

Royal Colleges of Physicians of the United Kingdom

MRCP(UK) PACES Examination

Guide to using the electronic Candidate Performance Summary

1.1. BEFORE THE CYCLE

- Open the file. You will be requested to enter a password which has been supplied separately (Please note the password is case sensitive).
- Look at the tabs at the bottom of the screen. There are 12 of these tabs:
 - Front Page
 - one for each of the five Stations
 - one showing examiner concordance at each station
 - one for each of the five candidates
- Click on the Front Page tab.
 - Enter the centre number, date and cycle number into the relevant boxes.
 - Enter the names and examination numbers of each of the five candidates. The candidate starting at Station 1 should be Candidate 1 and so on.
 - Enter the names of the examiners and their examiner number. Use the “drop down” list under examiner role to indicate whether they are an examiner, Host examiner or Chair of examiners. Include any trainee examiners in the relevant section. This data will be used to draw up the examiner CPD certificates at the end of the CPD year.
- Click on each of the five Station sheets in order.
 - Use the “drop down” list next in the cells on the right of Examiner One and Examiner Two to select the names of the two examiners assigned to each Station.
- **YOU DO NOT NEED TO ENTER ANY DATA INTO THE EXAMINER CONCORDANCE AND FIVE CANDIDATE SHEETS – THESE ARE AUTOMATICALLY COMPLETED FROM THE ENTRIES YOU MAKE INTO THE FRONT PAGE AND STATION SHEETS.**
- Save the file now and frequently thereafter as **eCPS2012[yourcentrename][date][cyclenumber].xls** (or xlsx if you have Excel 2007).

Front page tab

example eCPS 2012 L (Centre name) (Date) (Cycle number).xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Spelling Research Thesaurus Translate Proofing New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Unprotect Workbook Share Workbook Track Changes Changes

O11

PACES Candidate Performance Summary (eCPS)

Enter centre and cycle

| | | | |
|---------------|---------------|--|--|
| Centre Name | Hospital Name | | |
| Centre Number | 123 | | |
| Date | 01/01/2012 | | |
| Cycle | 1 | | |

Enter examiners name here

| Examiners (in any order) | | | |
|--------------------------|---------|------------|---------------|
| | SURNAME | First name | |
| 1 Example | One | | 0001 Host |
| 2 Example | Two | | 0002 Chair |
| 3 Example | Three | | 0003 Examiner |
| 4 Example | Four | | |
| 5 | | | Chair |
| 6 | | | Host |
| 7 | | | Examiner |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |

Enter candidates name here

| | SURNAME | First Name | Examination Number |
|-------------|-----------|------------|--------------------|
| Candidate 1 | Candidate | One | 0001 |
| Candidate 2 | Candidate | Two | 0002 |
| Candidate 3 | Candidate | Three | 0003 |
| Candidate 4 | Candidate | Four | 0004 |
| Candidate 5 | Candidate | Five | 0005 |

| | |
|--------------------------------------|-----|
| Total score is "Probable Fail" below | 124 |
| Total score is "Probable Pass" above | 134 |

| Passmarks by skill: | Passmarks | Totals |
|-------------------------------|-----------|-----------|
| Physical Examination | 14 | out of 24 |
| Identifying Physical Signs | 14 | out of 24 |
| Clinical Communication Skills | 10 | out of 16 |
| Differential Diagnosis | 16 | out of 28 |
| Clinical Judgement | 18 | out of 32 |
| Managing Patients' Concerns | 10 | out of 16 |
| Maintaining Patient Welfare | 28 | out of 32 |

Save the marksheet excel workbook regularly as
eCPS2012yourcentrenamedatecyclenumber.xls
return to examinerservices@rcplondon.ac.uk

Trainees Examiners

| | SURNAME | First Name |
|-----------|---------|------------|
| 1 Trainee | One | |
| 2 Trainee | Two | |

Enter candidates name here

Enter examiners name here

Tabs

Front page St1 Respiratory & Abdomen St2 History Taking St3 Cardiovascular & Nervous St4 Communication Skills St5 Integrated Clinical Candidate 1

Station 1 tab

example eCPS 2012.L (Centre name) (Date) (Cycle number).xls [Compatibility Mode] - Microsoft Excel

Centre Number: 123
Date: 01/01/2012
Cycle: 1

PACES Candidate Performance Summary (eCPS)

Station 1 Examiner 1 Example One Examiner 2

Marksheet Input - Station 1.1 Respiratory

| Candidate 1 | exam no 0001 | Candidate 2 | exam no 0002 | Candidate 3 | exam no 0003 | Candidate 4 | exam no 0004 | Candidate Five | |
|--|--------------|-------------|--------------|-------------|--------------|-------------|--------------|----------------|------------|
| Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 |
| Clinical Skill | | | | | | | | | |
| Example One 0 Example One 0 Example One 0 Example One 0 Example One 0 | | | | | | | | | |
| A: Physical Examination | | | | | | | | | |
| B: Identifying Physical Signs | | | | | | | | | |
| D: Differential Diagnosis | | | | | | | | | |
| E: Clinical Judgement | | | | | | | | | |
| Counselling | | | | | | | | | |

Marksheet Input - Station 1.2 Abdomen

| Candidate 1 | exam no 0001 | Candidate 2 | exam no 0002 | Candidate 3 | exam no 0003 | Candidate 4 | exam no 0004 | Candidate 5 | exam no 0005 |
|--|--------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|
| Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 | Examiner 1 | Examiner 2 |
| Clinical Skill | | | | | | | | | |
| Example One 0 Example One 0 Example One 0 Example One 0 Example One 0 | | | | | | | | | |
| A: Physical Examination | | | | | | | | | |
| B: Identifying Physical Signs | | | | | | | | | |
| D: Differential Diagnosis | | | | | | | | | |
| E: Clinical Judgement | | | | | | | | | |

Enter marks here

Drop down list of examiners names

- Counselling Recommendations - any recommendations for counselling can be entered on the station sheets, underneath the judgements by clinical skill for each encounter. When a recommendation for counselling has been made at an encounter, enter Y in the pale orange box under the relevant candidate/examiner/encounter. Recommendations for counselling are transferred to the individual candidate sheets and shown next to the likely outcome.
- If you discover an error in the data entry, please re-enter the data correctly. DO NOT cut and paste the data into the correct place, as this will affect the result calculation.

1.2. AFTER THE CYCLE

- Each of the five candidate sheets will now have been completed automatically. If any data are missing a red box is visible at the top right hand corner of the page, and the relevant boxes are pink. All calculations will have been performed for you.
- The total test score and likely outcome are shown at the bottom of the sheet for each candidate. The scores for each skill are also shown at the bottom of each column along with an indication of pass/fail for that skill.
- Print two copies of each candidate's summary one of which should be returned to the Examinations Department, and the other retained by the Host for one year.

- You will have one spreadsheet for each cycle you run. When completed, please e-mail each whole spreadsheet file back to the organising College.
- You will receive an e-mail telling you that the file has been safely received and you should then delete your copy.

1.3. EXAMINER CONCORDANCE

- Some basic information on examiner concordance is provided within the eCPS.
- The scale used is 0 – 10, where 10 equals complete agreement. This is a new scale, and we will shortly provide further information on the mean and range of values at each encounter.
- There is no "target" or "expected" level of concordance.
- Concordance will tend to be higher when candidates perform very well or very badly, and lower when candidates are borderline.
- The score is derived from a comparison of each individual judgement made by each examiner, not the sum of those judgements.
- Examiner concordance for each encounter is given in the tab between the Station sheets and the Candidate sheets.
- Examiner concordance by candidate is shown on the right hand column of the candidate sheets.