



The Royal College of Physicians of Ireland

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EXAMINATION FOR LICENTIATESHIP OF THE FACULTY OF OCCUPATIONAL MEDICINE NOTICE TO CANDIDATES

GENERAL NOTES

1. Please check that you are sitting at the correct desk – that your Examination Number corresponds to the desk number.
2. Please place your Identity Card at the top right hand corner of your desk to enable the Invigilators to carry out a check during the exam.
3. If you wish to change your address please raise your hand now and you will be given a form to fill out.
4. You must use the pencil provided when filling out the answer sheet and you must ensure that you fill out your name and examination number of the question book and the answer sheet.
5. It is recommended that you initially indicate your answer against the questions in the question box in the question book. You should leave yourself sufficient time (e.g. half an hour) to transfer your answers to the answer sheet.
6. Pencil in the lozenges neatly and boldly, completely obliterating the area within the lozenge. The scoring machine has been programmed to ignore erasures, which can leave smudges, and this means that faint responses and those which only partially fill the lozenge may be ignored by the machine. It is the candidate's responsibility to ensure that only a single clear response is recorded for each question.
7. Smudges due to erasures may be caused by dirty erasers – cleaning can be accomplished by rubbing the eraser against any clean part of the question book. Let an Invigilator know if you are worried about the appearance of your erasures.
8. If you wish to leave the examination early please raise your hand and wait for an Invigilator to collect your paper. The College cannot take responsibility for lost or mislaid papers.
9. At the end of the examination you must stop writing when instructed to do so by the Invigilator and remain in your seat until your exam paper and answer sheet have been collected.

EXAMINATION SECURITY

10. Scrap paper is not provided and you must confine your notes to the question paper.

11. You are not permitted to remove the question paper from the examination hall nor are you allowed to copy out questions from the paper.
12. It is strictly forbidden for you to talk or attempt in any way to communicate with other candidates while the exam is in progress.
13. The possession of electronic aids during the exam is not permitted. These devices include Mobile Phones, Pagers, Laptop Computers and Hand-Held Computers (Palm Pilots etc). The possession of any other devices that can either be used for communication or are audible (e.g. electronic wristwatches, personal stereos) is also prohibited. You must leave all such devices with your other belongings in the designated storage area.
14. The possession of any papers, textbooks or documents of any kind during the examination is not permitted.
15. It should be stressed that any candidate found to be in possession of electronic aids during the exam will receive a verbal warning from the invigilator. A written report will be drafted and signed by the invigilator and countersigned by a witness to the event. This report will be forwarded to the Director of Examinations. If the Director deems the event to be a serious infringement of the exam regulations the candidate will be advised that he or she is suspended from the exam. This will result in exam failure, the loss of the exam fee and possible exclusion from re-entry to future exams.
16. Smoking is not permitted in the exam hall or adjacent areas, for example in the toilets. You will not be permitted to leave the building for a smoke break during the exam.
17. Toilet breaks are permitted during the exam but in an effort to minimise disruption you are requested to visit the toilets before the exam commences. Candidates visiting the toilets during the exam will be escorted by an invigilator.
18. Any candidate acting in breach of any of the above regulations, or misbehaving in any way may be suspended from the examination or be deemed to have failed the examination.

EXAMINATION RESULTS

19. If you wish your result to be sent to a different address from that on your application form please complete the "Change of Address" form available from the Invigilators during the examination.
20. Please note that under NO circumstances will results be given out over the telephone, by fax or by e-mail.

Thelma Russell
Manager, Examinations