



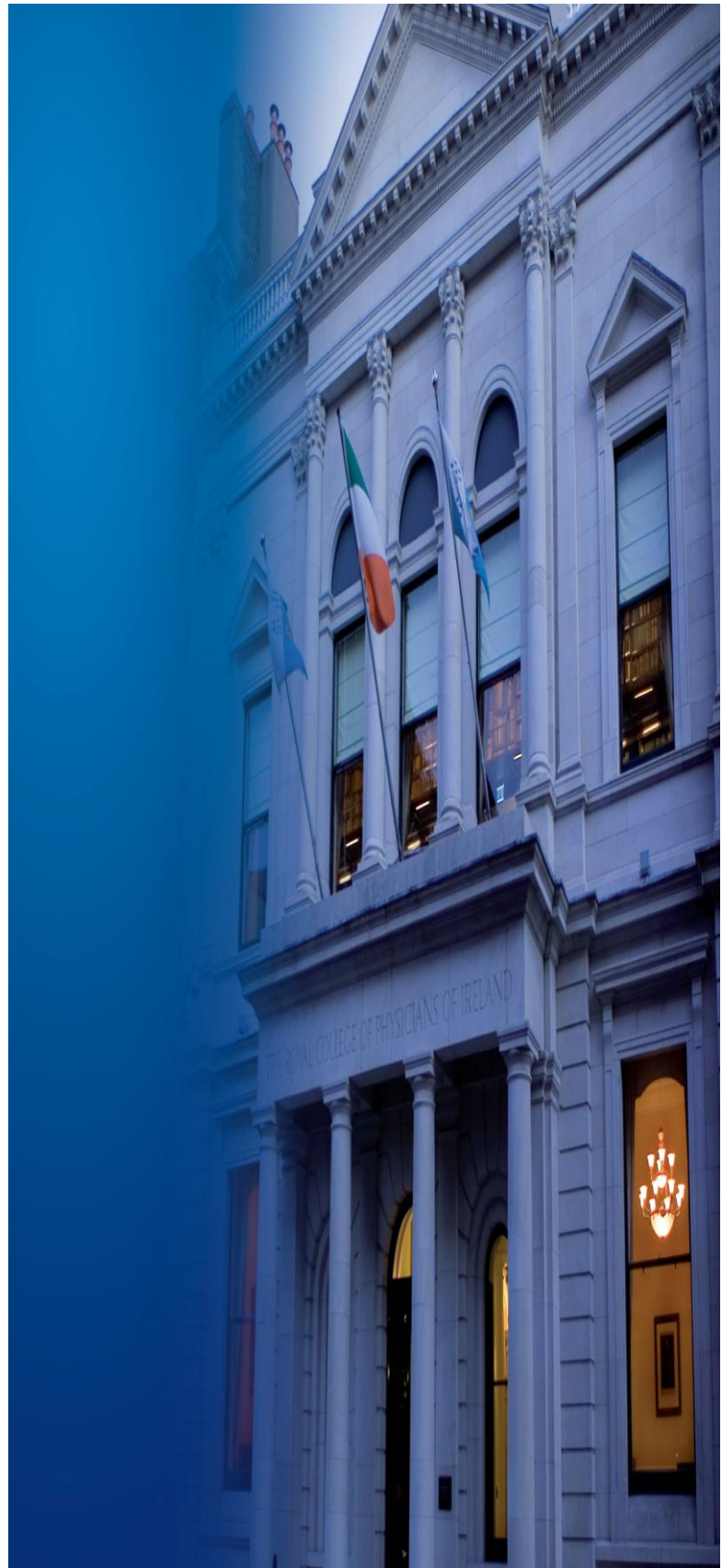
ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

Regulations and Information for Candidates

MRCPI Part II Obstetrics & Gynaecology Examination

2011 Edition

Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street



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1. Introduction

The Membership of the Royal College of Physicians of Ireland (MRCPI) Part II Obstetrics and Gynaecology Examination is available to candidates who meet the criteria detailed in the Examination Regulations.

2. MRCPI Part II Obstetrics & Gynaecology

2.1 Entry requirements

- (a) Candidates are allowed an unlimited number of attempts.
- (b) Candidates must complete all their attempts at Part 2 within seven years of the date of their success in, or exemption from, Part 1 MRCPI. There will be no extensions to this seven year period. Please note that exemption comes into effect from the 1st sitting of the **MRCPI Part 2** examination.

Candidates are eligible to enter for the Part 2 Examination leading to Membership when:

- (i) they have succeeded in MRCPI Part 1, or have obtained exemption from this requirement through possession of one of the exempting qualifications listed separately (**see 2.2 Exemptions**).
- (ii) they have completed a period of postgraduate training in posts recognised by the Institute of Obstetricians and Gynaecologists. At present, candidates are required to have completed **two years** of post-registration training in recognised posts, one year in Obstetrics and one year in Gynaecology (or two years in combined posts). Each recognised post will be for a minimum period of six months. Any application for modification of any of these requirements will only be considered on an individual basis.
- (iii) they provide, before being allowed to sit the Examination, testimonials from two referees who being medical practitioners are willing to testify to the above and to the professional and personal character of the applicant. The College reserves the right to take up additional references without reference to the candidate, and to refuse permission for any candidate to attempt either part of the examination.
Prospective candidates who are working in Ireland are encouraged to discuss their training requirements with the appropriate Institute postgraduate adviser. Those who apply from overseas should write to the Chairman of the Institute's Examination Committee for advice. **Training should be completed by 1st January preceding the March examination, and by 7th August prior to the September examination.**

An application form must be completed in every detail and be accompanied by the appropriate fee and any other documents required, as well as two passport size photographs. Applications will not be accepted by the College before the published opening date or after the published closing date.

No allowance can be made for postal or other delays. Late or incomplete applications cannot be accepted. The College takes no responsibility for returned documents mislaid in the post. Faxed applications are permissible by re-entrants once the method of payment is by credit card or direct bank transfers. Candidates should contact the examinations office to ensure receipt of all applications.

No refunds of Examination or other fees will be made should it subsequently be found that the primary medical degree is not registerable.

2.2 Exemptions

Applications claiming exemption must be accompanied by adequate documentary evidence. The following qualifications can be considered eligible for exemption from MRCPI:

If you have MRCPI Part 1 General Medicine or Paediatrics you are eligible for exemption.

The following qualifications are also recognised for exemption from MRCPI Part I for Obstetrics and Gynaecology:

- MRCOG Part I
- MRACOG (Australia)
- MRNZCOG (New Zealand)
- FCOG (SA)
- FCPS (O&G) (Pakistan)
- MRANZCOG

2.3 Examination locations

The MRCPI Part II Obstetrics and Gynaecology is normally held only in Dublin, Ireland.

2.4 Preparation for MRCPI Examinations

All MRCPI examinations are conducted in the English language.

The Institute of Obstetricians and Gynaecologists runs a preparatory course for the MRCPI O&G Examination in advance of each sitting of the exam. For further information please check our website.

2.5 Part II Guideline Syllabus

There is a guideline syllabus to assist with the preparation for the MRCPI Part II Obstetrics & Gynaecology. The guidelines present a framework of topics which should be covered, but it is not intended to be inclusive and candidates should not limit their studies solely to these topics.

Syllabus for Part 2 MRCPI (Obstetrics & Gynaecology) Examination

Candidates are expected to have a comprehensive knowledge of obstetrics and gynaecology, together with those aspects of other medical disciplines relevant to the practice of both. Although already tested in the Part 1 Examination (or its equivalent exempting Examinations) on their knowledge of the scientific foundations of the specialty, candidates are expected to show an ability to apply this knowledge to the management of clinical problems, in addition to their knowledge of practical procedures.

Genetics and Embryology

Comprehensive knowledge of normal and abnormal karyotypes, the inheritance of genetic disorders, the genetic causes of infertility and early abortion, as well as the ability to transmit this knowledge to patients, to discuss its implications as well as any ethical dilemmas.

Anatomy

Comprehensive knowledge of anatomy particularly relevant to surgical procedures undertaken by the obstetrician and gynaecologist.

Pathology, Biochemistry and Endocrinology

Thorough knowledge of the pathology of the female genital tract and associated structures. Sound understanding of biochemistry of mother and fetus. Whilst knowledge of all endocrine organs is required, extensive knowledge is expected of endocrine organs relevant to reproductive medicine.

Pharmacology

Comprehensive knowledge of all aspects of pharmacology with particular reference to those drugs used in obstetrics and gynaecology.

Immunology

Candidates should be expected to understand basic immunology and how this may be changed in pregnancy; development of the immune system in the fetus, with particular knowledge of rhesus and other isoimmunisations.

Infectious disease

Comprehensive knowledge of infectious diseases which may affect pregnant and non-pregnant women, including the fetus in utero. Knowledge of epidemiology, diagnostic techniques, prophylaxis, and immunisation, including the use of antibiotics and antiviral agents.

Obstetrics

Proficiency in history taking and physical examination in obstetrics. Detailed knowledge of common obstetric procedures.

Normal pregnancy labour and puerperium

Knowledge of all maternal and fetal systems. Comprehensive knowledge of antenatal care, its aims and method of implementation. Knowledge of intrapartum care should include in-depth knowledge of obstetric analgesia and anaesthesia.

Abnormal pregnancy, labour and puerperium

Clear knowledge of all aspects of abnormality in pregnancy, labour and puerperium is expected, together with their management. Detailed knowledge of neonatal resuscitation is mandatory.

Pre- and post-pregnancy counselling

Candidates should demonstrate their ability to advise patients regarding any aspect of obstetric or gynaecological disease.

Maternal and Fetal Medicine

Candidates are expected to be familiar with definitions and concepts, and to be conversant with confidential enquiries and other reports/guidelines relevant to obstetric practice.

Gynaecology

Proficiency in history taking and physical examination in gynaecology. Detailed knowledge of all basic gynaecological procedures is required. Candidates will be expected to have knowledge of more complicated procedures, e.g. in oncology or reproductive medicine, but proficiency in these areas will not be expected.

Prepubertal gynaecology

Thorough knowledge of normal and abnormal sexual development, paediatric pathology and its management, normal puberty and its disorders.

Disorders of menstruation and the menopause

In-depth understanding of pathophysiology of menstrual disorders, their investigation and management. The menopause.

Infertility

Causes, investigation and management of infertility together with basic knowledge in the techniques involved in assisted human reproduction.

Family Planning

All methods of contraception should be thoroughly understood.

Psychosexual Medicine

A thorough understanding of the principles of psychosexual medicine is required.

Gynaecological Oncology

The epidemiology and aetiology of gynaecological tumours. The principles of carcinogenesis, tumour immunology and pathology together with diagnostic techniques and staging of gynaecological tumours is essential. Basic principles of treatment, both surgery, radiotherapy and chemotherapy together with knowledge of terminal care of patients dying from gynaecological malignancy.

Screening for malignant disease in gynaecology, including cervical cytology and colposcopy.

Urogynaecology

Knowledge of normal and abnormal bladder function, including urodynamics and the common urogynaecological procedures.

Statistics and Epidemiology

Candidates will be expected to be familiar with common statistical methods used in clinical research and of epidemiological investigations relevant to the specialties of obstetrics, gynaecology, family planning and neonatal medicine.

3. How to enter the MRCPI Part II Obstetrics & Gynaecology Examination

3.1 Method of application

Candidates must submit the following documents when applying:

- Fully completed application form
- Appropriate Fee (as stated on website)
- Attested/Certified copy of original diploma of Medical Qualification
- Attested/Certified copy of MRCOG Part I Pass letter
- Testimonial form signed by two doctors of five years standing

(Note: second time entrants need only submit the application form and fee)

Documents can be attested/certified by a stamp and signature from any **one** of the following:

- Solicitor
- Garda (Police)
- Issuing Authority
- Hospital Medical Administration Office
- Fellow of RCPI

Applications will not be accepted by the College before the published opening date or after the published closing date.

No allowance can be made for postal or other delays. Late or incomplete applications cannot be accepted. The College takes no responsibility for returned documents mislaid in the post. Faxed applications are permissible by re-entrants once the method of payment is by credit card or direct bank transfers. Candidates should contact the examinations office to ensure receipt of all applications.

No refunds of Examination or other fees will be made should it subsequently be found that the primary medical degree is not registerable.

The candidate's full name must be given at the time of entry to the examination and must agree with the name(s) given on the diploma of medical qualification.

Candidates who change their name(s) by marriage or deed poll must submit the original documentary proof of this, if they wish to be admitted to the examination in their new name.

3.2 Visas

If a candidate requires a visa to sit an examination, it is the responsibility of the individual to ensure the visa application is made in sufficient time before the examination date for which it has been sought. The College has no influence in granting or refusing visas. A refund will **not** be given if a candidate is unable to attend the examination as a result of a visa related problem.

3.3 Examination fees

The fees payable on entry to the MRCPI Part II Examinations are published annually.

Cheques or Bank Drafts should be made payable to: "The Royal College of Physicians of Ireland". Payment must be for the full amount in **Euro only**.

Please note: all bank drafts received **must** be drawn on a bank in the Republic of Ireland or the United Kingdom. No cheques or drafts from Standard Chartered Bank will be accepted. Only personal cheques from the Republic of Ireland or the United Kingdom will be accepted. Drafts drawn from outside the Republic of Ireland and the United Kingdom are subject to an additional €40 handling fee.

Payment can also be made by credit card. Please complete the credit card details in the relevant section on the application form. Please note the College is unable to process credit card payments unless the candidate is the card holder. If the candidate is not the card holder, the College must have written authorisation from the card holder before proceeding with payment. The College cannot process Laser or Debit card applications.

Candidates can pay by transfer payment **online**.

No application to sit an examination will be accepted unless the appropriate fee has been paid and this fee must accompany the application form.

No candidate will be permitted to take any part of the examination unless all outstanding fees are paid in full.

3.4 Withdrawal from the examination

Notice of withdrawal from an examination must be given in writing to the College. A refund less 10% will be made if written notice of withdrawal is received by the College on or before the closing date of entry to the examination. No fee will be held over to a future examination. Refunds will not be made where candidates submit their withdrawal request after the closing date unless there are exceptional extenuating circumstances. Each request will be dealt with on a case by case basis at the discretion of the Dean of Examinations, whose decision is final. Documentary evidence is required in all cases. Any request (accompanied by supporting evidence) must be submitted within 2 weeks of the examination date if it is to be considered.

3.5 Examination Registration

Registration will take place 30 minutes prior to the commencement of the examination. Candidates will be admitted to the examination under the names (surname and first name(s)) as given in the current edition of the Medical Register of Ireland or of the United Kingdom or on their original medical registration certificates or diplomas of medical qualification or official translations of the diplomas. The last name will be taken as the surname. .

4. MRCPI Obstetrics & Gynaecology Part II Examination Format

4.1 Format

Upon completion of, or exemption from, the Part 1 MRCPI Examination, application may be made for consideration of eligibility to enter the Part 2. Candidates are examined in obstetrics and gynaecology and also tested on their knowledge of medical subjects relevant to clinical practice, in written essay and multiple choice papers, OSCE and a clinical examination.

Part A:

The Short Essay Paper consists of eight (8) compulsory questions covering obstetrics, gynaecology and medical disorders relevant to practice in the specialty. (200 marks)

The Multiple Choice Paper consists of sixty (60) true/false questions, each with five stems. There is no negative marking. (100 marks)

Part B:

The Objective Structured Clinical Examination (OSCE) consists of ten stations, each of ten minutes duration, including interactive stations. (200 marks). This examination tests factual knowledge and understanding, problem solving skills, diagnosis, investigation, treatment, clinical skills and communication skills.

The Clinical Examination consists of the presentation and discussion of one long clinical case in either obstetrics OR gynaecology (100 marks). Each candidate is allowed twenty (20) minutes to examine a patient before discussing her with the two examiners.

An open structured marking system is used throughout the examination, with an element of compensation allowed between the Short Essay and MCQ components. Only those candidates who satisfy the examiners in Part A will progress to Part B approximately six weeks later. Marks achieved in the Part A component will not be taken into account in the Part B component. A pass in both the OSCE and Clinical Examinations of Part B is mandatory. Any candidate who passes Part A and subsequently fails Part B will be required to retake Part A at another diet of the examination.

Candidates will be notified of their result by post only. In no circumstances will the result be given by telephone. Examination numbers of successful candidates will, posted on the College website, as soon as possible after the final examiners' meeting.

Candidates who fail the examination will be notified of the sections failed, and will receive a short analysis of their performance.

In the event of a large number of applicants, the College reserves the right to limit the number of candidates, on a first come basis.

4.2 How to complete MCQ answer sheet

The completed answer sheet is computer scored which means the following instructions must be complied with fully, otherwise they may be rejected by the scoring machine.

- 4.2.1 Use only the PENCIL (Grade 2B) supplied. Answers in ink or a different grade of pencil cannot be read by the computer.
- 4.2.2 The answer sheet contains a row of boxes for each question. Each box refers to a single item and is numbered accordingly (i.e. 1A, 1B, 1C, 1D, 1E). Candidates should indicate whether the answer is True or False by pencilling in the appropriate lozenge.
- 4.2.3 Candidates may rub out an answer by using the eraser provided. To avoid too many erasures on the answer sheets, candidates are advised to indicate their answers in the question book in the first instance, before transferring them to the answer sheets. Remember to allow sufficient time to do so (e.g. half an hour).
- 4.2.4 Do not fold or crease the answer sheets.
- 4.2.5 At the end of the examination, the question books and answer sheets must be left on the desk. On no account should they be removed from the examination centre.

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

| | |
|----------------|------|
| Candidate Name | |
| Examination | |
| Subject | Date |

| | |
|---|-------------------------------|
| ▼ | Candidate Number |
| □ | c0 c1 c2 c3 c4 c5 c6 c7 c8 c9 |
| □ | c0 c1 c2 c3 c4 c5 c6 c7 c8 c9 |
| □ | c0 c1 c2 c3 c4 c5 c6 c7 c8 c9 |
| □ | c0 c1 c2 c3 c4 c5 c6 c7 c8 c9 |
| □ | c0 c1 c2 c3 c4 c5 c6 c7 c8 c9 |

This document is designed to be machine readable.
Please use the pencil supplied.
If you make a mistake use an eraser.

Mark T for True
F for False
D for Don't Know
DO NOT MARK BOXES LIKE THIS:

| | A | B | C | D | E |
|---|----------|----------|----------|----------|----------|
| 1 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 2 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 3 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 4 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
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| | A | B | C | D | E |
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| 7 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 8 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 9 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 10 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

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|----|----------|----------|----------|----------|----------|
| 11 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 12 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 13 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 14 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 15 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

| | A | B | C | D | E |
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| 16 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 17 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 18 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 19 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 20 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

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|----|----------|----------|----------|----------|----------|
| 21 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 22 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 23 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
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| 27 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
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| 29 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
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| 31 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
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| 33 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 34 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 35 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

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| 36 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 37 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 38 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 39 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 40 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

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| 41 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 42 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 43 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 44 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 45 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

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|----|----------|----------|----------|----------|----------|
| 46 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 47 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 48 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 49 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 50 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

| | A | B | C | D | E |
|----|----------|----------|----------|----------|----------|
| 51 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 52 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 53 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 54 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 55 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

| | A | B | C | D | E |
|----|----------|----------|----------|----------|----------|
| 56 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 57 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 58 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 59 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |
| 60 | cT cF cD | cT cF cD | cT cF cD | cT cF cD | cT cF cD |

4.3 Examination rules and guidelines

- 4.3.1 These Regulations apply to all candidates for examinations of the College. Candidates should note that by applying to enter to sit an examination, they are deemed to have understood and agreed to comply by these Regulations.
- 4.3.2 Candidates are advised to allow for any transport delays when planning time of arrival at the examination centre. The College cannot guarantee candidates will be permitted to enter the examination centre after the start of the examination.
- 4.3.3 Candidates should assemble outside the examination centre at least 30 minutes before the start of the examination and will not enter until instructed by an invigilator(s).
- 4.3.4 Candidates will **not** be permitted entry into the examination centre if they arrive 30 minutes after the start of the examination.
- 4.3.5 Candidates **must** have their personal identity card and notification letter with them at **all** MRCPI examinations as proof of identity. A passport or drivers licence may be accepted if the candidate's name is stated in the same manner as on their primary medical degree. Candidates who have lost their College photo ID card, should send two passport photos to the College with a written request for a duplicate photo ID card. Candidates will **not** be admitted to the examination unless they produce photographic identification.
- 4.3.6 Candidates should note that drugs will almost always be referred to by their UK approved names (National Formulary) rather than their trade names. Biochemical and other measurements will be expressed in SI units.
- 4.3.7 Candidates are not permitted to bring into the examination centre, mobile phones, pagers, laptop computers, palm pilots, calculators, text books, documents or items of any kind other than those specifically allowed for that particular examination and previously notified to them.
- Any candidate found to be in possession of such a device during the examination will receive a verbal warning from the exam 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 Dean of Examinations. If the Dean considers the event to be a serious infringement of the exam regulations, the candidate will be advised that he/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.**
- 4.3.8 Candidates are **not** permitted to have their bags and/or other personal items at their desks during the examination. Invigilators will direct candidates to a secure area for personal items to be deposited for the duration of the examination.
- 4.3.9 Question papers are individually numbered with Examination Numbers at the top right hand corner.
- 4.3.10 Candidates must ensure they are sitting at the correct desk and their Examination Number corresponds to the desk number.
- 4.3.11 Candidates must place their Identity Card at the top right hand corner of the desk to enable the invigilators to carry out a check during the exam.
- 4.3.12 Candidates who want to change their postal address should raise their hand and will be given a form by an invigilator.

- 4.3.13 Candidates must use the pencil provided when filling out the answer sheet.
- 4.3.14 It is recommended that candidates initially indicate their answer against the questions in the question box in the question book. Candidates should leave sufficient time (e.g. half an hour) to transfer their answers to the answer sheet.
- 4.3.15 Rough work paper is not provided and candidates must confine notes to the question paper.
- 4.3.16 Candidates are not permitted to remove the question paper or image booklet from the examination hall nor are they allowed to copy out questions from the paper.
- 4.3.17 It is strictly forbidden for candidates to talk or attempt in any way to communicate with other candidates while the exam is in progress.
- 4.3.18 Pencil in the lozenges neatly and boldly. Completely fill in the area within the lozenge. The scoring machine has been programmed to ignore erasures, which can leave smudges. Faint responses and those lozenges that are only partially filled may be ignored by the scoring machine. It is the candidate's responsibility to ensure only a single clear response is recorded for each question.
- 4.3.19 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. Candidates should inform an invigilator if they are concerned about the appearance of their erasures.
- 4.3.20 If a candidate wishes to leave the examination early, they must raise their hand and wait for an invigilator to collect the paper. Candidates **cannot** leave the examination hall 30 minutes before the end of the examination. The College cannot take responsibility for lost or mislaid papers.
- 4.3.21 At the end of the examination, candidates must stop writing when instructed to do so by the invigilator and remain in their seat until the exam paper and answer sheet have been collected. Any candidate continuing to write after being instructed to stop will have their examination number noted. Their behaviour will be reported to the Dean of Examinations who will make a decision on further action.
- 4.3.22 Smoking is not permitted in any part of the examination centre. Candidates will not be permitted to leave the building for a smoke break during the examination.
- 4.3.23 Toilet breaks are permitted during the examination, but in an effort to minimise disruption candidates are requested to visit the toilet before the exam commences. Candidates visiting the toilet during the exam will be escorted by an invigilator.
- 4.3.24 Candidates are advised to provide their own refreshments during the examination, bearing in mind that hot food is not permitted.
- 4.3.25 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. If an infringement of the College Regulations is deemed to be particularly severe, the candidate concerned may be **permanently** disbarred from entering any future College examinations.

5.1. Fire Evacuation

- 5.1 The emergency exits will be pointed out to candidates during the announcements prior to the commencement of the examination.
- 5.2 All alarms should be treated as an emergency unless otherwise advised. If the alarm is sounded a College staff member will be responsible for the evacuation of the examination venue.
- 5.3 Candidates should note that they remain subject to examination rules during the evacuation and should not communicate or have contact with other candidates. Candidates must not attempt to collect personal belongings.
- 5.4 All students should cease writing and leave their answer booklets on the desk when instructed by a College staff member.
- 5.5 The College staff member will instruct the invigilators to act as 'Fire Marshalls' and these marshals will be responsible for leading their designated sections of candidates from the examination centre.
- 5.6 The Fire Marshall should collect the exam register and evacuate the candidates to the assembly point using the emergency exits.
- 5.7 Do not use the lift.
- 5.8 When assembled the Fire Marshall will check the candidates against the examinations register.
- 5.9 If it is possible to resume the examination, candidates will be instructed to endorse their scripts with the words 'examination interrupted' indicating the time of the interruption and the time of resumption. Candidates will be allowed compensatory time equivalent to the period from the time the alarm sounded to the resumption of the examination, plus 10 minutes for re-reading the examination paper and settling back into the examination. The invigilator will inform candidates of the revised finishing time for the examination.
- 5.10 A written report of the evacuation will be filed by the College staff member and forwarded to the Dean of Examinations.
- 5.11 A delay of more than thirty minutes will automatically require a re-scheduling of the examination concerned. In this case, invigilators will announce to the students that they should contact the Examinations Department regarding alternative examination arrangements. Students may then leave.

6. Code of Conduct

This code shall apply to all candidates for examinations of the College. Candidates should note by applying to enter to sit an examination they are deemed to have understood and agreed to comply by this code. Misconduct includes, but is not restricted to:

- Introduction into any examination materials other than those specifically permitted for the examination.
- Any attempt to communicate with another candidate or any person other than an invigilator on duty.

- Any attempt to gain access to or plagiarise the work of another candidate.
- Any attempt to gain or pass on information with regard to the contents of the examination in advance of the date of the examination.
- Impersonation of a candidate.
- Bribery of another candidate or examination official.
- Unacceptable or disruptive behaviour during an examination.
- Failure to abide by the instructions of an invigilator or other examination official.
- Falsification or alteration of any results document or qualification.

6.1 Report procedures

Suspected misconduct may be reported to the College by examiners, invigilators, candidates, patients and any other person who becomes aware of suspected misconduct.

6.1.1 Where an invigilator suspects a candidate of violation of examination rules and guidelines, they will:

- (a) Confiscate any unauthorised material in the possession of the candidate.
- (b) Make a note of the time when the alleged infringement was discovered. An invigilator should ask another invigilator to act as a witness to the alleged infringement and countersign the note to confirm this.
- (c) Allow the candidate(s) to continue the examination. Ejection from the examination centre will only take place in the event of a candidate(s) causing disruption to other candidates.
- (d) Inform the candidate(s) at the end of the examination that a written report of the incident will be submitted to the Dean of Examinations.
- (e) Within three working days of the examination, the invigilator will submit a written report on the alleged incident together with any confiscated materials to the Dean of Examinations.

6.2 Investigation Procedure

The Dean of Examinations will review the report of the alleged case of misconduct and will determine whether there is sufficient evidence of a case to be answered after consulting with other members of College staff where necessary. In cases deemed to be of a very minor or technical nature, a letter of reprimand will be issued (and no further action is taken).

In all other cases the Dean of Examinations will inform the candidate in writing of the allegations that have been made about them within 10 working days of receiving a report of alleged misconduct. The candidate will be invited to reply to the allegation of misconduct.

The candidate will provide their response in writing to the allegation within 10 working days from the date of the Dean of Examinations letter. If no response is received within 10 working days, a warning letter will be sent. If no response to this warning letter is received within another 10 working days, the file will be sent to the College Executive for a final decision along with a recommendation of an appropriate penalty.

Where a candidate admits in writing to the allegations, full details of the case shall be passed to the College Executive to formally consider the case. The candidate will have the opportunity to include with their response a written statement which may be considered by the Executive. On full review of the case, the Executive will make a final decision, together with a recommendation of an appropriate penalty. The candidate will be notified of the Executive's decision in writing.

7. Adapted Examination Arrangements

Any candidate who has a physical disability, learning disability or any other special need that they believe could affect their performance in an examination, may be entitled to adapted examination arrangements. The purpose of any specific arrangement is to compensate for any restrictions imposed by a disability without impairing the validity of the examination. All such candidates should inform the Examinations Department at the time of application of their circumstances in writing, together with a consultants report to support their application. Failure to include this information at the time of application may affect the arrangements that can be put in place in time for the examination. The information provided is treated strictly confidentially.

8. Examination Results

The College processes the marking of MRCPI Part II examinations as quickly as possible, consistent with ensuring accuracy, fairness and a stable pass standard. Secure transport of candidate's optical mark sheets to the College from overseas centres, human inspection of the adequacy of the candidate's pencil shadings and optical scanning are required to obtain accurate raw data. Misperceived or ambiguous phrasing, misprinting or breach of security can occasionally lead to questions being withdrawn. Individual feedback letters giving detailed breakdown of performance by sub-specialty are prepared.

- Examination results for successful candidates **only** will be posted on the College website, approximately two working weeks after the date of the examination. Under no circumstances will examination results be given over the telephone, by fax, email or by visiting the College in person.
- All result letters will be posted to candidates shortly thereafter.
- If a candidate wishes his/her result letter to be sent to a different address from that on their application form, they will need to complete the "Change of Address" form available from the invigilators during the examination.

- Please refrain from telephoning the College regarding your result during this period, as this will delay the process.

8.1 Recheck procedure

Candidates can request a recheck of their examination results in any section of the MRCPI examinations. There is a fee of €150 for this procedure. This charge will be refunded if a recheck changes the overall examination result.

Requests for a recheck of examination results must be made in writing, to the Dean of Examinations at the College address within six weeks of the results release date, together with the recheck application form.