

MRCPUK

Membership of the Royal Colleges of Physicians of the United Kingdom

Regulations and Information for MRCP(UK) Candidates

2017 Edition



MRCP(UK) Regulations and Information for Candidates

These regulations apply to the MRCP(UK) Diploma from the date of publication, and cover the MRCP(UK) Part 1 Examination, the MRCP(UK) Part 2 Written Examination and the MRCP(UK) Part 2 Clinical Examination (PACES).

Notice of future amendments to the Regulations and revisions following publication of the 2017 Regulations

The MRCP(UK) Diploma will continue to change to reflect developments in medicine. While every attempt has been made to ensure that the MRCP(UK) Regulations 2017 are accurate, further changes to the MRCP(UK) examinations, the Regulations, the examination calendar and closing dates may be implemented during this time. Candidates should refer to the MRCP(UK) website (www.mrcpuk.org) for the most up-to-date information, and where any such changes will be detailed. In addition, wherever changes are made notices will be issued indicating the nature of these changes and will be available with the relevant examination application forms. In order that candidates are fully briefed about the status of any proposed changes, they are advised to read these notices along with this publication.

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Contents

1. The Federation of Royal Colleges of Physicians of the United Kingdom	4
2. Constitutional framework: Powers and responsibilities of the Royal Colleges of Physicians	5
3. Format of the MRCP(UK) Diploma	6
3.1 MRCP(UK) Part 1 Examination	6
3.2 MRCP(UK) Part 2 Written Examination.....	6
3.2.1 Marking system for the written examinations	6
3.3 MRCP(UK) Part 2 Clinical Examination (PACES)	7
4. Entry requirements for MRCP(UK) Examinations	8
4.1 Candidates with constraints on their practice	8
4.2 Limited number of attempts.....	8
4.3 MRCP(UK) Part 1 Examination	9
4.4 MRCP(UK) Part 2 Written Examination and Clinical Examination (PACES).....	9
4.5 MRCP(UK) Part 2 Written Examination and PACES Examination eligibility period.....	9
5. How to enter the MRCP(UK) Examinations	11
5.1 Registering for an online account / My MRCP(UK).....	11
5.2 Applying for the MRCP(UK) Examinations	11
5.2.1 Applying for the written examinations.....	11
5.2.2 Applying for the clinical examination (PACES).....	12
5.3 Online application.....	12
5.4 Paper (manual) application.....	13
5.5 Payments	13
5.6 Submission of documentary evidence of primary medical qualification.....	15
5.7 Names.....	16
5.8 Responsibilities of all candidates.....	16
5.9 Reasonable adjustments.....	18
5.10 Cancellation	18
5.11 Non-attendance.....	19
6. Examination centres	20
7. Withdrawal from the examination and refund of examination fees.....	20
7.1 Withdrawal from written examinations	20
7.2 Withdrawal from Part 2 Clinical Examination (PACES)	21
8. Review and results of MRCP(UK) Part 1 and Part 2 Written Examinations	22
8.1 Review of the examinations	22
8.2 Results.....	22
8.3 Queries on results.....	23
9. Attendance at, and conduct during, the MRCP(UK) Part 1 and Part 2	24
Written Examinations	24
9.1 Monitoring candidate behaviour.....	24

9.2 Examination rules and regulations	26
10. Attendance at, and conduct during, the MRCP(UK) Part 2 Clinical Examination (PACES)	30
10.1 Attending the MRCP(UK) Part 2 Clinical Examination (PACES).....	30
10.2 Academic and professional conduct.....	31
11. Review and results of MRCP(UK) Part 2 Clinical Examination (PACES)	32
12. Completion of the MRCP(UK) Diploma and election to Membership	34
13. Other regulations and procedures.....	35
14. Language requirements.....	35

1. The Federation of Royal Colleges of Physicians of the United Kingdom

The three Royal Colleges of Physicians that constitute the Federation of Royal Colleges of Physicians of the UK are:

Royal College of Physicians of Edinburgh

9 Queen Street
Edinburgh EH2 1JQ
Tel: +44 (0)131 225 7324
<http://www.rcpe.ac.uk>

Royal College of Physicians and Surgeons of Glasgow

232-242 St Vincent Street
Glasgow G2 5RJ
Tel: +44 (0)141 221 6072
<http://www.rcpsg.ac.uk>

Royal College of Physicians of London

11 St Andrews Place
Regent's Park
London NW1 4LE
Tel: +44 (0)20 3075 1515
<http://www.rcplondon.ac.uk>

The three Colleges of the Federation share a common examination, the MRCP(UK) Diploma. The Federation has devolved responsibility for the organisation of the examinations to the MRCP(UK) Management and Policy Board and the MRCP(UK) Central Office:

MRCP(UK) Central Office

11 St Andrews Place
Regent's Park
London NW1 4LE
Tel: +44 (0)20 7935 1174
Fax: +44 (0)20 7487 2628
<http://www.mrcpuk.org>

2. Constitutional framework: Powers and responsibilities of the Royal

Colleges of Physicians

The Royal Colleges of Physicians of the UK have the power to:

- determine the terms and conditions of entry to the examinations of the MRCP(UK) Diploma. The Royal Colleges of Physicians reserve the right to refuse admission to any part of the MRCP(UK) Diploma;
- recognise appropriate periods of training, in fulfilment of the entry requirements of the MRCP(UK) Diploma, and determine when this training has been completed successfully by candidates;
- confer the MRCP(UK) Diploma on persons who have passed all parts of the MRCP(UK) qualification.

To maintain the academic quality of the MRCP(UK) Diploma, the Royal Colleges of Physicians have the responsibilities of:

- appointing examiners with appropriate qualifications and experience;
- ensuring that examinations are in accordance with the UK Core Medical Training (CMT) curriculum;
- monitoring candidate performance;
- arranging suitable examination facilities.

In the exercise of these powers and responsibilities, the Royal Colleges of Physicians will comply and ensure compliance with the requirements of relevant legislation, such as the Equality Act 2010 and the Data Protection Act 1998 Please see <http://www.mrcpuk.org/terms-conditions>.

MRCP(UK) believes that equality of opportunity is fundamental to the many and varied ways in which individuals become involved with the Colleges, either as members of staff and Officers, as advisers from the medical profession, as members of the Colleges' professional bodies or as doctors in training and examination candidates.

Accordingly, it warmly welcomes, and actively seeks to recruit, contributors and applicants from as diverse a population as possible.

3. Format of the MRCP(UK) Diploma

The MRCP(UK) Diploma is awarded on completion of all three parts of the examination.

3.1 MRCP(UK) Part 1 Examination

The MRCP(UK) Part 1 Examination is designed to assess a candidate's knowledge and understanding of the clinical sciences relevant to medical practice and of common or important disorders.

The MRCP(UK) Part 1 Examination has a two-paper format. Each paper contains 100 multiple-choice questions in one from five ('best of five') format, where candidates choose the best answer from five possible answers. Candidates will be tested on a wide range of disorders in General Medicine as set out in the syllabus of the curriculum (go to <http://www.mrcpuk.org/mrcpuk-examinations/part-1/format>). The questions in each specialty are distributed across both papers. A candidate will be marked as absent if they do not complete both papers on the same day. Absence will count as an attempt at the examination.

3.2 MRCP(UK) Part 2 Written Examination

In MRCP(UK) Part 2, questions are asked about the diagnosis, investigation, management and prognosis of medical conditions, at a level of knowledge expected of a physician in training with the ability to apply this knowledge to clinical problem-solving.

The MRCP (UK) Part 2 Written Examination has a three-paper format. Each paper contains 90 multiple-choice questions in one from five ('best of five') format, where candidates choose the best answer from five possible answers. The questions will usually have a clinical scenario, may include the results of investigations and may have associated medical images. Candidates will be tested on diagnosis and management of a wide range of clinical conditions in General Medicine as set out in the syllabus of the curriculum (go to <http://www.mrcpuk.org/mrcpuk-examinations/part-2/format>). A candidate will be marked as absent if they do not complete all three papers in the same diet. Absence will count as an attempt at the examination.

3.2.1 Marking system for the written examinations

Candidates' overall results are calculated using a process called **equating**. This is a statistical process based on Item Response Theory, and it is used to ensure that candidates receive comparable results for comparable performance in different diets of the examination. Please refer to the MRCP(UK) website for details of the process and specific pass marks: <https://www.mrcpuk.org/mrcpuk-examinations/results/exam-pass-marks>.

The marking system is as follows:

- One mark (+1) is awarded for each correct answer;
- No mark is deducted for an incorrect answer (i.e. there is no negative marking);
- No mark is awarded or deducted if a question is left unanswered;

No mark is awarded if more than one answer is recorded or the answer is not sufficiently clear;

No mark is awarded for any answer that the marksheet scanner queries as:

- insufficiently erased;
- smudged;
- a double response to a question.

In these circumstances the Royal Colleges of Physicians do not consider it is appropriate to interpret a candidate's intentions.

3.3 MRCP(UK) Part 2 Clinical Examination (PACES)

The MRCP(UK) Part 2 Clinical Examination (PACES) is composed of five stations each assessed by two independent examiners. In exceptional circumstances, the examination may need to run with fewer than the usual 10 examiners. The minimum number of examiners required for an examination cycle to commence will be nine. Candidates will start at any one of the five stations and then move round the carousel of stations at 20-minute intervals until the cycle has been completed. The stations and patient encounters within each station, are:

Station 1

Respiratory System Examination (10 minutes)
Abdominal System Examination (10 minutes)

Station 2

History Taking Skills (20 minutes)

Station 3

Cardiovascular System Examination (10 minutes)
Central Nervous System Examination (10 minutes)

Station 4

Communication Skills (20 minutes)

Station 5

Integrated Clinical Assessment

- Brief Clinical Consultation 1 (10 minutes)
- Brief Clinical Consultation 2 (10 minutes)

The MRCP(UK) Part 2 Clinical Examination (PACES) lasts a total of 125 minutes (including a 5-minute break before each station).

4. Entry requirements for MRCP(UK) Examinations

Every candidate for the MRCP(UK) Diploma must hold a qualification recognised by the Royal Colleges of Physicians of the UK from an institution awarding primary medical degrees, and is required to submit a copy of this qualification (see sections 5.3 and 5.4 below). Where MRCP(UK) is unable to verify an institution it will consult the World Health Organisation Directory of Medical Schools: <http://www.who.int/hrh/wdms/en/>. If the qualification does not appear in this list the application cannot be accepted, unless it is recognised by the UK General Medical Council (GMC): www.gmc-uk.org, or the applicant is registered with the GMC. (Please note that a small number of institutions included in the WHO Directory are not accepted by the GMC, in which instances the application also cannot be accepted.)

4.1 Candidates with constraints on their practice

1. Candidates who have been erased from the GMC register (or that of an equivalent international body) for reasons related to fitness to practise are not permitted entry to any MRCP(UK) examination.
2. Candidates who are suspended from practice by the GMC (or equivalent international body) and/or their employer are not permitted entry to any MRCP(UK) examination until the suspension has been lifted.
3. Candidates who are subject to any warnings, interim orders, undertakings or conditions on their practice from the GMC (or equivalent international body) and/or their employer must declare this information to MRCP(UK) Central Office upon applying to any MRCP(UK) examination, and may be permitted to enter the examination at the discretion of the MRCP(UK) Medical Director.
4. Upon submitting the Form of Faith for election to Membership, candidates must declare to the Royal Colleges of Physicians if they have been suspended by the GMC or their employer, or erased from the GMC (or equivalent) register for reasons related to fitness to practise, or if they are subject to any warnings, interim orders, undertakings or conditions on their practice from the GMC (or equivalent).

Additionally if candidates are or have been registered with the GMC (or equivalent body), they must include their GMC number (or equivalent registration number).

Candidates should note that failure to declare conditions, warnings or suspension as required:

- at the time of application,
- prior to the examination date for which they have entered, or
- when applying for election to membership,

will result in penalties being applied as defined in the MRCP(UK) Code of Conduct and Misconduct Regulations (see Section 13).

Where candidates are making a declaration, the 'MRCP(UK) and Specialty Certificate Candidate Declaration Form' (<https://www.mrcpuk.org/declaration-form>) must be submitted. Candidates are also required to disclose information as to why the condition or undertaking has been imposed.

The decision on whether a candidate is permitted to take the examination will normally be communicated to candidates within two weeks from the date the information was received.

4.2 Limited number of attempts

Candidates will automatically be permitted a maximum of six attempts at each part of the MRCP(UK) diploma (as specified by the GMC). After six failed attempts, a candidate will be required to undertake additional educational experience for each re-sit and submit evidence of this:

<https://www.mrcpuk.org/sites/default/files/documents/Additional-attempt-form.pdf>. This evidence will need to be supported by a candidate's Educational Supervisor, and the Training Programme Director or equivalent. In determining whether a candidate has sufficiently satisfied the requirements to enable them to undertake a further attempt, the decision of MRCP(UK) Central Office will be final.

4.3 MRCP(UK) Part 1 Examination

Candidates for the MRCP(UK) Part 1 Examination must have had at least 12 months' experience in medical employment by the date of the examination, i.e. must have completed Foundation Year 1 or equivalent; therefore, candidates will not be admitted to the MRCP(UK) Part 1 Examination until 12 months after the date of graduation given on their diploma of medical qualification. If the date of graduation is significantly later than the date of completion of training, the date on which candidates received notice of passing their final examination may be considered. In such cases, candidates should submit documentary proof. All candidates must pass Part 1 before they are eligible to apply for the Part 2 Written and Clinical examinations (PACES).

4.4 MRCP(UK) Part 2 Written Examination and Clinical Examination (PACES)

Candidates for the MRCP(UK) Part 2 Written Examination and Clinical Examination (PACES) must have passed the MRCP(UK) Part 1 Examination within the preceding seven years. Applications for these examinations can only be made once confirmation of passing the Part 1 examination has been received.

It is advised that trainees are unlikely to be able to apply their clinical knowledge or demonstrate their clinical skills across the broad range of cases, and thus be successful in the MRCP(UK) PACES examination, before a total of two years' experience has been gained following the award of their primary medical degree. It is therefore recommended that candidates will normally have completed a two-year foundation programme and started Core Medical Training (or an equivalent period of training) before attempting MRCP(UK) PACES. Within these two years, not less than four months should be spent in posts involving the continuing care of emergency medical patients. This experience in the UK should as a minimum be gained at Foundation Year 1 and 2 level (or equivalent) and in Core Medical Training (or equivalent), but may be gained in any hospital throughout the world.

Support for PACES applications

All applications for the MRCP(UK) PACES examination will need to be supported by the candidate's current or most recent educational supervisor *or* most recent supervising consultant. Candidates will be required to provide details of their educational supervisor or supervising consultant in their application and confirm that their application has been discussed and is supported by them.

Candidates or supervisors in doubt about likely readiness to sit the examination should review the relevant curricula and the PACES information section on the MRCP(UK) website.

4.5 MRCP(UK) Part 2 Written Examination and PACES Examination eligibility period

Any candidate who is unsuccessful in passing the MRCP(UK) Part 2 Written and Part 2 Clinical (PACES) Examinations within seven years of passing the MRCP(UK) Part 1 Examination will be required to take and

pass the MRCP(UK) Part 1 Examination again. Candidates who re-enter the MRCP(UK) Part 1 Examination and pass will have a further seven years in which to pass the MRCP(UK) Part 2 Written and PACES Examinations. The limit of six attempts for each part of the examination remains before having to provide evidence of additional educational experience.

It is the candidate's responsibility, before applying for either the MRCP(UK) Part 2 Written or the PACES Examination, to ensure that they have enough time to pass both examinations within the seven-year eligibility period. Candidates will not be eligible for any refund of examination fees on the grounds that they have passed one of these examinations but no longer have time left to complete the other.

5. How to enter the MRCP(UK) Examinations

5.1 Registering for an online account / My MRCP(UK)

All MRCP(UK) candidates must register for a personal account through the MRCP(UK) website. To register for an online account candidates will need a unique email address which will become their username. Upon completing their application for an MRCP(UK) examination first-time applicants will be issued with a unique RCP code number; applicants should keep a record of this code number as it will be used in all future correspondence with the MRCP(UK) Central Office. Candidates with an online account will have access to their personal area of the website entitled 'My MRCP(UK)'. Registration permits candidates to view and amend certain personal/contact details, view and apply for examinations within the respective application periods in all UK centres and most international centres (as detailed on the MRCP(UK) website), view the details of any current examination attempt and view their personal examination history. Please note that we can discuss applications with the candidate only, and not with a third party.

A candidate will have been given a six-digit RCP code number if they have:

- applied for an MRCP(UK) examination before, even if they did not actually sit the examination;
- enrolled with JRCPTB;
- held, or currently hold, any form of membership with the Royal College of Physicians of London;
- attended a course at the RCP.

This may be stated on previous correspondence from the MRCP(UK) Central Office / JRCPTB / RCP London. If you believe you may have an RCP code number but are unsure what it is please check with Central Office.

Please note that candidates must have only one RCP code number.

To avoid creating a duplicate online account, candidates are required to answer the question at the start of the online application: 'Do you have an RCP Code Number, e.g. have you previously applied for an MRCP(UK) examination?'

Under no circumstances should a candidate attempt to create more than one online account or register for the same examination more than once using a duplicate online account. Creating a duplicate account may result in a delay to your application to the examination and you may incur additional fees.

If candidates have difficulty creating an online account or are concerned about their application, they should contact the relevant Administrative Office: <https://www.mrcpuk.org/contact-us>.

5.2 Applying for the MRCP(UK) Examinations

All applications must be received by 23.55 h (GMT) on the advertised closing date, whether submitted by online or paper application. Late applications cannot be accepted. When sending a paper application form, candidates are strongly advised to use a courier or recorded delivery service and to retain proof of postage.

5.2.1 Applying for the written examinations

Candidates sitting in UK centres can apply for the MRCP(UK) Part 1 and MRCP(UK) Part 2 Written Examinations via the online or paper (manual) method. Candidates sitting in international centres may also apply via the online method where that facility is currently available (for the most up-to-date details see the MRCP(UK) website). Instructions for applications made via each of these methods are provided below.

Applications for all international centres, with the exception of Hong Kong, may be submitted via the online application service or in the form of a paper application to the MRCP(UK) Central Office. The Hong Kong

centre receives paper applications only and these should be sent to the centre directly. Candidates are recommended to contact the Hong Kong centre before applying if they do not live or work there, as places will be prioritised for local candidates in the first instance. Candidates should note that the final decision as to whether a candidate can be accommodated is with the local organiser and not the MRCP(UK) Central Office. Contact details for all centres outside the UK are published on the MRCP(UK) website. Candidates should refer to the relevant information before submitting their application.

Once a candidate has pressed the *Finish* button on the final step of the online application system, or the form(s) for paper applications have been received by us, candidates are considered as having made their application. It is the responsibility of the candidate to ensure that their application is completed by the required deadline, which will be communicated to candidates after receipt of the application. Once an application is made, candidates are then liable for the full examination fee, irrespective of whether the application is complete (e.g. whether the payment has been made or not), unless there are circumstances deemed exceptional which can be substantiated. This will normally be in the following circumstances:

- illness;
- involvement in an accident;
- death of a close relative (parent, sibling, spouse, child; the candidate must prove their relationship to the relative if they do not share the same surname).

5.2.2 Applying for the clinical examination (PACES)

Applications to PACES can be made online or by post. Please check the MRCP(UK) website for the availability of online applications as this is not currently available for all countries.

Application periods will be different for different centres and countries. Full details are available on the MRCP(UK) website: <https://www.mrcpuk.org/mrcpuk-examinations/paces>. Candidates may apply to one centre/country at a time and must wait to be informed of the outcome of one application before applying to another centre/country within the same assessment period. If a candidate has been successful in getting a place in one centre, they are **not** permitted to apply to another centre/country within the same assessment period.

Only a limited number of candidates can be accommodated by each UK Royal College of Physicians and international centre. Candidates may have their applications transferred to another College or centre, provided that places are available. When there are more applicants to take the PACES examination than places available, candidates in a UK training programme applying in the UK will be prioritised for a place.

5.3 Online application

In the case of online applications, applications will need to be submitted via the MRCP(UK) website by 23.55 h (GMT) on the published closing date.

Part 1 First-time entry candidates

First-time entry candidates may apply in part for the MRCP(UK) Part 1 Examination online after setting up an online account (see Section 5.1). After submitting the application form online, candidates must send an authenticated copy of their Diploma of Primary Medical Qualification to MRCP(UK) Central Office or their appropriate Administrative Office, either by post or by emailing a scanned document.

Online application checklist:

- application form submitted online
- copy of Diploma of Primary Medical Qualification (authenticated copy ONLY; originals should not be submitted to any MRCP(UK) office) or UK General Medical Council (GMC) Registration Number (meaning that your details appear on the GMC website)

- fee in pounds sterling (if not paying online using a credit/debit card or by cheque/banker's draft)

Part 1 Re-entry candidates and Part 2 Written Examination candidates

Re-entry candidates for the MRCP(UK) Part 1 Examination and candidates for the MRCP(UK) Part 2 Examinations may also apply online as long as they have set up an online account. Candidates must register for an online account using their existing RCP Code Number, which will be stated in past correspondence from the MRCP(UK) Central Office. Any candidates unsure of their code number should contact Central Office or their Administration Office for clarification.

5.4 Paper (manual) application

In the case of paper applications, the application form(s), complete in every detail and accompanied by the appropriate fee and any other documents required, must reach the appropriate Administrative Office (or Centre in the case of certain international applications) by 23.55 h (GMT) on the published closing date.

Candidates applying via paper (manual) method, whether first-time entry or re-entry, must complete the appropriate form(s) which are available to download from the MRCP(UK) website. Only original paper applications sent by mail or courier will be accepted.

Applications will not be accepted earlier than the published opening date. Examination application period dates can be found on the MRCP(UK) website.

Applicants are advised to submit their applications at least two weeks before the closing date: allowances cannot be made for postal or other delays, and late applications cannot be accepted.

Candidates should check carefully that they have enclosed all relevant documentation (see checklists below), before sending their applications. Applications that are not complete in every detail and/or arrive after the closing date may be rejected.

Paper application checklist for MRCP(UK) Part 1:

- copy of Diploma of Primary Medical Qualification (authenticated copy ONLY; originals should *not* be submitted to any MRCP(UK) office) *or* UK General Medical Council (GMC) Registration Number (meaning that your details appear on the GMC website). Please see section 5.6 for details on how to ensure your Primary Medical Qualification is correctly attested.
- completed Form A

NB. the above two items are required for first-time entry only

- completed Form B
- fee in pounds sterling – please check current amount as detailed on the MRCP(UK) website

Paper application checklist for MRCP(UK) Part 2 Written:

- completed Form C
- fee in pounds sterling – please check current amount as detailed on the MRCP(UK) website

5.5 Payments

Details of fees (which are subject to annual revision), method of payment, examination dates and opening and closing dates for applications are published annually and can be checked on the MRCP(UK) website.

Cheques and banker's drafts should be made payable to 'The Royal College of Physicians'.

Candidates arranging payments from outside the UK should bear in mind that they may incur bank charges. The Royal Colleges of Physicians must receive the full examination fee in pounds sterling, so candidates must themselves pay any bank charges.

Enquiries relating to examination fee payments for applications to international PACES centres should be submitted directly to the centre concerned.

Cash or cheque/banker's draft payment methods may increase the application processing time. Candidates who opt to make payment online using a credit or debit card can complete the application process entirely online. Candidates applying online who select to pay by either cash or cheque/banker's draft, and those who do not successfully complete the credit or debit card payment, will have their application marked as incomplete. It is the responsibility of the candidate to ensure that the payment is made and their application is completed promptly (see Section 5.8). In the case of cash payments, candidates are advised not to send cash by post. Card details received in emails or as attachments will be immediately deleted and payments will not be actioned.

Concessionary fees for MRCP(UK) Part 1 only

The MRCP(UK) Management and Policy Board offers a financial concession to doctors in the UK with refugee status who wish to pursue the MRCP(UK) Diploma. The concession is offered in respect of the MRCP(UK) Part 1 Examination only and permits a reduced fee of £50 for entry to the examination for those eligible.

The concession applies only to examinations sat in the UK, and to doctors with the following status:

1. Those who have been given refugee status and who are recognised as a refugee under the 1951 UN Convention;
2. Those who have been given indefinite leave to remain in the UK with refugee status;
3. Those who have been given exceptional leave to remain in the UK;
4. Those with exceptional leave to remain (granted prior to 1 April 2003);
5. Those with humanitarian protection (granted on or after 1 April 2003).

(NB: Since April 2003 a category of 'exceptional leave' no longer exists. The Home Office has replaced this category with Humanitarian Protection and Discretionary leave to remain).

In order for a concession to be granted, at each application doctors must provide an original letter from the Home Office, or a refugee residence permit, confirming that they fall into one of the groups listed. Nothing other than the original documentation will be accepted. Requests should be made to the Administration Office of entry for the examination.

5.6 Submission of documentary evidence of primary medical qualification

Candidates with UK GMC registration

Candidates with registration (be it **full** or **provisional**) with the UK General Medical Council (GMC) **do not need to** submit documentary evidence of their primary medical qualification, only their GMC number. This regulation is dependent on the primary medical qualification appearing on the GMC website (www.gmc-uk.org).

Candidates **must** ensure that the relevant section of Form A/online application is completed to include their GMC number, the year and month they obtained their degree and the category of registration they have obtained.

Candidates without UK GMC registration

Candidates who are **not** registered with the UK General Medical Council **must** submit documentary evidence of their primary medical qualification (authenticated copy only, as above).

MRCP(UK) accepts only authenticated copies of Diplomas of Primary Medical Qualification. Official translation must be submitted where the original Primary Medical Qualification is not in English. The official translation must be certified by both the translating body and one of the recognised authorities listed below. **Authenticated copies and translations of primary medical qualifications must have been certified within the last 12 months.** Documents will be accepted only if they have been stamped and dated on the front of the primary medical qualification by one of the recognised authorities shown below. The date must be placed next to the authenticating stamp. Any stamps or dates provided must be in English.

Documents must be certified as a true copy of the original by one of the following:

- the issuing University or Medical School
- a British Consulate or British Council outside the UK
- the British Embassy in the candidate's own country
- the British High Commission in the candidate's own country
- the candidate's own Embassy
- the High Commission in the UK
- a member of the Gardai in the Irish Republic
- Government Ministries of Health
- the Department of Health
- the Higher Education Commission
- a notary public/Justice of the Peace. Other legal professionals will only be accepted if they are also a notary public/Justice of the Peace.
- a Fellow or Member, in good standing, of the Royal Colleges of Physicians of the UK. Verification of the Fellow or Member will be sought.

The authenticated copy should be submitted with the authenticator's full name, their Royal Colleges of Physicians code, along with the date of authentication and an accompanying official stamp from that Fellow, Member or Chair and it must be dated within the past 12 months.

The Colleges reserve the right to request to see the original documents if there is any doubt as to the authenticity of the submitted copies of documents.

Please do not send us original documents unless requested.

Scan and email your documents to the relevant administrative office using the following guidelines:

1. The Subject line of your email should contain 'Primary Medical Qualification' and your RCP code number
2. Attach scanned copies of your forms and documents. You can review the Help instructions of your email program to learn how to attach files.
 - a. Images must be in PDF or JPEG file format and not password protected.
 - b. The resolution must be good enough to clearly show all text, images, markings, and seals visible on the original

physical document.

- c. Be sure to include all pages of multi-page documents and both sides of double-sided documents
3. Emails should not be more than 2MB in size. If you have multiple forms and documents to send us, you should consider sending more than one email.
4. Zip files cannot be accepted.
5. If a scanned document image is not acceptable, you will be requested to submit a new, higher quality scanned image, or the original document by post.

5.7 Names

Please be aware that no candidate will be allowed into an MRCP(UK) Examination without appropriate identification.

Name discrepancies

If the name under which candidates are applying is different from the name that appears on their primary medical qualification or the GMC register, they will need to submit a certificate from the issuing university or an affidavit stating that the candidate (in his or her full name) is the same person as that named on the primary medical qualification.

Additionally, names can have significant spelling variations, including those that are phonetically translated into English from other languages. For example the name 'MacDonald' may appear as 'McDonald' or 'Macdonald'; the name 'Mohammed' may appear as 'Mohamed', 'Mahammed', 'Mahamed', or 'Muhammed'. For the purposes of entry to MRCP(UK) examinations, inconsistent translation such as these across official documents does not allow for accurate identification and therefore cannot be accepted by MRCP(UK).

It is the candidate's responsibility to resolve any discrepancies. Furthermore, candidates are required to notify MRCP(UK) Central Office if their name as it appears on the photographic identification that will be used to gain entry to the examination is different from the name that appears on their primary medical qualification (see section 9.2.4 below). Please contact the relevant examination office (<https://www.mrcpuk.org/contact-us>) with any queries regarding name discrepancies.

Name changes

Candidates who change their names by marriage or deed poll must submit the original or authenticated documentary proof of this if they wish to be admitted to the examination in their new names.

Candidates, particularly those based outside the UK, are advised to provide authenticated copies of any original documentation or provide documentation by email. MRCP(UK) Central Office cannot accept responsibility for any items lost in transit.

Name format

The records of the Royal Colleges of Physicians and the MRCP(UK) Diploma will show forenames followed by the family name, for example, Alan John Smith. Correspondence will be addressed using the candidate's medical title followed by initials in place of each forename, then the family name as it appears on the candidate's diploma of medical qualification, for example, Dr A J Smith.

5.8 Responsibilities of all candidates

- An application is considered complete only upon receiving full payment of fees and correctly attested Primary Medical Qualification (PMQ).

- No candidate will be permitted to take any part of the examination unless all outstanding fees have been paid in full and correctly attested PMQ submitted. Outstanding fees include where previous applications were submitted but not completed.
- The MRCP(UK) Central Office or Administration Office will contact candidates to advise them of any outstanding information and will provide a deadline for receipt.
- If payment of fees and submission of PMQ is not completed by the provided deadline, the candidate's application will be rejected. Rejection of an application for either of these reasons leaves the candidate liable to pay the full examination fee. Once rejected, an application cannot be reinstated.
- Candidates who withdraw or who are absent from the examination must ensure their application is complete as described as above in order to sit any future MRCP(UK) examinations.
- Candidates must submit the application within the application period. Under no circumstances will late applications be accepted.
- It is the candidate's responsibility to ensure that any correspondence is sent securely and received within given deadlines.
- It is the candidate's responsibility to ensure that they are physically and mentally fit to sit the examination. Should a candidate feel unwell prior to the start of the examination, inform an invigilator.
- It is the candidate's responsibility to provide full and accurate contact details (email address and telephone) at the time of registration, and to ensure that any change is notified to MRCP(UK) as soon as possible.
- On rare occasions changes to the examination arrangements may have to be made at short notice. MRCP(UK) will use the email address provided to inform candidates of these changes. Candidates who are absent or late for an examination because they did not read such an email will not be entitled to a refund.

- It is the candidate's responsibility to ensure they read all correspondence issued by MRCP(UK) up to and including the day of the examination.
- Giving false information on the application form for any part of the examination will be regarded as an act of suspected misconduct and be investigated accordingly.

Visas

- If a candidate requires a visa to sit an examination, it is the responsibility of the candidate to ensure that they are eligible to receive a visa for entry to the specific country in which they are applying to sit.
- It is the candidate's responsibility to ensure that a visa application is made in sufficient time before the examination date for which it has been sought.
- A refund will not be given if a candidate is unable to attend the examination as a result of visa-related problems. For more information, please visit the MRCP(UK) website: <https://www.mrcpuk.org/mrcpuk-examinations/international/visa-information>.

5.9 Reasonable adjustments

- Any candidate who has a physical disability, specific learning difficulty or any other condition that they believe would disadvantage them compared with other candidates in an examination, may be entitled to reasonable adjustments.
- It is the candidate's responsibility to notify MRCP(UK) of any reasonable adjustment request in writing at the time of application. Full details are provided in the Reasonable Adjustments Procedure available on the MRCP(UK) website: <https://www.mrcpuk.org/mrcpuk-examinations/regulations>.
- Candidates should not assume that previously agreed reasonable adjustments will be carried forward to a future examination and the MRCP(UK) Central Office or the Administration Office responsible for centre of their choice should be notified of any request at each examination attempt.
- Special arrangements purely for candidate convenience cannot be made; candidate convenience includes provision for night shifts, courses, seminars and any other clinical commitments.
- If Reasonable Adjustments cannot be implemented, the candidate may either i) withdraw from the examination or ii) proceed without special arrangements.
- Candidates who qualify for reasonable adjustments may not always be able to sit in the location of their choice.

5.10 Cancellation

On very rare occasions, it may be necessary for MRCP(UK) to cancel an examination. In these circumstances, MRCP(UK) will refund the examination fee of any candidate allocated to the affected examination centre(s), and change the status of each affected candidate to 'withdrawn'. MRCP(UK) will, however, not be responsible for any expenses (such as travel or accommodation) incurred by a candidate

in the event of a cancellation. A cancelled examination will not count as one of the candidate's six attempts allowed for an examination (see Section 4.2).

5.11 Non-attendance

Except as provided in Section 7 of these regulations, examination fees are non-refundable. Candidates who do not attend the examination, without notifying the Administration Office or MRCP(UK) Central Office, will be recorded as absent. Absence will count as an attempt at the examination.

6. Examination centres

The number of examination places available at each centre is limited. Please note that it may not always be possible to allocate candidates to a centre of their choice. You will be advised if your application is transferred to another centre. A waiting list is not operated for centres that have reached full capacity. Places are allocated at the time of application on a first come, first served basis.

Transferring centres

Candidates who wish to transfer centre must advise the administrative office/College of entry to which they applied, outlining the reasons for the transfer request. Any transfer requests must be submitted in writing (by email). Please note that all such requests are subject to centre availability and time within the application processing cycle, and the administrative offices cannot guarantee that a transfer request will be granted. The final deadline for centre transfer requests is the application closing date for the relevant diet for MRCP(UK) Examinations.

7. Withdrawal from the examination and refund of examination fees

Notice of withdrawal from any part of the examination must be given in writing (by email) to the appropriate Administration Office, or MRCP(UK) Central Office if the examination is to be taken outside the UK. Candidates are asked to quote their RCP Code Number, full name and date of birth in their withdrawal notice to allow College staff to identify candidates easily. Please see below for important information regarding refunds in relation to withdrawals .

**Only written requests to withdraw will be accepted as official withdrawal requests.
Examination applications and/or fees cannot be transferred from one examination to another.**

7.1 Withdrawal from written examinations

The initial withdrawal request will be responded to and you will be asked to confirm that you wish to withdraw from the examination. Only upon receiving confirmation from the candidate that they still wish to withdraw, will the administrative office confirm the withdrawal of the application. If the candidate does not confirm that they wish to withdraw within a given time frame then the expectation is that they will sit the examination as per their application. This procedure is in place to ensure that candidates are fully aware that if their application is withdrawn, it will not be reinstated, and that any incomplete applications need to be completed before a candidate is able to apply for future examinations.

Candidates whose initial withdrawal request is received on or before the application closing date will be refunded 90% of the examination fee paid (10% of the fee is retained as an administrative charge).

Where possible refunds will be paid in the same way as the original payment was made.

Refunds will not be made where candidates submit their withdrawal request after the closing date unless there are circumstances deemed exceptional that can be substantiated. This will normally only be in the following circumstances:

- illness;
- involvement in an accident;
- death of a close relative (parent, sibling, spouse, child; the candidate must prove their relationship to the relative if they do not share the same surname).

Other cases may be considered on their own merit and at the discretion of the Deputy Head of Service Operations, MRCP(UK) Central Office or equivalent officer in the Administration Offices; documentary evidence is required in all cases. When submitting documentary evidence please ensure that it is printed on letter-headed paper and stamped or signed appropriately. MRCP(UK) Central Office and the Administration Offices will accept evidence that is scanned and emailed. However, they reserve the right to request to see the original documents if there is any doubt as to the authenticity of the submitted copies of documents.

Any request (accompanied by supporting evidence) must be submitted no later than four weeks after the examination date if it is to be considered. No consideration to refunding fees will be given, irrespective of the circumstances, thereafter. Decisions on these cases will be made by the Deputy Head of Service Operations, MRCP(UK) Central Office or equivalent officer in the Administration Offices, whose decision is final.

7.2 Withdrawal from Part 2 Clinical Examination (PACES)

The withdrawal email request will be acknowledged, advising that withdrawal is confirmed. Therefore, in advance of submitting any written notification to withdraw, candidates must be aware that such written requests are final and an application cannot be reinstated.

Candidates whose withdrawal request is received on or before the application closing date will be refunded 90% of the examination fee paid (10% of the fee is retained as an administrative charge). Some PACES applicants will not receive notification of the outcome of their application until after the application period closing date. In these cases only, candidates who wish to withdraw and remain eligible to receive a 90% refund must withdraw within one week of the advertised closing date or one week from the date on the email offering a PACES place (whichever is the later).

Where possible refunds will be paid in the same way as the original payment was made.

Refunds will **not** be made where candidates submit their withdrawal request after the closing date, except in the case of PACES applicants as described above, unless there are circumstances deemed exceptional which can be substantiated. This will normally be in the following circumstances:

- illness;
- involvement in an accident;
- death of a close relative (parent, sibling, spouse, child; the candidate must prove their relationship to the relative if they do not share the same surname).

Other cases may be considered on their own merit and at the discretion of Deputy Head of Service Operations dependent on college of entry; documentary evidence is required in all cases. When submitting documentary evidence please ensure that it is printed on letter-headed paper and stamped or signed appropriately. The Royal Colleges of Physicians will accept evidence that is scanned and emailed. However, they reserve the right to request to see the original documents if there is any doubt as to the authenticity of the submitted copies of documents.

Any request (accompanied by supporting evidence) must be submitted no later than four weeks after the examination date if it is to be considered. No consideration to refunding fees will be given, irrespective of the circumstances, thereafter. Decisions on these cases will be made by the Deputy Head of Service Operations.

8. Review and results of MRCP(UK) Part 1 and Part 2 Written Examinations

8.1 Review of the examinations

Results of the MRCP(UK) Part 1 and Part 2 Written Examinations are released when the Chair (or in their absence, the Medical Secretary) of the relevant Examining Board is satisfied that the examination has been conducted appropriately and in accordance with the procedures of the Royal Colleges of Physicians.

8.2 Results

Results for the MRCP(UK) Part 1 and Part 2 Written Examinations will be available approximately four weeks after the date of the examination. Candidates who have an online account will be able to view their result in the 'Exam History' section of My MRCP(UK). Candidates who do not have a MyMRCP(UK) account can register for one on the MRCP(UK) website: <http://mymrpc.mrcpuk.org/Account/Login.aspx>.

Results cannot be collected from the Royal Colleges of Physicians or given over the telephone or by fax or email.

Pass result in MRCP(UK) Part 1 Examination

Candidates passing the MRCP(UK) Part 1 Examination can, upon receiving confirmation of their successful Part 1 result, proceed to apply for either the MRCP(UK) Part 2 Written or the Part 2 Clinical (PACES) Examination (in accordance with the recommendations for necessary clinical experience detailed in Section 4.4). Candidates will be permitted seven years from the date of the Part 1 Examination at which they were successful to pass the remaining parts of the diploma.

Under no circumstances will a candidate be permitted to re-sit the MRCP(UK) Part 1 Examination until the seven-year period has expired.

Pass result in MRCP(UK) Part 2 Written Examination

- **Candidates who have not passed MRCP(UK) Part 2 Clinical Examination**

Candidates passing the MRCP(UK) Part 2 Written Examination must pass the MRCP(UK) Part 2 Clinical Examination (PACES) before they can be elected to Membership of the Royal Colleges of Physicians of the United Kingdom. Candidates do not need to wait until their result for MRCP(UK) Part 2 Written is confirmed before applying for PACES.

- **Candidates who have already passed MRCP(UK) Part 2 Clinical Examination**

Candidates passing the MRCP(UK) Part 2 Written Examination, who have already passed the Part 2 Clinical Examination (PACES) within the same seven-year period of eligibility, can proceed to be elected to Membership of the Royal Colleges of Physicians of the United Kingdom (see Section 12 for further details).

It is the candidate's responsibility to ensure that they have a valid pass in both parts of the examination (Part 2 Written and Clinical) within their seven-year period of eligibility.

Circumstances affecting results

In the event of a procedural irregularity in the conduct of the examination, or exceptional circumstances that adversely affected a candidate's performance, there may be sufficient evidence to determine that the candidate would by every reasonable expectation have passed the Part 1 or Part 2 (Written) examination under normal circumstances. In this situation the candidate may be considered for a condoned pass.

Such evidence would need to include the candidate already achieving a 'borderline pass' (i.e. being within the Standard Error of the Mean, or SEM, of the pass mark, or similar measure), or, in cases where a candidate has been unable to complete the entirety of the examination, performing at a clear passing standard (i.e. above the SEM of the pass mark, or similar measure) in the part of the examination they did complete. Candidates must have successfully completed at least 50% of the examination, and their results for that portion must be available in order for a candidate to be eligible for consideration for a condoned pass.

The granting of a condoned pass is solely at the discretion of the Chair and Secretary of the relevant Examining Board. Further information about the appeals process can be found here:

<https://www.mrcpuk.org/mrcpuk-examinations/results/appeals>.

Fail result

A candidate not achieving the pass mark in the MRCP(UK) Part 1 Examination or the MRCP(UK) Part 2 Written Examination will be deemed to have failed that Examination. Part 2 candidates may apply for the MRCP(UK) Part 2 Written Examination in the next application period once they have received confirmation of their result.

Candidates and supervisors should note that poor performance in the examination may result in a recommendation from MRCP(UK) to defer further attempts until evidence of readiness to sit, perhaps accrued from a further period of training, is available.

8.3 Queries on results

Candidates may request that their examination answer sheets are re-marked. In this case, the marksheets of the Part 1 and Part 2 Written Examinations are checked manually, read by an optical scanner machine, and any answers not showing are checked manually again. There is a charge of £100 for this service. This charge will be refunded if an error is identified.

Requests for the re-marking of examination answer sheets should be addressed in writing to the Examinations Candidate Office, MRCP(UK) Central Office and must be received **no later than four weeks** after the release of the results.

Candidates who are awaiting the outcome of a re-marking request are permitted to apply to sit the next available diet of the same examination. Should an error be identified and their result be changed from a Fail to a Pass then they will automatically be withdrawn from that examination and given a full refund.

Candidates have the right of appeal against their result if there is clear evidence of procedural irregularity in the conduct of the examination or there were exceptional circumstances (such as illness) which adversely affected their performance. Candidates should consult the MRCP(UK) Examination Appeal Regulations (<https://www.mrcpuk.org/mrcpuk-examinations/regulations>) and should submit details of any such circumstances as soon as possible (i.e. within three working days) after the examination and not wait until after they receive their results. Candidates should note that the Regulations make clear that there is a right

of withdrawal from any examination due to exceptional circumstances, and therefore appeals will not be accepted if they chose not to withdraw. Further information about the appeals process can be found here: <https://www.mrcpuk.org/mrcpuk-examinations/results/appeals>.

9. Attendance at, and conduct during, the MRCP(UK) Part 1 and Part 2

Written Examinations

Candidates presenting themselves for the MRCP(UK) written examinations must have complied fully with all admission requirements, including the payment of fees. Furthermore, candidates must ensure that they have acceptable identification in order to gain entry to the MRCP(UK) examinations (see Section 10.2 below). Candidates will be refused entry to the examination if they do not provide the required information or documentation requested, or if the information or documentation supplied is not correct.

Candidates are warned that any breach of MRCP(UK) Examination Rules and Regulations will result in a misconduct investigation (see MRCP(UK) Misconduct Regulations - <https://www.mrcpuk.org/mrcpuk-examinations/regulations>) and the possibility of severe penalties, including exclusion from further examinations and reporting to the UK General Medical Council (or equivalent).

9.1 Monitoring candidate behaviour

The standards of behaviour expected of those applying to and sitting the examinations are outlined in the Candidate Code of Conduct (see 13. Other regulations and procedures). MRCP(UK) uses various methods to identify candidates who attempt to copy, collude or perform some other act that may be regarded as academic misconduct in MRCP(UK) examinations. This includes an Anomaly Monitoring System (AMS) that seeks to detect instances of copying or collusion by looking for anomalous patterns of responses by candidates, the answers of one candidate being more similar to those of another candidate than would be expected by chance alone. There are many different combinations of answers by which candidates can achieve a particular score. If two candidates have an unusually high number of exactly the same answers then this may be regarded as an anomaly. AMS systematically considers all possible pairs of candidates and looks at the similarity of their answers.

In comparing candidate responses, the AMS program takes into account the expected number of answers in common, relative to the examinees' performance on the assessment.

Candidates should note that in doing this:

- the program does not know the centre at which candidates are sitting the examination;
- the program does not know the seating plan of the candidates at the various centres.

The program is therefore inherently conservative in its detection of anomalous candidates. If a pair (or group) of candidates is identified as having an unusually high proportion of similar answers then a further investigation is carried out looking at the centres where the candidates sat, the seating plan, and any other information that may have been provided by the invigilators and staff administering the examination. Should it be determined that there is sufficient evidence of possible misconduct, then the candidate(s) concerned will be contacted and the formal MRCP(UK) Misconduct Regulations may be invoked (see the MRCP(UK) website for details).

MRCP(UK) Management and Policy Board is fully aware that candidates could be implicated in an act of academic misconduct through the conduct of others. In order to avoid such allegations being levied where there is no evidence confirming which of the candidates is the guilty party, both candidates will be

informed that they have been identified by the program and will be required to sit separately from other candidates in future. There will be no assumption of guilt in making this request; it is simply a pre-emptive measure.

AMS is one tool that the MRCP(UK) Management and Policy Board uses to monitor candidate behaviour in the MRCP(UK) examinations. Further information is available from the MRCP(UK) Central Office.

9.2 Examination rules and regulations

Any infringement of the following Rules and Regulations may be reported to the MRCP(UK) for consideration in accordance with the MRCP(UK) Code of Conduct and Misconduct Regulations.

Before entering the examination hall:

1 Candidates are advised to allow for any transport delays when planning their time of arrival at the examination hall as, for security reasons, we cannot guarantee that they will be permitted to enter the examination hall after the start of the examination. It should also be noted that, in conditions of heightened security, the examination start time could be delayed. Candidates are therefore advised not to make homeward travel plans that could be jeopardised if the examination starts late or is interrupted for any reason. If a candidate is not permitted to enter the test room because they arrive late, the candidate will be considered absent and no refund will be issued (except in circumstances as listed above in section 7.1).

2 Candidates should assemble outside the examination hall at least 30 minutes before the start of the Examination and should not enter until instructed by the invigilator(s).

3 Candidates will **not** be admitted to any paper if they arrive more than 30 minutes after the examination has started, unless in exceptional circumstances with the express permission of the invigilator(s).

No ID, No Entry policy:

4 Candidates will **not** be admitted unless they produce suitable identification in addition to the admission document. This will normally be a passport. Where candidates do not possess a passport, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate (see list of Primary ID below). Alternatively, two forms of identification, one with a photograph and the other with a signature, will be accepted (see list of Secondary ID). Candidates will not be permitted to sit the examination if identification provided is not in date.

Acceptable Primary ID:

- Current valid passport (containing photograph and signature)
- Full or provisional photocard driving licence
- EEA Member State identity photocard
- National identity photocard for non-EEA foreign nationals
- Identity card issued by the Electoral Office for Northern Ireland

Acceptable Secondary ID (two forms of secondary ID will need to be shown together e.g. NHS/Hospital Identity card with a debit card; at least one of these **MUST CONTAIN** a photograph):

- Valid credit or debit card
- Valid student card with photograph
- NHS/Hospital Identity card
- Paper driving licence
- Certified copy of passport or driving licence*

*(These documents must be accompanied by an official stamp or letter from the issuing organisation in order to qualify as an acceptable form of ID. Self-made photocopies will not be accepted alone.) Additional forms of ID will be considered provided candidates contact their Administration Office or MRCP(UK) Central Office well in advance of an examination. Candidates should ensure that the name on their ID **exactly** matches the name on their admission document. Where names do not match, candidates must contact the Administration Office or MRCP(UK) Central Office well in advance of an examination for advice.

Admission to the examination will be at the discretion of the invigilator(s), and invigilators have the right to question a candidate further if they are not satisfied with identification that has been provided (including if the candidate does not look sufficiently similar to their photograph). The Royal Colleges of Physicians observe sensitivity in the visual identification of candidates, but advance notice should be given by candidates of any anticipated difficulties.

Once inside the examination hall:

5 Candidates must not bring to their desk any papers, bags, calculators, mobile phones (or any electronic audio or communication device), textbooks or documents, or items of any kind other than those specifically allowed for that particular examination and previously notified to them. The possession of calculators, mobile phones, pagers, personal stereos, 'smart' wrist watches or any other such devices that are audible, make calculations, store information or can be used for communication are strictly forbidden on or around candidates' desks. These must be switched off (where applicable) and stored with candidates' belongings in the designated area at the examination venue. Where examination halls do not have secure areas to store personal items, any coats, bags or other item(s) brought into the examination hall should be deposited as directed by the invigilator(s).

6 Any unauthorised material will be confiscated and a report detailing the incident and identifying the candidate will be submitted to MRCP(UK) Central Office.

7 With prior approval (via submission of a request for reasonable adjustments), candidates may bring into the examination hall aids that will enable them to remedy a disability e.g. of sight and/or hearing, or a medical condition (e.g. a glucometer for diabetes).

8 If a candidate has unwittingly brought any unauthorised paper or item into the examination hall, this should be handed to the invigilator(s) before the examination starts or at the earliest possible opportunity thereafter.

9 Answer sheets are individually numbered (with Examination Numbers) in the top right-hand corner. Candidates must sit at the desk where the answer sheet is marked with their Examination Number.

10 Candidates must not start reading or answering the examination questions until the start of the examination is announced by the invigilator(s).

11 Candidates must use only the stationery provided by the Royal Colleges of Physicians: a 2B pencil, pencil sharpener and eraser. Pens, including highlighters, are not permitted unless with prior approval as a reasonable adjustment (see point 7 above). Any rough work must be completed on the MRCP(UK) question booklet and not on admission documents.

Once the examination has started:

12 Candidates must comply with all instructions given to them by invigilator(s). Such instructions may include the instruction to leave the examination hall and not to return during the period of the examination. It is the duty of a candidate to comply with an invigilator's instruction even if they judge the instruction to be unreasonable (there is the right of appeal if a candidate considers that the invigilator has not acted in accordance with these Regulations).

13 Whilst in the examination hall, a candidate must not attempt to read the work of any other candidate or communicate in any way with any other candidate or any other person without the express permission of the invigilator.

14 Candidates have a responsibility to help safeguard the security of the examination and their own work. Candidates should make efforts to ensure their work cannot be seen by another candidate, particularly if

leaving the examination hall temporarily to visit the toilet. Candidates have a duty to report (to an invigilator or MRCP(UK) Central Office) any concerns they have that another candidate was attempting to read their work, or any other instances of possible misconduct they notice.

15 Where an invigilator suspects a candidate or candidates of infringing MRCP(UK) Examination Regulations/ examination hall rules he/she shall:

- (1) Wherever possible alert another invigilator to the suspected misconduct so that they may act as witness if subsequently required;
- (2) Discreetly speak to the candidate(s) involved, making clear what is causing concern, and reminding them of the relevant regulations and instructions;
- (3) Confiscate any unauthorised material in the possession of the candidate(s);
- (4) Record details of the alleged infringement;
- (5) Allow the candidate(s) in question to continue the examination;
- (6) Inform the candidate(s) in question at the end of the examination that a written report of the incident will be submitted to MRCP(UK) Central Office;
- (7) Arrange for details of the incident to be recorded in the Chief Invigilator's report, including details of any witnesses and any confiscated materials, and ensure that the report is sent to MRCP(UK) Central Office;
- (8) On request, complete a comprehensive and detailed report on the incident and send it to MRCP(UK) Central Office.

16 Any invigilator or examiner present is empowered to refuse to allow a candidate to continue with the examination on grounds of misconduct. Ejection from the examination hall should normally take place only in the event of a candidate's conduct causing disruption to other candidates.

17 Candidates who wish to attract the attention of the invigilator(s) during the examination should do so by raising a hand.

18 Candidates should bring to the attention of the invigilator any factor (e.g. distracting noise) that is adversely affecting them during the examination. Where necessary they should communicate the same in writing to the Deputy Head of Service Operations , MRCP(UK) Central Office immediately following the examination concerned.

19 Once admitted to each part of the examination, candidates must stay for the full duration of each paper. Candidates may **not** leave the examination hall as a result of finishing the examination paper early. Those who attempt to do so will have their examination attempt annulled, and may be investigated under MRCP(UK) Misconduct Regulations.

20 Candidates must not leave the examination hall temporarily, during the period of the examination, unless given express permission by the invigilator(s) to do so. If such permission is given, they must be accompanied by an invigilator and must not attempt to contact any other person or consult any material relating to the examination whilst outside the examination hall. They should report to the invigilator(s) on returning to the examination hall.

21 Candidates may not temporarily leave the examination hall, even to visit the toilet, during the first 30 minutes of any paper or in the 10 minutes before the scheduled end of each paper.

After the examination has finished:

22 Candidates should **immediately** stop working and stop using pencils/erasers when instructed to do so and remain in their seats in silence while papers, empty answer books, continuation sheets or other papers are collected. Any candidate who is observed to be continuing work on their paper after the end of the examination has been announced will be reported.

23 Candidates must **not** remove from the examination hall any papers or examination materials. Question papers or any part of them, or any individual questions, must not be copied or removed from the examination hall. All MRCP(UK) examination questions are confidential and are under the copyright of the Royal Colleges of Physicians. The Colleges reserve the right to initiate civil action and/or criminal prosecution if theft of intellectual property is suspected. A candidate may not communicate any question or part of a question to any other person or organisation. To do so would be a serious breach of copyright and of the MRCP(UK) Code of Conduct and Misconduct Regulations.

24 When authorised to do so by the invigilator(s), candidates should leave the examination hall in an orderly manner.

25 Candidates should note that if any information comes to light at a later stage that indicates that Examination Regulations have been breached, the Royal Colleges of Physicians reserve the right to invoke the misconduct procedures retrospectively.

10. Attendance at, and conduct during, the MRCP(UK) Part 2 Clinical Examination (PACES)

10.1 Attending the MRCP(UK) Part 2 Clinical Examination (PACES)

Candidates presenting themselves for the MRCP(UK) Clinical Examination must have complied fully with all admission requirements, including the payment of fees, and must confirm that their application is supported by their current or most recent educational supervisor *or* most recent supervising consultant. Furthermore, candidates must ensure that they have acceptable identification in order to gain entry to MRCP(UK) examinations. Please see Section 9.2.4 above and refer to the MRCP(UK) FAQs on the website for more information on acceptable ID.

Candidates are advised to allow for any transport delays when planning travel to the examination centre as admission will **not** be permitted once the examination has started. Arrival after the examination has started constitutes absence from the examination and therefore counts as an attempt. Because of the restricted number of clinical places, no guarantee can be made of a later place at the same examination centre, or alternative centre, for a candidate arriving late.

Candidates may not carry electronic devices, including telephones, pagers, 'smart' watches or other forms of communication devices, while in the examination. Candidates wishing to use their own electronic stethoscope or magnifying ophthalmoscope must inform the centre of their intention as soon as they arrive to permit examiners to have the opportunity to assess patients using it should they wish to do so. Candidates who fail to declare their intention in this manner may be prevented from using the equipment.

All candidates should note that the examination will be conducted in strict accordance with the host centre's hygiene and infection control procedures. Dress and appearance are an important aspect of professionalism. You should dress in a smart and conservative manner. Your fingernails should be short and clean. Infection-control policies vary from centre to centre. At examination centres in the UK you are usually required to wear a short-sleeved shirt or blouse, with no neck-tie, false nails, wrist watch or wrist jewellery (a plain wedding ring is acceptable). Candidates attending centres in the UK must come prepared to meet these criteria – failure to comply will mean that you cannot sit the examination, and in these circumstances you will not be eligible for a refund. Centres outside the UK have not imposed dress requirements at the present time but, if such policies are introduced, candidates must comply with them to sit the examination. If any candidate anticipates difficulties in complying with a centre's infection control procedures or dress requirements they must provide details to the MRCP(UK) Central Office when submitting their application.

It is the candidate's responsibility to ensure that they demonstrate the required skills within the time allowed. Examiners may give the candidate time reminders during the encounter.

On rare occasions, a candidate may find that they have examined a patient previously, for instance, during training or a PACES preparation course. Candidates are required to inform the examiners at the station if they have met the patient before. Such a declaration will not prevent the candidate from completing the examination. Failure to declare prior knowledge of a patient will be regarded as misconduct and be investigated accordingly.

Clinical scenarios must not be copied or removed from the clinical examination centres. All MRCP(UK) examination questions and clinical scenarios are confidential and are under the copyright of the Royal Colleges of Physicians. No person may communicate any question or part of a question to any other person or organisation. To do so would constitute a serious breach of copyright and of these Regulations, and may result in action being initiated on behalf of the MRCP(UK) in civil or criminal courts.

On occasion a trainee examiner or other observer may be present during the examination. Trainee examiners will complete a marksheet for the candidate but the marksheet is not used in any way in the assessment of the candidate.

To pass the MRCP(UK) Clinical Examination (PACES), candidates will be required to attain a minimum standard in each of the seven skills assessed AND also attain a minimum total score across the whole assessment. The MRCP(UK) Part 2 Clinical Examination Standard Setting Group is responsible for setting the pass marks on a triennial basis. The current pass marks can be found on the website: <https://www.mrcpuk.org/mrcpuk-examinations/results/exam-pass-marks>.

10.2 Academic and professional conduct

When applying, candidates are asked to declare all workplaces, training posts and courses attended in the past 12 months. Failure to do so may be regarded as suspected misconduct and be investigated accordingly.

Candidates should note that it is an offence to seek to gain prior knowledge of the clinical cases or scenarios used in the examination. Candidates should be aware that any attempt to visit the hospital or examination centre (including as part of a training course) at which they have been allocated a place to sit PACES, *after* being notified of that placement, will be regarded as an act of suspected misconduct and be investigated accordingly.

A candidate will be prevented from proceeding with the MRCP(UK) Part 2 Clinical Examination (PACES) if it is the examiners' view that he/she is too unwell to continue, or his/her conduct is likely to endanger the safety of patients, cause distress or disrupt other candidates.

Where an examiner considers that a candidate is acting in an unprofessional, improper or inappropriate manner during the MRCP(UK) Part 2 Clinical Examination (PACES) they shall:

- (1) ask the candidate to stop that particular part of the MRCP(UK) Part 2 Clinical Examination (PACES);
- (2) endorse the candidate's clinical marksheet with a note of the time when the alleged infringement was discovered. Wherever possible, an examiner will invite another examiner to act as witness by countersigning the endorsement;
- (3) decide whether the candidate in question may continue with the MRCP(UK) Part 2 Clinical Examination (PACES);
- (4) inform the candidate in question at the end of the MRCP(UK) Part 2 Clinical Examination (PACES) that a written report of the incident will be submitted to the MRCP(UK) Central Office;
- (5) prepare within three working days a written report on the alleged incident and send it with any confiscated materials (if applicable) to the MRCP(UK) Central Office.

11. Review and results of MRCP(UK) Part 2 Clinical Examination (PACES)

Results of the MRCP(UK) Part 2 Clinical Examination

The MRCP(UK) Clinical Examining Board reviews the whole examination three times a year, considering statistical analyses of all candidates' performance, together with the comments of the examiners. In the light of these analyses and opinions, the MRCP(UK) Clinical Examining Board may:

- make modifications to the structure and format of the MRCP(UK) Part 2 Clinical Examination (PACES) that it deems desirable to ensure the validity of the examination.

Pass result in MRCP(UK) Part 2 Clinical Examination (PACES)

• Candidates who have not passed MRCP(UK) Part 2 Written Examination

Candidates passing the MRCP(UK) PACES Examination must pass MRCP(UK) Part 2 Written Examination before they can be elected to Membership of the Royal Colleges of Physicians of the United Kingdom. Candidates do not need to wait until their result for MRCP(UK) PACES is confirmed before applying for the Part 2 Written examination.

• Candidates who have already passed MRCP(UK) Part 2 Written Examination

Candidates passing the MRCP(UK) PACES Examination, who have already passed MRCP(UK) Part 2 Written Examination within the same seven-year period of eligibility can proceed to be elected to Membership of the Royal Colleges of Physicians of the United Kingdom (see Section 12 for further details). It is the candidate's responsibility to ensure that they have a valid pass in both parts of the examination (Part 2 Written and Clinical) within their seven-year period of eligibility.

Fail result

The MRCP(UK) Part 2 Clinical Examination (PACES) may be failed in the following ways:

- a candidate does not achieve the pass mark on one or more skills, or the overall minimum total score.
- any candidate who passes overall but receives a mark of 28 on the skill 'maintaining patient welfare' will have his or her overall performance reviewed by those appointed by the Clinical Examining Board to act on their behalf, and may fail the examination irrespective of total test score. The candidate may receive a pass mark based on their overall performance, or they may fail and receive further guidance (see below).

Candidates may apply for the MRCP(UK) Part 2 Clinical Examination (PACES) in the next application period once they have received confirmation of their fail result via the MRCP(UK) website. If the next application period opens before results are released for their current attempt, candidates are permitted to submit a provisional application. If a candidate is unsuccessful in their current attempt their provisional application will continue as normal. If a candidate is successful in their current attempt then any future application will be automatically cancelled and any fee already processed will be fully refunded.

In the unlikely event of loss or damage to marksheets, the eCPS file (Electronic Candidate Performance Summary) will be used to determine a candidate's results.

Performance causing concern in the MRCP(UK) Part 2 Clinical Examination (PACES)

All doctors practising in the UK, including examiners and the Officers of the Royal Colleges of Physicians, are governed by the principles outlined by the UK General Medical Council in the publication *Good Medical Practice*. The Royal Colleges of Physicians acknowledge that some good doctors may perform

badly and aberrantly under examination conditions. However, where there are genuine concerns that a doctor's fitness to practise is called into question by facts coming to light during the course of the MRCP(UK) Part 2 Clinical Examination (PACES), the Royal Colleges of Physicians are duty bound to inform those to whom the candidate is contractually or professionally responsible. In exceptional circumstances, where no such person can be identified, this information may have to be communicated directly to the UK General Medical Council or similar professional body.

The candidate concerned will be informed by letter when their performance in the MRCP(UK) Part 2 Clinical Examination (PACES) raised sufficient concern to warrant referral to a sponsor, employer or professional body, as outlined above. Reporting may take place as a result of performance consistently raising concerns in repeated Clinical Examinations, or in exceptional circumstances, as a result of performance causing concern in a single examination.

12. Completion of the MRCP(UK) Diploma and election to Membership

For election to membership, every candidate must pass all parts of the MRCP(UK) Diploma. Once a candidate has successfully completed their final part of the examination they will have their success confirmed in a posted results letter. This letter will include instructions on how to complete the Form of Faith and information about admission ceremonies. The Form of Faith should be completed and submitted to the candidate's college of entry for election to membership.

Candidates are required to declare details on the Form of Faith of any suspension, condition or undertakings on their practice (including interim orders) from the General Medical Council (or equivalent body) at the time of their application for election to membership.

By completing and submitting the Form of Faith, candidates are agreeing to abide by the Laws, Bye-Laws, Statutes and Regulations of the Royal Colleges of Physicians of the United Kingdom. Copies of the Laws, Bye-Laws, Individual Statutes and Regulations relating to Members can be inspected on application to the respective Colleges.

MRCP(UK) Diplomas will not be issued until the signed Form of Faith has been received, processed and deemed to be satisfactory.

13. Other regulations and procedures

Candidates are asked to note that any allegation of academic or professional misconduct that is sustained against a candidate is likely to be reported to employers, sponsors and the relevant professional bodies, such as the UK General Medical Council. The Misconduct Regulations are found on our website (<http://www.mrcpuk.org/mrcpuk-examinations/regulations>) and are deemed to form part of these Regulations.

Details of other MRCP(UK) regulations for candidates are available on the MRCP(UK) website at <http://www.mrcpuk.org/mrcpuk-examinations/regulations>. These are as follows:

- Examination Appeals Regulations
- Examination Complaint Procedure
- Reasonable Adjustments Procedure
- Code of Conduct
- Misconduct Regulations

14. Language requirements

All parts of the MRCP(UK) Diploma are conducted in English.

As all assessments are conducted in English, the Royal Colleges of Physicians advise that in order to be sufficiently prepared to sit the MRCP(UK) Diploma, candidates' English language ability should be equivalent to International English Language Testing System (IELTS) Level 7.5. However, candidates do not need to have taken IELTS or any other language examination to sit the MRCP(UK) Diploma.

The MRCP(UK) Diploma cannot be used to demonstrate competence in the English language.

Compiled by MRCP(UK) on behalf of the Federation of Royal Colleges of Physicians of the United Kingdom

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