List of files on the MRCP(UK) data stick

1. *Directory and explanation of files* (this document)

2. *Assessment, Agreement and Report forms*

   - **Confidentiality agreement – results** - to be signed by all examiners and individuals involved with organising the examination at the centre
   - **Confidentiality agreement – station content** - to be signed by all examiners and individuals involved with organising the examination at the centre
   - **D1 – candidate discussion sheet** - Used to highlight candidates who require written counselling. MUST be used if a candidate is rough, scores 28 or less in Skill G or fails 6 or more skills. All completed forms MUST be returned to Central Office
   - **Scenario Assessment form – Station 2** - To be completed by examiners on Station 2 after the exam
   - **Scenario Assessment form – Station 4** - To be completed by examiners on Station 4 after the exam
   - **Scenario Assessment form – Station 5** - To be completed by examiners on Station 5 after the exam
   - **Verbal Roughness** - Definition of verbal roughness in the PACES exam

3. *e-CPS*

   - **e-CPS file 2017 –** Must be completed during each cycle and displayed/reported to the examiners at the post cycle examiners meeting. These completed files MUST be returned to CO asap after the exam and deleted as soon as confirmation has been received from CO. **NB**: These files are back up and will only be used in the event that the mark sheets go missing. **Password** to access blank e-CPS file is - *3paces4*
   - *Guide to using e-CPS file 2017 – self explanatory*

4. *Creating Examiner Information:-*

   - **Examiner pairing sheet template** - use this in conjunction with the Examiner pairing sheet guide
   - **Examiner folder cover template –** use this in conjunction with the SOP for creating MRCP Examiner folders
   - **Examiner labels example –** read this before creating examiner lables
   - **Examiner labels template –** see example above
   - **Examiner pairing sheet guide –** read this before creating the examiner pairing sheet
   - **SOP (Standard Operating Procedure) for creating MRCP Examiner folders –** read this before making up examiner folders

5. *Chair, Examiner and Trainee guide notes:-*

- **Chair Examiners Briefing presentation -** Power Point presentation for Host/Chair examiners to facilitate the exam briefing meeting before the exam starts
- **Chair's Letter and Hot Topics –** Latest information and recent developments some of which may need to be specifically brought to the attention of the examiners before the start of each day.
- **Examiners' Omnibus -** Provides detailed instructions for examiners and provides information on exam regulations.
- **MRCP Trainee Examiner guide -** Explanation for new examiners on the process that they will be expected to undertake on their training day. All new examiners **MUST** shadow mark over 3 cycles – the relevant stations that the Trainee Examiner observe will be decided by the Host and Chair Examiner on the day(s) in question. Trainee examiners should be given a pack of "photocopied" mark sheet (5 copies of the front side of EACH mark sheet). The completed mark sheets should be shredded after the exam. The assessment forms TE2 and TE3 must be completed by the trainee examiner, counter signed by the Host/Chair examiner and the final forms returned to CO with the candidate mark sheets.

6. *PACES Mark Sheets:-*

- **PACES sample mark sheets –** self explanatory

7. *Patient Information:-*

- **MRCP UK Station 5 patent information** – self explanatory
- **MRCPUK Stations 1 and 3 patient information -** self explanatory
- **MRCPUK Stations 1 and 3 patient information -** self explanatory

8. *Courier and Insurance information*

- **Courier information –** self explanatory
- **Insurance card –** self explanatory
- **Returns shipping labels -** self explanatory

9. *Creating Scenario Information:-*

- **SOP for creating MRCP scenario folder -** read this before creating the scenario folders
- **Station 2, 4 and 5 scenario folder cover template -** use this in conjunction with the SOP for creating MRCP scenario folders

10. *Station/direction signs and creating patient stems for Stations 1&3:-*

- **Calibration sheets -** Used by examiners to agree the scoring for each case before the exam starts. The completed sheets DO NOT need to be returned to central office.
- **Centre Number template -** Candidates will need to know the centre number when completing their mark sheets – this is a useful document to display in the candidate waiting area.
- **Exam in progress, Direction Arrows and Station signs – s**elf-explanatory
- **Generic Station 1 and 3 patient introductors** – Examples of the type of guide for candidates that should be created for patients in these stations

11. *Timing:-*

- **3 timer clock instructions –** instructions on how to use the 3 timer clock
- **PACES timing sheet –** if the clocks don't work use this sheet! Fill in the time the candidates are seated at their **first** station and follow the instructions.
- **PACES Timetables –** The different starting times that are available. It is useful for nursing and admin staff if the relevant copy is printed and displayed in order to work out catering and transport requirements.
- **Summary of timings at each station -** Timings for examiners within each station. Display a copy in each station.

12. *Useful additions:*

- **Candidate labels –** some centres like to create candidate labels however the exam runs well without them
- **Candidate programme –** some centres like to create a candidate programme to add to the examiner folders in order to give the examiners an overview of which candidate they will be seeing first and the numbers of those they will be seeing subsequently. A nice addition but the exam runs well without it.
- **PACES Co-ordinator certificates –** three different levels of certificate which can be awarded to those who have contributed to the running of the examination. Should be prepared in advance and signed by the Host and Chair examiner and can be presented at the end of the exam if desired. It is important that a list of recipients is sent to MRCP(UK) Central Office.
- **Candidate photos –** a useful tool to help examiners remember the different candidates at the post cycle briefing meeting. These photos can be taken at the candidate signing in stage. A candidate has the right to refuse to have their photo taken.