



The Royal College of Pathologists
Pathology: the science behind the cure

College examinations for Fellowship, Diplomas and Certificates

Regulations and guidelines for 2015

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(Superseding all previous editions)**

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Specific information for specialties (see separate documents)

Autopsy
Cervical Cytopathology
Clinical Biochemistry
Clinical Embryology
Dermatopathology
Forensic Pathology
Genetics
Haematology
Haematology (clinical scientists)
Histocompatibility and Immunogenetics
Histopathology
Immunology
Medical Microbiology
Neuropathology
Oral Pathology
Paediatric Pathology
Toxicology
Veterinary Pathology
Veterinary Clinical Pathology
Virology

Updated information and news about the examinations, application forms, written papers from previous examinations etc. are posted on the College website: **www.rcpath.org/exams**

All communications and enquiries should be addressed to:

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Regulations and guidelines for College examinations for Fellowship and Diplomas

Introduction

- 1 This document, along with the relevant specialty-specific regulations, contains the information candidates must read before applying to sit a Royal College of Pathologists Fellowship, Diploma or Certificate examination. Its content is divided into policy and background information as well as specific requirements. Where a direct instruction is given e.g. *must* or *will* this is an obligation on the part of the candidate or the College. Where the text uses a passive or conditional tense e.g. *should* or *may* this is a guideline or a recommendation.

Policy and background information

2 Fellowship of the Royal College of Pathologists

Fellowship of the Royal College of Pathologists (FRCPath) is a mark of professional standing and esteem achieved through one of three possible routes: examinations, publications or invitation of Council. The latter two routes are for academic and distinguished pathologists and are inappropriate for trainees.

The College maintains parity in professional standing and esteem among the three routes to FRCPath by seeking appropriate evidence of knowledge, skills and achievement.

FRCPath alone grants no right or authority for unsupervised clinical practice in a pathology specialty. For clinical practice in the UK, this right and authority is conferred by specialist registration with the General Medical Council (GMC) and by equivalent registration processes for dental practitioners and clinical scientists.

The FRCPath examination constitutes an assessment of the candidate's knowledge of their specialty and their ability to apply that knowledge in the practice of the specialty. The tests of theory, taken as MCQ or EMQ, short answer or essay papers in Part 1 of the examination, aim to determine whether an individual has successfully acquired a core body of knowledge that will underpin their ability to practise in their chosen specialty. The practical examinations, largely taken at Part 2, are designed to test candidates' practical skills and understanding of the specialty and may include written tests in some specialties. They aim to show whether the candidate can apply their knowledge appropriately and safely to the practice of the specialty.

The overall aim of the examination for medical trainees is to provide external quality assurance that a trainee is on course to reach the standard appropriate for entry on the Specialist Register and practice as an unsupervised specialist in the specialty. For non-medical candidates, passing the FRCPath examination indicates they have reached the standard appropriate for unsupervised practice.

On passing the FRCPath Part 2 examination, Fellows sign a consent form agreeing to be bound by the Ordinances, Bye-Laws and Conduct Regulations of the College and any amendments to them in the future, to further the objects and best interests of the College and to uphold the best possible standards in relation to Pathology and patient care.

3 Completion of Training (CCT) and eligibility for consultant posts

The achievement of Fellowship by examination following a defined period of training has long been regarded as an integral part of recognition as a pathologist who has completed training and is eligible to be appointed to a consultant post. However, while Fellowship marks achievement of professional status as a pathologist, it is not solely or even necessarily a criterion for appointment as a consultant.

The decision on the suitability of a candidate, including whether their training is appropriate for a particular post, is the sole prerogative and responsibility of an Appointment Advisory Committee, within the NHS system, a university or elsewhere. The FRCPath is a useful

benchmark for candidates for consultant posts who have followed an approved UK training programme and obtained Fellowship by examination, but it does not override the Appointment Advisory Committee's responsibility to determine that a candidate has the right background and qualification for a particular post.

To be eligible to apply for a consultant post, a doctor must be entered on the GMC's Specialist Register. The routes to specialist registration include the Certificate of Completion of Training (CCT), the Certificate of Eligibility for Specialist Registration through the Combined Route (CESR(CP)) or the Certificate of Eligibility for Specialist Registration. An entry on the Specialist Register confirms that a doctor is eligible to apply for a consultant post. Obtaining the FRCPPath by examination is an integral requirement of securing a (CCT) or a CESR (CP) but the FRCPPath alone does not automatically deliver a CCT or CESR (CP) without documented evidence of satisfactory completion of a prospectively approved GMC training programme. FRCPPath by examination may also form part of the evidence submitted as part of a Certificate of Eligibility for Specialist Registration (CESR) application for entry to the Specialist Register.

4 Equality and Diversity

The Royal College of Pathologists is committed to the principle and practice of diversity and equality in employment, Fellowship, academic activities, assessments, examinations and training. This means that everyone should be treated in a fair, open and honest manner. Our approach is a comprehensive one and reflects all areas of diversity, recognising the value of each individual. We aim to ensure that no one is treated less favourably than another on the grounds of age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation. Our intention is to reflect not only the letter but also the spirit of equality legislation.

The College is aware that candidates come from a range of backgrounds and that for many it takes time to organise themselves for an examination. Every effort will be made to timetable examinations as far in advance as possible. For some examinations, particularly those that use university facilities or have a small number of candidates, this is not possible.

The College's examinations will avoid bank holidays, which are largely based around the Christian calendar. The College will make every effort to avoid scheduling examinations at the same time as other major religious festivals but this might not always be possible (for example, if a university laboratory is only available for use by the College on a particular day). Appendix 2 sets out the list of religious festivals that the College will seek to avoid.

The College is more than willing to make reasonable adjustments wherever possible. Candidates with any particular requirements or concerns are urged to contact the College as early as possible to discuss their needs.

5 Entry criteria for Parts 1 and 2 Fellowship examinations and Diploma examinations

A candidate is admitted to the College examinations solely at the discretion of College Council. Council may refuse to admit to the examination procedure any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the examination.

Candidates will be admitted to an examination (subject to paragraph 16 below) if they have fulfilled the recommended training requirements and are deemed ready to apply by their educational supervisor. Candidates may apply for each part of the examination when they and their educational supervisor or other appropriate trainer consider that they are sufficiently prepared. In general the College recommends that medical candidates in a specialty training programme do not attempt the Part 1 examination before completing at least one year of specialty training and Part 2 before completing at least three years of specialty training.

5.1 Medical and dental candidates

Candidates must hold a primary medical or dental qualification approved by the GMC or General Dental Council (GDC) and must be currently registered with the GMC or GDC in the UK or the appropriate body in the country where they are practising. Candidates holding a medical or dental qualification not accepted by the GMC or GDC in the UK must provide appropriate documents with their application form to demonstrate current registration or permission to practise in the country or territory of domicile either in which the qualification was granted or where they are practising.

The following specialties/examinations are open to medical candidates only: Dermatopathology, Forensic Pathology, Histopathology, Neuropathology, Paediatric Pathology, the Certificate in Higher Autopsy Training, the Certificate in Higher Cervical Cytology Training, and the Certificate in Medical Genetics. Oral Pathology is open to dental candidates only.

Candidates should refer to the relevant specialty regulations and guidelines for further information.

5.2 Clinical Scientist and Biomedical Scientist candidates

Candidates must hold a qualification approved by Council. For this purpose, Council recognises 1st and 2nd class Honours degrees or equivalent qualifications granted in the UK and Republic of Ireland in appropriate science subjects. Applications may also be considered on an individual basis from those holding other science degrees awarded in the UK and Republic of Ireland and from those holding science degrees from overseas universities. Applications from Biomedical Scientists will be considered on an individual basis. Candidates should refer to the relevant specialty regulations and guidelines for further information.

5.3 Veterinary Pathology and Veterinary Clinical Pathology candidates

Candidates must hold a qualification approved by Council. For this purpose, Council recognises the qualifications in veterinary medicine that are able to be registered in the UK. Veterinary Pathology and Veterinary Clinical Pathology are open to candidates with a qualification in veterinary medicine only. Candidates should refer to the relevant specialty regulations and guidelines for further information.

6 Requirements for progression through the examination procedure

All RCPATH examinations are conducted in English. Before attempting the Part 1 examinations, candidates for whom English is not their first language are advised to satisfy themselves that their English language ability is the equivalent to that required to achieve an overall score of 7.5 in the academic International English Language Testing System (IELTS), and at least 7.0 in each of the four sections. For more information about IELTS, visit <http://www.ielts.org/>.

6.1 FRCPATH Part 1 and Diploma procedures

Part 1 examinations are normally a written test of knowledge. Guidance as to when to take the Part 1 in specialty training is outlined in the specialty specific regulations.

Candidates who fail to satisfy the examiners in the Part 1 or Diploma written papers will not go forward to the practical and oral stage if there is one at Part 1/Diploma in that specialty. Candidates are not allowed to apply for both the Part 1 written and the Part 1 practical examinations at the same time.

Candidates successfully completing all components of a Part 1 examination will be offered Associate status in their specialty. More information about Associate status of the College is available on the [College website](#).

Candidates successfully completing all components of a Diploma examination will be offered Diplomate status in their specialty. More information about Diplomate status of the College is available on the [College website](#).

Candidates who first sat the examination prior to Spring 2005 and who have unsuccessfully attempted the Part 1 or Diploma examination six times will not be permitted to re-enter the examination. From Spring 2005, candidates are only permitted four attempts at Part 1 and the Diploma examinations. Any case made for re-admission based on exceptional circumstances must be referred to College Council.

6.2 FRCPATH Part 2 procedure

Candidates may normally only enter for the Part 2 exam when they have successfully completed the Part 1 exam. In those specialties which require a written Part 2 submission, candidates can submit a project proposal for this, before completing Part 1.

Candidates who have unsuccessfully attempted the Part 2 examination four times or more will not be permitted to re-enter the examination without permission of Council. Any case made for re-admission based on exceptional circumstances must be referred to College Council, guidance can be found on the [College website](#).

Candidates who wish to attempt the Part 2 examination in a subject other than that passed in Part 1 must obtain the permission of College Council. The exception is candidates who have passed the Part 1 examination in Histopathology who, after appropriate training, may attempt the Part 2 examination in one of the following: Forensic Pathology, Neuropathology or Paediatric Pathology. Candidates who attempt the Part 1 examination in Haematology for Clinical Scientists must attempt the corresponding Part 2 examination.

Candidates may apply for the appropriate FRCPATH Part 2 examination if recommended to do so by a GMC CESR decision.

Candidates should normally pass their Part 2 examinations within seven years of passing Part 1. This will be the expectation for medical candidates in UK GMC-approved training programmes. However, there will be circumstances where the guidelines will need to be applied flexibly and candidates who feel that they will not be able to comply with this timescale should contact the Examinations Department for further advice.

Candidates are only permitted four attempts at Part 2 examinations. Any case made for re-admission based on exceptional circumstances must be referred to College Council.

7 Guidance for candidates undertaking written projects for the Part 2 examination

Candidates for certain specialties are required to undertake a written project for the Part 2 examination. Regulations and guidance are contained in the separate document on the College website (www.rcpath.org/exams). Candidates should read carefully the specific instructions in the relevant specialty section for guidance on which option is appropriate for their specialty.

8 Guidance for overseas candidates

The FRCPATH examinations are open to overseas candidates and the College has several overseas examination centres (see paragraph 13 below). Overseas candidates are reminded that the examination is orientated towards UK practice and is structured around the relevant UK curriculum. Candidates are strongly recommended to study the curriculum and training requirements of their specialty, as well as the relevant NICE guidelines and other recognised national guidelines, to ensure that they are appropriately prepared for the examination and have access to appropriate training programmes, which must incorporate robust continuous assessment. **Overseas candidates who fail to prepare in this way are unlikely to be able to demonstrate that they have reached the appropriate standard.**

9 Marking systems used in Fellowship examinations and Diploma examinations

9.1 Written papers examinations

The College operates a 'closed' or categorical marking system for essays and some other papers. Each question receives a notional 25 marks. Where essay papers incorporate questions broken into several parts, the marks are allocated to the overall response to the whole question, not broken down and allocated to individual parts. The marking scheme for the essay papers is given below.

Mark awarded	Category
15 (maximum)	Excellent pass
14	Clear pass
13	Pass
12	Borderline fail
11	Clear fail
10 (minimum)	Bad fail

The minimum pass mark is 50% overall. A total mark of 47.5% or less on one paper is a definite fail, but a total mark of between 48–49% on one paper may be compensated by a corresponding surplus of marks in the other paper if no egregious errors have been identified.

For papers consisting solely of short answer questions, the marks allocated to each individual part of a question are indicated on the question paper. The pass mark for short answer question papers is set for each individual paper by a standard setting procedure for each question undertaken by members of the relevant Panel of Examiners to determine minimal acceptable competence.

9.2 Multiple-choice question/extended matching question (MCQ/EMQ) examinations

The Part 1 examination in some specialties consists of an MCQ/EMQ examination, rather than a written examination (please refer to individual specialty sections). The MCQ/EMQ examination consists of one 3-hour MCQ/EMQ exam. The exam is paper-based and computer-marked. Samples of the answer sheets which candidates have to complete are provided on the College website together with the instructions that will be provided in the exam.

Marks are not deducted for incorrect answers and candidates are therefore advised to attempt all questions. There is only one correct answer for each question and, if more than one answer is entered, no marks will be awarded for that question.

The pass mark for MCQ/EMQ papers is set for each individual paper by a standard setting procedure undertaken by members of the relevant Panel of Examiners to determine minimal acceptable competence. This is currently a modified Angoff method.

Please note that where an examination changes from a written to an MCQ/EMQ examination, the format, mark scheme and standard setting methods change and the content (knowledge and understanding) will remain unchanged. However changes in content, knowledge and understanding may occur when a curriculum is reviewed and republished.

9.3 Short Answer Questions

The Part 1 examination in some specialties may comprise, at least in part, of short answer questions.

The pass mark for SAQ papers is set for each individual paper by a standard setting procedure undertaken by members of the relevant Panel of Examiners to determine minimal acceptable competence. This is currently a modified Angoff method.

Sample questions are available on the College website.

9.4 Practical and oral examinations

The pass mark for as many components of practical and oral examinations as possible is determined by an appropriate standard setting procedure undertaken by members of the relevant Panel of Examiners.

Some specialties require candidates to obtain a pass mark in certain or all sections of the practical examination, and a lower mark in one section cannot then be compensated by a corresponding surplus of marks in another section. Please refer to the relevant specialty section for further information.

9.5 Egregious errors

An egregious error is an **extremely serious error** of a proposed action or actions (commission or omission) made in response to a question in the oral or written examination **that is dangerous and has a high likelihood of causing serious harm to the life or well being of a patient or others** which will result in the candidate being placed in the borderline category. A response suggesting unethical practice or lack of probity may also be regarded as an egregious error. The entire performance of the candidate in the examination is then considered by the senior examiners in that specialty to determine whether the error is sufficiently serious for that candidate to fail the exam irrespective of their other marks in the examination.

If this occurs during an oral examination, examiners will give candidates the opportunity to explain the rationale for their response if it is judged to be an egregious error. It must be clear that the candidate understood the scenario and was given the opportunity to review the error in order for the egregious error policy to be applied.

If one or more examiners believe that a candidate has made an egregious error during the examination an appropriate mark will be recorded and brought to the attention of the examiners at the debriefing meeting or to the moderating examiner in written examinations. If the majority of the examiners are in agreement, then the candidate will be placed in a borderline category for evaluation. As for other borderline candidates, the examiners must review the entire performance of the candidate in the examination.

The weight attached to an egregious error must take into account such factors as:

- the degree of potential danger to the patient
- whether the same error is repeated more than once during the examination
- whether the error is identified as part of a persistent or common pattern of inadequate performance.
- any relevant ethical or probity consideration

A decision to fail a candidate that involves an egregious error must be taken after discussion by all examiners involved in marking the relevant component or part of the exam. It requires

a majority agreement of the examiners and the discussion and decisions should be/will be?
thoroughly documented by the lead examiner or Chair.

Specific requirements for entering and sitting Fellowship, Diploma and Certificate examinations

10 Communication about Fellowship, Diploma and Certificate examinations

Candidates must direct all communications and enquiries about their examination entry, content, format and result to the Examinations Department. Candidates must not contact any member of the panel of examiners or the Director of Examinations unless specifically instructed to do so by the Examinations Department. To attempt to do so without such instruction will be regarded as possible candidate misconduct.

All communication from the Examinations Department to candidates will be by e-mail with the exception of the final result letter.

11 Timing and frequency of examinations

There are two examination sessions a year. Examinations are held in both sessions except the following examinations where each component of the examination is held once a year

- Clinical Embryology (Part 1)
- Dermatopathology (Diploma)
- Genetics (Clinical Cytogenetics, Molecular Genetics, Combined Genetics and Medical Genetics)
- Haematology (clinical scientists),
- Histocompatibility and Immunogenetics
- Toxicology
- Veterinary Pathology
- Veterinary Clinical Pathology

12 Application forms

Entry to any College examination will only be confirmed by submission of the printed application form to the Examinations Department and other appropriate documentation, including the examination fee, not later than the relevant closing date specified in the timetable on the College website. The examinations application form is obtainable from the Examinations Department of the College website (www.rcpath.org/exams).

Candidates must submit a fresh application for each session (e.g. spring session, autumn session) in which they wish to attempt a part or component of the examination.

Applicants must be sponsored by a Fellow of the College recently involved in their training. When this is impracticable, the head of the department in which the candidate is working can be the sponsor.

Candidates must pay the correct examination fees through the [College website](http://www.rcpath.org/exams) before submitting an application

Completed application forms must be accompanied by:

- a recent passport-sized photograph of the candidate, which must be signed and endorsed as a true likeness by the sponsor who has signed the application form (or another Fellow of the College or overseas equivalent)
- A self-addressed postcard/envelope for acknowledging receipt of the application.

Candidates entering for the first time for Neuropathology Part 2 examinations must apply for both components when first applying. If making a subsequent application for a component failed in a previous attempt, candidates must indicate this clearly (by ticking the appropriate box on the application form) and pay the appropriate fee.

Incomplete or late applications will not be accepted. Candidates who experience difficulties meeting the deadline must contact the Examination Department for advice before the deadline passes. Candidates must send their applications by registered post and retain proof of posting until receipt of their application has been acknowledged.

Applicants must inform the Examinations Department of any changes that occur to their contact details (including email address) after they have applied for an examination.

13 Overseas examination centres

Written Part 1 and Diploma examinations can usually be arranged in the following centres, depending on there being a minimum number of local candidates sitting in each examination session: Erbil (Iraq), Hong Kong, Irbid (Jordan), Jeddah, Kuwait, Mumbai, Muscat, Rawalpindi (Pakistan), and Singapore.

All candidates who sit the written papers overseas are required to pay the overseas fee at the time of application. Applications must be submitted to the College in the normal way and candidates must not contact local examination centres unless instructed to do so.

Candidates who pass the written papers may then apply for the practical examination (if appropriate) in the UK at the next session of the examination. Some Part 1 practical examinations and all Part 2 examinations can currently only be taken in the UK.

14 Fees

Fees for the Part 1, Part 2, Diploma and Certificate examinations are set by College Council. The current fees are listed on the College website.

15 Disability and special situations

Candidates with a disability (defined under the Disability Discrimination Act as a physical, sensory or mental impairment which has, or had, a substantial and long-term adverse affect on a person's ability to carry out normal day-to-day activities), which may require a reasonable adjustment to the examination procedures, must inform the Examinations Department in writing as soon as they know when they wish to attempt the examination, well in advance of the closing date.

Candidates with dyslexia must submit a post-16 assessment report from a chartered or practitioner psychologist or a specialist teacher holding a current assessment practicing certificate and a letter of support from their educational supervisor or training programme director (or an individual of equivalent standing if applying from outside of the UK).

Candidates who are pregnant and anticipate that they may need particular consideration (i.e. facilities to enable them to sit down during practical examinations) must contact the Examinations Department as soon as this need becomes apparent. Although examiners will do their best to give candidates full consideration on the day, examinations are conducted with the local facilities that are available and it may not be possible to meet candidates' requirements if their needs are not known in advance.

Candidates who present themselves for the examination are deemed to be prepared for and capable of taking it. Candidates who are aware, in advance of the examination, of exceptional adverse personal circumstances, such as bereavement or temporary or permanent illness or injury, which they feel may affect their performance in the examination, are strongly advised not to present themselves for examination.

Candidates who decide to withdraw due to such adverse circumstances just before the examination may be permitted to defer their attempt upon application to the Examinations Department, subject to the provision of appropriate documentary evidence. Withdrawal from the examination because of exceptional adverse personal circumstances will not count as an attempt (see paragraph 17).

Adverse circumstances known to the candidate in advance of the examination will not normally be accepted as mitigating factors in their performance in the examination if they could have withdrawn. In such circumstances, the candidate's papers will be marked and their result issued as normal.

Candidates who become ill immediately before or during the examination itself and who wish this to be taken into consideration must inform the Examinations Department in writing as soon as possible after the examination, and before the results are issued, with appropriate documentary evidence. Candidates must provide independent corroboration of their situation, such as a certificate or letter from their general practitioner, consultant or clinical psychologist.

Any variation of the examination regulations or procedures will be at the discretion of the Director of Examinations and may consist, for example, of allowing additional time for written papers or the waiving of withdrawal or re-sit charges. Additional marks will not be awarded under any circumstances.

16 Prioritisation of applications

The College's ability to admit all applicants may be determined by the total number of applicants and the availability of suitable premises. While all reasonable steps will be taken to ensure there is the capacity to examine all applicants the College will prioritise applications in the very unlikely situation that it is necessary.

Part 1 written or Part 2 oral examinations

There is no prioritisation of applicants for any Part 1 written examinations or Part 2 oral examinations.

Practical examinations

Subject to their being eligible in all other respects to sit practical examinations, at either Part 1 or Part 2, priority will be given to applicants who are:

- registered trainees currently in a General Medical Council (GMC)-approved training programme
- trainees currently in an approved training programme in the European Union (EU)
- current UK and EU-based clinical scientists
- applicants directed by the GMC to undergo an assessment by FRCPATH examination to support an application for entry to the Specialist Register under Article 14.

The following applicants will be accepted, **in the order listed**, if the College has the capacity to examine them at the sitting applied for:

1. currently practising in the NHS in a grade and position relevant to the examination applied for
2. formerly in a GMC-approved training programme
3. formerly in an approved training programme in the EU
4. other applicants

Applicants in the above categories will be told as soon as possible after the published closing date for applications whether or not their application has been accepted. If an application cannot be accepted applicants will be given the option of a full refund of fees, joining a waiting list or transferring to the next session.

17 Withdrawal from the examination

Notification of withdrawal from the examination must be given to the Examinations Department in writing. This can be done by email.

Candidates who withdraw from the examination up to two weeks after the relevant closing date may have their fee refunded. **Candidates who withdraw later than two weeks after**

the relevant closing date will forfeit the entire fee. Forfeiture of the fee will be waived only in exceptional circumstances.

Overseas candidates should note that failure to obtain a visa would not normally be considered an exceptional circumstance.

18 Requirements at examination centres

18.1 Security at examination centres

Candidates must bring official identification with a photograph (i.e. passport, driving licence, national identity card or military warrant card) to all College examinations. **NHS identity cards are not accepted.** This identification should be visible on the candidate's desk at all times during written examinations, and must be produced when requested at practical, oral and autopsy examination centres. Where necessary visual identity checks will be carried out discreetly and with appropriate cultural sensitivity. Candidates without appropriate identification will not be admitted to the examination. Candidates whose official identification is in a different name to that used on the application form (e.g. following a change in marital status) must notify the Examinations Department prior to sitting the examination. Please note that communications about forthcoming examinations such as the provision of a candidate number and the time and location of an examination will only be made with the candidate him/herself.

Candidates must **not** bring books or other printed materials, mobile telephones, tablets or any other electronic equipment into any examination room. The only exception is for practical examinations where candidates have been given **specific instructions** about the equipment they may bring. Candidates must **not** enter or leave any examination room until permitted to do so by the local examiner or invigilator. For examinations where a microscope is required candidates will be expected to provide their own microscope unless otherwise instructed.

Candidates may use calculators in examinations where required but must not use devices with data storage capacity or internet connectivity.

18.2 Dress code at examination centres

Candidates presenting themselves for examination should dress as they would for day-to-day clinical practice or equivalent. For practical examinations, clothing should conform to health and safety requirements. Candidates are requested not to wear forms of dress that cover the face while undertaking oral examinations in order to ensure effective communication.

19 Confidentiality of examination materials

Question papers must not be removed from the examination centre, and questions must not be copied, removed from the examination centre or memorised and thereafter reconstructed or distributed. To attempt to do so will be regarded as possible misconduct.

Candidates must not remove the MCQ/EMQ question paper from the examination centre, nor copy any question and remove it from the examination centre. The answer sheets of any candidate who attempts to do so will not be marked and their actions regarded as possible misconduct.

The questions in College examination papers are covered by copyright law. It is a breach of copyright to reproduce and/or distribute any examination materials, other than Part 1 written and Diploma written question papers, which are available on the College website, and may be printed from the website in order for candidates to familiarise themselves with the format and type of questions. Completed examination papers remain the property of the College. Sample questions for some examinations are also published on the website.

20 Candidate misconduct

Candidates must observe all the regulations relating to the confidentiality and proper conduct of the examination. Appendix 1 sets out the College's Misconduct Policy. All candidates must familiarise themselves with this policy.

21 Notification of results

Results will be published on the College website by midday on the specified results day. Formal letters will be sent to candidates by first class post on the same day; these letters will be sent to the address provided by the candidate on the day of their examination.

From spring 2014, the College will be sending personal data for all GMC registered candidates, including data about exam results, to the GMC for quality assurance and research purposes and to facilitate the awarding of CCTs.

22 Feedback

Candidates should note that exams are a summative test of whether they meet the set standards and that detailed feedback should not be expected. Feedback will provide a summary of performance at the particular sitting concerned. It is not intended to offer direct guidance on what steps would be required to pass. Candidates should not use it as the sole basis of preparing for future attempts. It should be used in conjunction with evidence about their overall progress in the specialty but should not, on its own, be the only piece of evidence used to determine a plan for remediation.

The College encourages unsuccessful examination candidates to seek guidance from specialty advisers and educational supervisors. To support this, the College will provide specialty advisers and educational supervisors with further relevant information upon request.

For MCQ/EMQ examinations, candidates' result notification will include their score and the pass score. No further feedback is provided to candidates, specialty advisers or educational supervisors.

For written essay/SAQ examinations, candidates will be informed of their result and no feedback is provided directly to them. The result notification will advise unsuccessful candidates to contact their speciality adviser or educational supervisor to discuss their result. To inform that discussion, the speciality adviser or educational supervisors can obtain a summary of a candidate's performance for each question from the Examinations Department. Feedback must be requested within four months of the notification of the result.

For practical and oral examinations, feedback sent to unsuccessful candidates with their result notification is restricted to a list of the sections/components passed and summary reasons for the failure. Candidates are advised to contact their speciality adviser or educational supervisor to discuss their result. For practical examinations, the specialty adviser or educational supervisor can obtain a numeric breakdown for each individual component, including any comments provided by the examiners, from the Examinations Department. Further feedback must be requested within four months of the notification of the result.

Examination scripts will not be released to anyone for review after an examination.

23 Appeals

A candidate who has taken any College examination has the right of appeal if there is evidence of a procedural or administrative irregularity by the College or its contractors in the conduct or content of the examination that has adversely affected the candidate's result. Any such appeal should be made by the candidate him/herself, and must be made in writing to the Examinations Department (and not to any individual examiner) within one month of issue of either the examination result or further feedback. The candidate must state summary grounds for the appeal.

In no circumstances will papers be re-marked or be sent back to candidates. Only in exceptional circumstances, where it is clear that a paper has been overlooked or marks incorrectly totalled, may a fail mark be converted to a pass. Appeals submitted on the grounds that a candidate seeks to challenge the professional or academic judgement of the examiners will **not** be considered.

The appeals procedure is available on the College website (<http://www.rcpath.org/examinations>)

24 Complaints

There is a complaints procedure for all activities managed by the Examinations Department not directly linked to an outcome of an examination. The complaints procedure is available on the College website (www.rcpath.org/examinations).

Appendix 1: Misconduct Policy

1. Introduction

- 1.1 The College expects and requires a very high degree of professionalism from its candidates. It expects candidates to be honest. Any attempt by a candidate to gain an advantage over others will be treated most severely.
- 1.2 Any misconduct at any RCPATH examination will be investigated and dealt with according to this policy. Candidates are deemed to have understood and agreed to respect and abide by all regulations, including this Misconduct Policy, by virtue of entering to sit an examination.
- 1.3 This policy does not apply to anyone employed by or acting in any official capacity on behalf of the College, including invigilators and college officers. Such staff should expect their conduct to be investigated under disciplinary procedures and/or the facts to be reported to their manager, supervisor or equivalent.

2. Definition of misconduct

2.1 Misconduct includes, but is not limited to:

- 2.1.1 Failure to abide by the reasonable instructions of an invigilator or College officer;
- 2.1.2 The introduction and/or use of any materials or documents other than those specifically permitted for the examination;
- 2.1.3 Any attempt to communicate with another candidate;
- 2.1.4 Any attempt to gain access to or read the work of another candidate;
- 2.1.5 Unacceptable or disruptive behaviour during the examination;
- 2.1.6 The inclusion of inappropriate, offensive or obscene material in answers;
- 2.1.7 Continuing to write or give answers after the allotted time;
- 2.1.8 Removal of material or content from an examination, other than those documents specifically permitted;
- 2.1.9 The release of content from an examination to a third party without the express permission of a College officer;
- 2.1.10 Bribing or attempting to bribe an invigilator or College officer;
- 2.1.11 Fabrication or alteration of eligibility or identification documents;
- 2.1.12 Impersonation of a candidate or allowing oneself to be impersonated;
- 2.1.13 Any other form of cheating, deception, fraud or conduct that is likely to give an unfair advantage to a candidate or candidates; and
- 2.1.14 Encouraging or assisting any of the above.

3. Reporting misconduct

- 3.1 The College acknowledges the serious nature of allegations of misconduct and their adverse effect on a candidate's reputation and career. The process for dealing with alleged misconduct is therefore kept strictly confidential.

Under exam conditions

- 3.2 If misconduct is suspected under normal examination conditions, it should be reported to the College by an Incident Report Form. An Incident Report Form can be completed by anyone who becomes aware of any incident that may affect the running of the examination (including examiners, invigilators, College officers and examination candidates). Forms completed by examination candidates must be counter-signed by a witness.
- 3.3 Incident Report Forms must be completed as soon as possible and with as much detail as possible.
- 3.4 Any material that an invigilator or College officer reasonably believes is not permitted for the examination will be confiscated. Electronic devices will be returned at the end of the examination with details recorded in an Incident Report Form. The candidate concerned will be asked to acknowledge agreement of the confiscation of other materials on the Incident Report Form, which will be included as part of the report.
- 3.5 A candidate suspected of misconduct should be allowed to complete the examination, provided that no disturbance is caused to other candidates, in which case he should be removed and his examination terminated.

Outside examination conditions

- 3.6 If misconduct is suspected outside examination conditions, a written report should be submitted to the Director of Examinations, giving full details of the person suspected of misconduct, the nature of the alleged misconduct and the person submitting the report. Anonymous reports will not be used to initiate formal misconduct inquiries.

4. Review of alleged misconduct

- 4.1 Once an allegation of misconduct has been made, it will be investigated and assessed by the Director of Examinations.
- 4.2 If the Director of Examinations believes that no misconduct has occurred or that misconduct has occurred but it is minor or only a technical breach of the rules, then the matter will not be taken further. Where a minor breach of these rules has occurred, the Director might remind the candidate in writing of the standard of behaviour expected from candidates, but the case will not be recorded in a candidate's personal file.
- 4.3 If the Director believes that there is a case to answer, he will write to the candidate setting out the allegations. The candidate has 14 calendar days from the date of the letter to accept the allegations or challenge them.
- 4.4 If the candidate admits the allegations in writing, the Director of Examinations will determine an appropriate penalty. Where allegations are admitted, the candidate can submit a written statement with his response that may be considered by the Director of Examinations.
- 4.5 If a candidate denies all or part of the allegations of misconduct against him in writing, the matter will be determined by the Misconduct Inquiry Board.

5. The Misconduct Inquiry Board

- 5.1 The Misconduct Inquiry Board ("the MIB") comprises:

- 5.1.1 Two Exam Panel Chairs from a non-related specialty; and
- 5.1.2 A lay representative.

- 5.2 The MIB will investigate and determine the allegation of misconduct electronically. The standard of proof is the balance of probabilities. Should an allegation be proven, the MIB will agree a penalty. The MIB may convene a telephone conference, if necessary.
- 5.3 The Examinations Manager (or a College officer appointed by the Examinations Manager) will act as the MIB's secretary. The secretary will:
- 5.3.1 Co-ordinate and prepare documentation for all parties;
 - 5.3.2 Advise parties on the deadline for submission of further evidence and the date the MIB will announce its decision;
 - 5.3.3 Provide secretarial support as required;
 - 5.3.4 Maintain communication with the candidate and provide advice as required; and
 - 5.3.5 Produce and distribute the decision of the MIB to all parties.
- 5.4 The timetable for the MIB should run as follows:
- 5.4.1 The Director of Examinations submits the case against the candidate to the MIB and the candidate via the MIB's secretary.
 - 5.4.2 The MIB's secretary will set a deadline by which the candidate may submit evidence for consideration in response. This deadline might vary depending on the nature and complexity of the allegations but should usually be within 7 calendar days. The candidate's response is sent to the MIB's secretary who will confirm receipt and then distribute it to the MIB.
 - 5.4.3 The MIB's secretary will set the date for the MIB's decision. This should usually be no more than one month from the date the candidate denied misconduct in writing.
- 5.5 A candidate can reverse his answer to allegations up to 48 hours before the date of the MIB's decision. Where allegations are accepted, the candidate can submit a written statement to the MIB that may be taken into account by it.
- 5.6 Neither the MIB nor the candidate will be given any information about the candidate's result or performance at the examinations in question.

6. Penalties

- 6.1 Where a case against a candidate is proven, whether through the candidate's own admission or by the findings of the Misconduct Inquiry Board, the following issues will be considered before a penalty is agreed:
- 6.1.1 The need to preserve the integrity of the examination;
 - 6.1.2 The severity of the misconduct;
 - 6.1.3 Consistency with previous penalties; and
 - 6.1.4 Evidence of remorse and an admission of understanding of the seriousness of the case.
- 6.2 The following penalties may be awarded following proven misconduct:
- 6.2.1 No further action;
 - 6.2.2 A written warning;

- 6.2.3 The result of an examination to be declared void or part void;
 - 6.2.4 The candidate to be barred from applying for an exam for a specified period;
 - 6.2.5 Such other penalty that the MIB or Director of Examinations (as applicable) consider appropriate.
- 6.3 Should an allegation of misconduct be proven, the College reserves the right to send details of the case to the General Medical Council (or equivalent) and, in the case of UK trainees, to the candidate's Educational Supervisor and Training Programme Director. In certain circumstances, it may be appropriate to inform the police.
- 6.4 Where theft of intellectual property is suspected, the College reserves the right to initiate civil proceedings, criminal prosecution or both.
- 6.5 Where a candidate's examination result is declared void, the attempt will be recorded against the candidate's exam history. Exam papers will not be processed.

Appendix 2: Major Non-Christian Religious Festivals

	Date	Event	Faith
2015	Thursday 5 March	Purim	Judaism
	Friday 10 – Saturday 11 April	Passover	Judaism
	Monday 25 May	Shavuot	Judaism
	Saturday 18 July	Eid-UI-Fitr	Islam
	Monday 14 – Tuesday 15 September	Rosh Hashanah	Judaism
	Wednesday 23 September	Yom Kippur	Judaism
	Monday 28 – Tuesday 29 September	Sukkot	Judaism
	Tuesday 13 September	Eid-UI-Adha	Islam
2016	Thursday 24 March	Purim	Judaism
	Friday 29 April	Passover	Judaism
	Monday 13 June	Sukkot	Judaism
	Thursday 7 July	Eid-UI-Fitr	Islam
	Tuesday 13 September	Eid-UI-Adha	Islam
	Tuesday 25 October	Shavuot	Judaism
	Monday 3 - Tuesday 4 October	Rosh Hashanah	Judaism
	Wednesday 12 October	Yom Kippur	Judaism