any special requirements, and submit a separate Educational Psychologist's report by email to examinations@rcr.ac.uk. This report should provide a recommendation of the amount of additional time that you should receive. Please [click here](#) for further information on our adjustments policy.

I selected the wrong examination venue or modules – what should I do?

If you have already submitted your form, you will not be able to change this online - please contact us as soon as possible and we will change this for you. Please ensure that you contact us before the closing date, requests made after this time will not be accommodated.

I have submitted my form but want to apply for more modules – how can I do this?

Candidates are only able to submit one booking form per sitting. If you wish to add more modules, please contact us before the closing date to do so. Additional payment will be required if more modules are added to your booking.

What happens if I miss the closing date due to a technical problem with my computer or the website?

It is your responsibility to ensure you have submitted your application before the closing date. Please contact us immediately to advise us if you are experiencing any difficulties applying online. The College does not accept responsibility for delays or computer failure. Late applications will not be accepted under any circumstances.

If you contact us after the closing date we will be unable to accept your application.

I have successfully applied online but have now changed my mind and would like to withdraw my application – what should I do?

Please contact us as soon as possible to let us know. Further details can be found in our [withdrawal and refund policy](#).