

Guidance Notes for Examination Applicants

In order that examination applications may be efficiently processed it is important that the form is completed correctly and all required enclosures included. Candidates are asked to read these notes and to comply with them. Candidates with any further questions about the application or examination process should contact the Examinations Office on 020 7406 5905 or examinations@rcr.ac.uk.

EXAMINATION OPENING DATES

The examination calendars detail the date from which applications can be submitted to the Examinations Office. Applications can either be emailed to examinations@rcr.ac.uk or posted. No application should be submitted before the published opening date.

EXAMINATION CLOSING DATES

The examination calendars detail the deadline (date and time) by which applications must reach the Examinations Office. Applications that arrive after the advertised application deadline will not be accepted. Candidates are responsible for ensuring that their application has been received by the deadline – see "Receipt of Application Forms" below.

EXAMINATION FEES

The examination calendars detail the fees for each examination. These should be paid by credit or debit card (by completing and submitting the card payment form), or in sterling by cheque or bank draft (made payable to "The Royal College of Radiologists"). Examination fees may not be paid in foreign currency. Candidates should ensure that the correct fee for the intended examination and sitting is submitted.

RECEIPT OF APPLICATION FORMS

Candidates will be notified of receipt of application forms via the email address provided on the form. If you have not received an email confirming receipt of your form, you must contact the Examinations Office (see details above) in advance of the closing date as late applications cannot be accepted. This acknowledgement email indicates receipt of the application form only and does not infer that it has been accepted.

ACCEPTANCE OF APPLICATIONS

Processing of application forms usually begins no earlier than 4-6 weeks before the closing date. Candidate timetables, (giving full details of the unique candidate identification number, examination dates, times and venues) and visa letters if required, are sent as soon as possible after the closing date. Examination documents cannot be sent prior to the closing date, and are emailed to expedite delivery and posted only if a candidate expressly requests this.

CANDIDATE IDENTIFICATION

It is imperative that candidates are able to demonstrate their identity in the name under which they enter the examination. Candidates who are registered with the GMC must enter the examination using the format of name in which they appear on the GMC Medical Register. Candidates who are not registered with the GMC must enter the examination in the name that appears on their passport. Examination documentation, including results letters and Fellowship diploma, will only be issued using the format of name under which the candidate was entered for the examination. Candidates must use exactly the same format of name each time they enter any part of the FRCR Examinations.

TRAINING POSTS

Exact dates (day, month and year) must be given for each post held. Without this information it may not be possible to ascertain a candidate's eligibility for the examination. Exact dates for any periods of maternity leave or extended sick leave should also be given. The number of sessions worked each week during any periods of flexible/less than full-time training should be indicated. It is not necessary to list all hospitals to which rotations have been undertaken within a UK specialty training programme. Candidates should indicate their current year of training at the time of application (e.g. ST 3)

CONFIRMATION OF TRAINING

UK Training: For all examinations, candidates who have undertaken their training for the examination in the UK should obtain the signature of their training programme director/head of training scheme in the relevant space on the form. For the *First FRCR Examination in Clinical Oncology*, signatures are also required from course organisers of the scientific component(s) of the syllabus.

Non-UK Training: No signature, other than the candidate's own, is required for the *First FRCR Examination in Clinical Radiology* or the *Final FRCR Part A Examination in Clinical Radiology*, neither is a letter from the training supervisor required. For the *First FRCR Examination in Clinical Oncology*, candidates who have trained outside the UK should obtain the signature of the relevant course organisers on the application form; no letter from the training supervisor is required.

For the *Final FRCR Part A Examination in Clinical Oncology* and the *Final FRCR Part B Examination in Clinical Radiology*, candidates who have trained outside the UK should not obtain signatures on the application form but instead submit a confirmatory letter from their training supervisor. This must be an original letter on hospital headed paper. It should be recently dated and carry the signature, full name and job title of the training supervisor. The box below details the required content of the letter. The text in square brackets indicates where details of the trainee and training undertaken should be entered. *Candidates whose training has been undertaken at more than one training establishment should contact the Examinations Office before submitting an application to discuss how their training may be satisfactorily confirmed.*

I confirm that Dr [full names and surnames] has trained satisfactorily, under my supervision, as a [job title] in [clinical oncology/radiology] from [start date of appointment] to [end date of appointment] in the department of [title of department] at the [name of hospital/training establishment].

I have seen a copy of the syllabus for the Final Examination for the Fellowship in [Clinical Radiology/Clinical Oncology] and confirm that Dr [surname] has received formal instruction and training that fully covers the examination syllabus.

GENERAL MEDICAL COUNCIL REGISTRATION

Registration with the General Medical Council is required by all those undertaking training in the UK. Registration numbers, and the date of granting of registration, should be entered on the application form where requested. For the *Final FRCR Examinations*, candidates who have held Limited Registration at any time must enclose copies of all registration certificates (Limited and Full). These certificates are not required for the *First FRCR Examinations*.

CANDIDATE PHOTOGRAPHS

Candidates for the *Final FRCR Part B Examination* in both *Clinical Oncology* and *Clinical Radiology* should send four recent passport sized photographs with their application form. The candidate's name should be written on the reverse of the photographs.

VENUE SELECTION

Candidates may nominate where they would prefer to sit for some examinations. The examination calendars show the choices when this option is available. A space is provided on the application form for candidates to indicate their preferred venue. Candidates must indicate a second choice when requested.

RESITTING EXAMINATIONS

A separate application form must be submitted for each attempt at an examination. The form should be fully completed and all supporting documentation enclosed. It is not satisfactory to enter "see previous application" in any section of the application form. UK candidates resitting the *First FRCR Examination in Clinical Oncology* or in *Clinical Radiology* or the *Final FRCR Part A Examination in Clinical Radiology* must obtain their training supervisor's signature on each occasion that they enter the examination. Training supervisor letters are not required when resitting an examination.

WITHDRAWAL FROM AN EXAMINATION

Candidates who wish to withdraw from an examination should notify the College via the relevant Examinations Administrator or by using the general examinations email above, as early as possible, clearly stating the examination and sitting applied for and requesting a refund of fees. If a candidate withdraws prior to the closing date the full fee will be refunded. If a candidate withdraws after the closing date, the application fee refund will be subject to a 50% administrative charge. Please note that the College does not transfer examination fees to a subsequent examination sitting if a candidate is no longer able to sit the examination for which they are entered.

COLLEGE MEMBERSHIP

Those undertaking specialty training in the UK are expected to establish membership of the College at the commencement of their training and to maintain this throughout their career. Applications for the *FRCR Examinations* cannot be accepted from candidates who are not current College members in good standing. UK trainees should ensure, therefore, that their membership subscription is up-to-date before submitting their examination application form.

LIMIT ON NUMBER OF ATTEMPTS

Candidates are permitted to attempt the *First FRCR Examination in Clinical Oncology* at up to four sittings. A pass in the *Final FRCR Part A Examination in Clinical Oncology* will remain valid (i.e. permit entry to the *Final FRCR Part B Examination in Clinical Oncology*) for six consecutive sittings, starting from the sitting that the *Part A* examination is passed. If a candidate does not pass the *Final FRCR Part B Examination in Clinical Oncology* within this time, they must re-sit the *Final FRCR Part A Examination in Clinical Oncology*. These rules are strictly applied and exceptions are never made. From Spring 2015 no candidate will automatically be permitted more than six attempts at any examination or examination module.

CHANGES TO EXAMINATION FORMATS

Changes to the regulations, content and format of the examinations are made from time to time.