



Eligibility Criteria and Regulations
for
MRCPsych Written Papers
and
Clinical Assessment of Skills and Competencies
(CASC)

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SECTION 1: Eligibility Criteria - effective 05 August 2011

Please note that the MRCPsych Examinations can be taken by:

- Doctors in an approved Training Programme
- Doctors in the UK who are not in an approved training programme
- Doctors from the EU who are working or have worked Overseas
- Non-EU doctors who are working or have worked Overseas

All applicants must meet the eligibility criteria below. Only posts of 4 or 6 months duration will count towards relevant eligibility requirements.

1. Registration

All applicants must be registered with the General Medical Council or equivalent body prior to entry as well as up to and including the date of sitting all examinations.

2. MRCPsych Written Papers

The mandatory requirements for entry to sit MRCPsych Papers 1, 2 and 3 are:

Post foundation/internship experience in Psychiatry in:

- i. An approved Training programme.

OR

- ii. Posts Recognised by the Hospital (Trusts where applicable) as incorporating within contractual arrangements specified time and funding for educational training. Job plans must include dedicated time for academic and educational activities such as attending journal clubs, grand rounds, attendance at an MRCPsych course or equivalent, study leave and regular weekly educational supervision.

3. Additional Notes

- a. Papers can be taken in any order.
- b. Foundation Programme, Trust Grade and pilot ST posts do not count towards eligibility requirements.
- c. Re-sitting Papers
Unsuccessful candidates may re-sit Papers. There is currently no limit to the number of attempts.

**4. Written Paper Validity Period –
1643 days from date of passing the first written paper**

Candidates are referred to the following announcement published on 25 October 2010:

Important Announcement

MRCPsych Written Paper Validity Period (effective January 2011)

Currently candidates are eligible to apply for the CASC once they have gained appropriate experience in the practice of psychiatry and have passed all the knowledge based papers. A pass in Paper 3 expires after 635 days at which point applicants have to re-take and pass Paper 3 if they are to remain eligible to enter for the CASC. This is to ensure that their knowledge is up-to-date. The Examinations Sub-committee recently proposed that candidates who have not passed the CASC within a specific time-frame should be required to retake all knowledge based papers. This proposal was approved by the Education, Training & Standards Committee on 21st July 2010.

Effective 1st January 2011 candidates will be given a period of 1643 days from the date of achieving a pass in the first written paper taken (Paper 1, 2, or 3) to complete all other components of the MRCPsych. The 1643 day period will be known as the 'Written Paper Validity period'. The Written Paper Validity Period will commence on the date of publication of the pass result for the first written paper a candidate has passed, the date of publication counting as day 1. This regulation will be implemented retrospectively and will apply to all written MRCPsych papers undertaken since 2008. The 1643 day Written Paper Validity Period, in addition to the mandatory 6 months post foundation experience in psychiatry required to enter the written papers, equates to a period of 5 years in training which brings the regulations into line with revalidation.

The College recognises that candidates may take time out for a period of time due to personal circumstances and that this may affect their ability to fulfil the training requirements and complete the MRCPsych examinations within the stipulated timeframe. Individual candidates who feel that they are affected by special personal circumstances are referred to the document entitled 'MRCPsych Eligibility Criteria & Regulations' where further details are provided regarding the possibility of applying for individual adjustments to the Written Paper Validity Period.

The College will endeavour to write to all those affected advising them of their Written Paper Validity Period. However, all candidates are advised that it is their responsibility to keep abreast of developments about training and examinations through the College website and to inform the Examinations Unit in writing of any changes to contact details. The College does not accept responsibility for misdirected or delayed communications due to incorrect or out of date addresses of candidates.

Professor Robert Howard, Dean
Professor Anthony Bateman, Chief Examiner

25 October 2010

Notification to Part I Holders

In October 2010, the College announced the various dates upon which the validity of a pass in Part 1 would expire. These dates reflect the date upon which a candidate had passed Part 1 and allowed a candidate 1643 days from the date of the pass in Part 1 to complete Paper 3 and undertake the CASC. A Part I holder who does not successfully pass Paper 3 and CASC within 1643 days of passing Part 1 must re-start the qualifying process and must pass Papers 1, 2, pass or re-pass Paper 3 and complete the CASC.

In addition, the College announced the introduction of a 1643 day Written Paper Validity Period for candidates who do not hold a current pass in Part 1.

A Part I holder who takes Paper 1, 2 or 3 during the currency of his Part 1 validity period may not rely upon a pass in any of these papers for the purposes of the separate Written Paper Validity Period. This is to ensure that all candidates must take and pass all relevant written papers and CASC within a period of 1643 days.

It is the responsibility of a candidate to ensure that he is aware of the rules relevant to his specific position with regard to the validity of a pass in Part 1.

During the transitional period between the old exam system and the new exam system, a candidate holding a valid pass in Part 1 may conclude that there will be insufficient time for him to complete all of the outstanding exam components within the remaining period of validity of his Part 1 pass.

In order to enable such a candidate to progress towards membership without a delay generated by the timetabling of exams, a candidate who holds a valid pass in Part 1 may elect to renounce the exemption conferred by that pass in Part 1.

A candidate who wishes to renounce his reliance upon a pass in Part 1 must do so before taking the next Paper. The effect of doing so will permit such a candidate to treat the next paper he sits and passes as the first written paper for the purposes of the Written Paper Validity Period. Candidates need to be aware that in making such renunciation they will then be required to take and pass papers 1, 2, 3 and the CASC within their individual 1643 day Written Paper Validity Period.

A candidate who wishes to make this election can only do so during the validity period of his pass in Part 1. He must notify the College at the time he applies to sit the exam in question (a) that he is the current holder of a valid pass in Part 1 (b) that he intends to sit a paper in the forthcoming exam diet and (c) that he wishes to treat a pass in the forthcoming exam diet as the first published for the purposes of the Written Paper Validity Period.

14 January 2011

a. Effective 1 January 2011 all written papers will be time limited from the date of passing the first written paper. This regulation supersedes all previous regulations pertaining to the validity of all previous papers passed.

Once the first written component (Paper 1, 2 or 3) has been passed candidates will have a time limit of 1643 days from the date of publication of results of that written paper to complete all remaining components of the MRCPsych ("the Written Paper Validity Period"). The date of publication of results counts as day 1.

This will be applied retrospectively to all candidates who have taken the MRCPsych written components since January 2008 and have not yet obtained the MRCPsych. The College will endeavour to write to affected candidates notifying them of this new regulation between October and November 2010. It is however the responsibility of candidates to keep abreast of developments about training and examinations through the College website and to inform the Examinations Unit in writing of any changes to contact details. The College does not accept responsibility for misdirected or delayed communications due to incorrect or out of date addresses of candidates.

Those who fail to complete all components of the MRCPsych within this 1643 day time period will be required to re-sit and pass papers 1, 2 & 3 prior to retaking the MRCPsych CASC. **A new 1643 day Written Paper Validity Period will commence for such candidates starting from the date of publication of the results of the first paper PASSED.**

b. Special Adjustments

Details relating to applications for special adjustments can be found at Section 2, Part 4: 1643 Day Written Paper Validity Period & Part I Validity Period – Special Adjustments.

5. MRCPsych Clinical Assessment of Skills and Competencies (CASC)

Training Requirements

- a. 24 months** whole time equivalent post foundation/internship experience in Psychiatry by the time of sitting the CASC to include the following:

Individual Posts must be of either 4 or 6 months duration.

Psychiatry training **must be** comprised of the following:

- A minimum 12 months General Adult Psychiatry.
- It is **recommended** that training for the remainder 12 months in psychiatry be made up of two/three other psychiatric specialities which could include:
 - Old Age Psychiatry
 - Forensic Psychiatry
 - Psychotherapy
 - Child & Adolescent Psychiatry
 - Learning Disability
 - Recognised sub-specialty of General Adult Psychiatry:
 - Addictions
 - Liaison Psychiatry
 - Peri-Natal Psychiatry
 - Neuropsychiatry
 - Rehabilitation
 - Eating Disorders

AND

- b. A pass in Papers 1, 2 & 3 OR a valid pass in MRCPsych Part I AND Paper 3**

All applicants for the CASC must hold a valid pass in Papers 1, 2 and 3 OR a valid pass in MRCPsych Part I and Paper 3. The Written Paper Validity Period/MRCPsych Part I Validity Period must be valid up until and including the first day of the relevant CASC which an applicant wishes to sit. If a candidate's Written Paper Validity Period/MRCPsych Part I Validity Period expires on one of the subsequent days of the relevant CASC examination, he/she will be eligible to undertake the CASC in that particular diet.

- The Written Paper Validity Period is 1643 days starting from the date of publication of the pass result for the first written paper (paper 1, 2 or 3) PASSED. The publication day of the pass counts as day 1.
- The MRCPsych Part I Validity Period is 1643 days from the date of publication of the pass result for the MRCPsych Part I, the date of publication counting as day 1.

Note:

- If a candidate's Written Paper Validity Period/MRCPsych Part I Validity Period expires on the day before the date of the first day of the relevant CASC examination diet, the candidate will be ineligible to sit the CASC.
- If a candidate's Written Paper Validity Period/MRCPsych Part I Validity Period expires on the second or any of the later dates of the relevant CASC examination diet the candidate will be eligible to sit the CASC irrespective of the day allocated to the candidate to undertake the examination.

AND

b. For posts within a programme of approved training

- i. Successful completion of Annual Review of Competence Progression (ARCP) including satisfactory attainment of appropriate competencies in Psychotherapy AND Child & Adolescent Psychiatry or Learning Disability (achieved by the time of applying for the CASC) documented on the application form by the College Tutor.

and

- ii. Sponsorship from College Tutor.

OR

c. For all other posts

- i. Successful completion of an Assessment Portfolio demonstrating achievement of equivalent competencies (see Appendix 1) to those defined in the ARCP documented on the application form which must include competencies in Psychotherapy AND Child & Adolescent Psychiatry or Learning Disability (achieved by the time of applying for the CASC) documented on the application form by Training Lead (UK) or Head of Department of Psychiatry (overseas).

and

- ii. Sponsorship from Training Lead (UK) or Head of Department of Psychiatry (overseas) AND Director of Medical Education or equivalent.

Important Notes

- All applicants require sponsorship to sit the CASC examination.
- **Re-sitting CASC (3 attempts or less)**
Unsuccessful candidates may re-sit CASC examination provided that they meet the eligibility requirements which include a valid pass in Paper 3 and a valid sponsorship form for each attempt.
- **Re-sitting CASC (after 3 attempts)**
Candidates who have had 3 unsuccessful attempts at the CASC must have letters of support from **College Tutor (All Training Post holders)**.

For Non-Training/Overseas post holders Head of School of Psychiatry (overseas) or Director of Medical Education (UK) should submit letters of support.

Letters from sponsors should acknowledge that the candidate has already had 3 attempts at the CASC and that additional training has been given in preparation for further attempts at the MRCPsych examination. Candidates should meet all the eligibility requirements which include a valid pass in Paper 3 and a valid sponsorship form for each attempt.

6. MRCPsych Part I Holders

MRCPsych Part I 1643 Day Validity Period

Candidates are referred to the following announcement published on 29 October 2010:

Important Announcement - MRCPsych Part I Validity Period

Reference is made to the announcement published on 23 July 2010.

Further to the decision of the Education Training and Standards Committee (ETSC) on 21 July 2010, a sub-committee was convened to consider the decision in 2007 to limit the validity of the MRCPsych Part 1 and the impact of that decision on individual candidates and groups of candidates. The composition of the sub-committee comprised senior current and former College Officers; representatives from Council and the Examinations Sub-Committee; a representative from the Psychiatric Trainees Committee; a representative from the College's Service Users' Forum; a representative from the General Medical Council and a lay representative with expertise in postgraduate education. The Sub-committee's recommendation was presented to the Education, Training & Standards Committee at its meeting on 20 October 2010, namely:

All MRCPsych Part I holders will be subject to a validity period of 1643 days ("the MRCPsych Part I Validity Period"). MRCPsych Part I holders are permitted (within this 1643 day validity period) to bypass MRCPsych Papers 1 and 2 but are required to sit and pass MRCPsych Paper 3 prior to being eligible to attempt the MRCPsych CASC. After careful consideration the ETSC unanimously agreed to the recommendation presented.

Accordingly, MRCPsych Part I holders will be required to complete MRCPsych Paper 3 and the CASC within the MRCPsych Part I Validity Period. The MRCPsych Part I Validity Period will commence on the date of publication of the pass result for the MRCPsych Part I, the date of publication counting as day 1.

Those who fail to pass MRCPsych Paper 3 and the CASC within this period will be required to re-sit and pass Papers 1, 2 and 3 prior to being eligible to sit the MRCPsych CASC in accordance with the provisions set out in the document entitled '*Eligibility Criteria and Regulations for MRCPsych Written Papers and Clinical Assessment and Competencies (CASC)*'. This document is published on the Exams pages of the College website www.rcpsych.ac.uk. This new regulation concerning the MRCPsych Part I Validity Period supersedes all previous regulations and notifications regarding the validity of any components of the MRCPsych examinations.

The College recognises that candidates may take time out for a period of time due to personal circumstances and that this may affect their ability to fulfil the training requirements and complete the MRCPsych within the stipulated timeframe. Part I holders who feel that they are affected by special personal circumstances are referred to the document entitled '*MRCPsych Eligibility Criteria & Regulations*' where further details are provided regarding the possibility of applying for individual adjustments to the MRCPsych Part I Validity Period.

Part I holders are advised that it is their responsibility to keep abreast of developments about training and examinations through the College website and to inform the Examinations Unit in writing of any changes to contact details. The College will use its best endeavours to send a copy of this statement to all affected Part I holders whose identity and contact details are known to the College. However, the College does not have a complete list of affected Part I holders and accordingly it is not in a position to ensure that each affected candidate will receive personal notification. Further the College does not accept responsibility for misdirected or delayed communications due to incorrect or out of date addresses of candidates.

Professor Robert Howard, Dean
29 October 2010

Notification to Part I Holders

In October 2010, the College announced the various dates upon which the validity of a pass in Part 1 would expire. These dates reflect the date upon which a candidate had passed Part 1 and allowed a candidate 1643 days from the date of the pass in Part 1 to complete Paper 3 and undertake the CASC. A Part I holder who does not successfully pass Paper 3 and CASC within 1643 days of passing Part 1 must re-start the qualifying process and must pass Papers 1, 2, pass or re-pass Paper 3 and complete the CASC.

In addition, the College announced the introduction of a 1643 day Written Paper Validity Period for candidates who do not hold a current pass in Part 1.

A Part I holder who takes Paper 1, 2 or 3 during the currency of his Part 1 validity period may not rely upon a pass in any of these papers for the purposes of the separate Written Paper Validity Period. This is to ensure that all candidates must take and pass all relevant written papers and CASC within a period of 1643 days.

It is the responsibility of a candidate to ensure that he is aware of the rules relevant to his specific position with regard to the validity of a pass in Part 1.

During the transitional period between the old exam system and the new exam system, a candidate holding a valid pass in Part 1 may conclude that there will be insufficient time for him to complete all of the outstanding exam components within the remaining period of validity of his Part 1 pass.

In order to enable such a candidate to progress towards membership without a delay generated by the timetabling of exams, a candidate who holds a valid pass in Part 1 may elect to renounce the exemption conferred by that pass in Part 1.

A candidate who wishes to renounce his reliance upon a pass in Part 1 must do so before taking the next Paper. The effect of doing so will permit such a candidate to treat the next paper he sits and passes as the first written paper for the purposes of the Written Paper Validity Period. Candidates need to be aware that in making such renunciation they will then be required to take and pass papers 1, 2, 3 and the CASC within their individual 1643 day Written Paper Validity Period.

A candidate who wishes to make this election can only do so during the validity period of his pass in Part 1. He must notify the College at the time he applies to sit the exam in question (a) that he is the current holder of a valid pass in Part 1 (b) that he intends to sit a paper in the forthcoming exam diet and (c) that he wishes to treat a pass in the forthcoming exam diet as the first published for the purposes of the Written Paper Validity Period.

14 January 2011

a. Effective 29 October 2010 the MRCPsych Part I will be subject to a limited validity period of 1643 days from the date of passing the MRCPsych Part I, the date of publication of results counting as day 1 ("the MRCPsych Part I Validity Period"). This regulation supersedes all previous regulations and notifications pertaining to the validity of the MRCPsych Part I. It will be applied retrospectively to all candidates who hold a pass in the MRCPsych Part I and have not yet obtained the MRCPsych.

MRCPsych Part I Holders are afforded a time limit of 1643 days from the date of publication of results of the MRCPsych Part I to complete the MRCPsych Paper 3 and the MRCPsych CASC.

Candidates who fail to complete all components of the MRCPsych within the MRCPsych Part I Validity Period will be required to pass papers 1, 2 and 3 prior to being eligible to sit the MRCPsych CASC. A 1643 day Written Paper Validity Period will commence for such candidates starting from the date of publication of the results of the first written paper passed. The provisions detailed in Section 1, Part 4 – Written Paper Validity Period will then apply.

b. Special Adjustments

Details relating to applications for special adjustments can be found at Section 2, Part 4: 1643 Day Written Paper Validity Period & Part I Validity Period – Special Adjustments.

7. Locum Posts

a. LATS

Locums approved for training (LATS) may count all time in posts towards eligibility requirements.

b. All other Locum Posts including LAS

All other locum posts including locums approved for service (LAS) may count a maximum of EIGHT months towards the time requirements for entry to the examination if they meet all the following criteria:

- i. Minimum duration of FOUR months whole time equivalent
- ii. Recognised by the Hospital (Trusts where applicable) as incorporating within contractual arrangements specified time and funding for educational training. Job plans must include dedicated time for academic and educational activities such as attending journal clubs, grand rounds, attendance at an MRCPsych course or equivalent, study leave and regular weekly educational supervision.

Note: Foundation Programme, Trust Grade and pilot ST posts do not count towards eligibility.

8. Flexible Post-Holders (Less Than Full-Time Trainees)

Flexible post holders (less than full-time trainees) will have to demonstrate equivalent. In the meantime Flexible (less than full-time) post holders wishing clarification on time spent in posts and eligibility are advised to submit a job description and weekly timetable for the attention of the Associate Dean, Examinations.

9. Research Posts

Research fellows in full-time posts whose job plan contains protected time for research may count the research time towards the time eligibility requirements for entry to the examination. They must meet all other requirements as stipulated in the Eligibility Criteria and Regulations for the MRCPsych Examinations.

10. Appendix 1

Assessment Portfolio for Overseas Candidates and UK Candidates in Non UK Approved Training Posts

Candidates from overseas or in Non UK approved-Training posts must show their sponsor evidence of having achieved equivalent competencies at appropriate competency levels (year 1, 2, 3) for each component of the examination.

In addition competencies in Psychotherapy AND Child & Adolescent Psychiatry or Learning Disability must have been achieved by the time of applying for the MRCPsych CASC.

Candidates must undertake the following activities as part of their structured job plans (this is NOT an exhaustive list):

- a. be observed interviewing patients in ward rounds for specified reasons e.g. elicit phenomenology, identify problems, assess risk, make formulation, negotiate a treatment plan
- b. be observed interviewing patients in out-patient or community settings or other contexts for specified reasons e.g. elicit phenomenology, identify problems, assess risk, make formulation, negotiate a treatment plan
- c. be assessed via formal presentation of cases with their medical notes; discuss management of cases with their Clinical or Educational Supervisor
- d. Be assessed formally in having achieved competencies in Child and Adolescent Psychiatry or Learning Disability AND Psychotherapy.

Assessments and achievement of competencies should take place in a range of settings and psychiatric specialties (see requirements of experience in specialties). The trainee must have received structured, documented feedback on their performance.

SECTION 2: General Information & Regulations

1. Introduction

The MRCPsych Examinations consists of three Written Papers and one Clinical Examination (CASC). A calendar of dates and a schedule of fees for 2012 are available from the College website www.rcpsych.ac.uk/exams. All updates regarding the MRCPsych Examinations will be published on the Exams pages of the College website.

2. Examination Venues

a. Written Papers

The Written Papers are held at various centres in the UK in addition to Dublin & Hong Kong. For those wishing to sit the examination in the UK candidates will be asked to indicate their centre preference (1st, 2nd, and 3rd). Places will be allocated on a first come first served basis. If no other preference is indicated in the event of the first choice not being available, the next available centre will be allocated. Although every effort will be made to allocate candidates to the centre of their first preference, this cannot be guaranteed.

Extra time candidates

All candidates who have received approval from the College for extra time will sit the written examination at one of the College premises in London or a centre in Edinburgh.

Admission Documents issued for the examination are only valid for the venue they are issued for.

YOU MUST BRING OFFICIAL PHOTO IDENTIFICATION (ID) TO THE WRITTEN EXAMINATION. This can include: Passport, Drivers Licence, and Hospital ID only. If you have any reasons why you cannot bring official photo ID to the examination please contact the Examinations Operations Manager once you have received notification of being entered to sit the examination. *Failure to do so may result in you being refused entry into the examination centre.*

b. Clinical Assessment of Skills and Competencies (CASC)

The Education, Training and Standards Committee reserve the right to send candidates to any venue in the United Kingdom where the CASC Examination is held. The venue for the CASC in 2012 will be Sheffield.

3. Maternity Leave, Paternity Leave, and Sick Leave - Towards ELIGIBILITY

A total of three months whole time equivalent in either of the above, or a combination of the above, is permitted during the course of training. This must be agreed with the College Tutor and Postgraduate Deanery. A letter of support confirming leave should be issued by the College Tutor/Training Lead (Non-Training approved post holders)/Head of Department of Psychiatry (Overseas post holders).

4. 1643 Day Written Paper Validity Period & MRCPsych Part I Validity Period – Special Adjustments

a. Maternity Leave

Those who within the 1643 day Written Paper Validity Period/MRCPsych Part I Validity Period have taken time out from employment and/or training for maternity leave will on production of supporting documentation be entitled to a further maximum of 365 days by reference to the period of maternity leave.

The following supporting evidence should be submitted in writing to the Associate Dean of Examinations:

Confirmation of maternity leave from the Employer confirming (where possible) the time taken as maternity leave

Equivalent provisions will apply to adoption and paternity leave and any extensions to the Written Paper Validity Period will be calculated by reference to the period of leave taken. Applications should be submitted with equivalent supporting evidence as set out above.

b. Less Than Full-Time Workers

A proportionate extension of the 1643 day Written Paper Validity period/MRCPsych Part I Validity Period may be granted to those in less than full-time posts. Applications should be made in writing to the Associate Dean Examinations with:

Supporting evidence (including a job description and weekly timetable) from the College Tutor (for trainees where applicable or the Employer (for those in non training posts)

The College reserves the right to request submission of any additional documentation.

c. Other Exceptional Circumstances

The College will consider applications for an extension of the 1643 day Written Paper Validity period/MRCPsych Part I Validity Period on the grounds of exceptional circumstances on an individual basis. An example would be serious illness. Submissions should be made IN WRITING as soon as reasonably possible to the Associate Dean Examinations with:

Supporting evidence (including any relevant medical certificates) from the College Tutor (for trainees where applicable) or the Employer (for those in non training posts).

The College reserves the right to request submission of any additional documentation.

5. Registration Requirements

All doctors in the UK must be registered with the General Medical Council (GMC) when applying for the MRCPsych Examinations. The College will verify that registration is valid with the GMC. Details regarding registration can be found on the GMC website (<http://www.gmc-uk.org/>)

Overseas trainees must be registered with their national regulatory body. An original or attested copy of their current registration certificate must be included with an application to sit the examination. All original documentation will be returned via international registered post.

6. Publication of Results

Dates for publication of results are published with the Examinations Calendar on the College website www.rcpsych.ac.uk/exams or from the Examinations Unit.

Results are sent by first class post to candidates on the predetermined dates as published in the examinations calendar.

Names of successful candidates will normally be available by 5pm on the date of publication on the College website. Candidates who do not wish to have their name published if successful MUST inform the Examination Unit at the time of application.

RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE, BY FAX, OR E-MAIL. Candidates are asked to refrain from contacting the Examinations Unit to enquire about or discuss results.

7. Re-Marking of Answer Sheets

Candidates wishing to have their answer sheets re-marked should apply in writing to the Examinations Operations Manager together with a cheque for £120.00 made payable to 'The Royal College of Psychiatrists' NO LATER THAN 14 days after the publication of results.

8. Sponsorship Requirements

Sponsorship is required for entry into the MRCPsych CASC. Sponsorship must remain valid up to and including the date of the examination. Withdrawal of sponsorship will deem the applicant ineligible. The College reserves the right to verify sponsorship with signatories. If confirmation of sponsorship is not verified the application will be rejected and the College reserves the right to take appropriate action.

a. UK trainees

Sponsorship forms must be signed by a College Tutor (and the Director of Medical Education or equivalent for Non-Training post holders) confirming that the eligibility requirements to sit the MRCPsych examinations have been met.

b. Overseas Trainees

Sponsorship forms must be signed by the Training Lead & Director of Medical education (UK post holders) or Head of Department of Psychiatry & Director of Medical education/Equivalent wherever applicable (Overseas post holders) and confirming that the eligibility requirements to sit the MRCPsych examinations have been met.

9. Membership of the College

In order to obtain Membership of the College, the following criteria must be met:

24 months post foundation/internship experience in Psychiatry AND a pass in ALL components of the MRCPsych Examinations.

The Education, Training and Standards Committee reserve the right to make the final decision with regard to an individual's election to Membership. Consideration is given in each case to the GMC's Good Medical Practice Guidelines.

Successful candidates admitted to Membership are not permitted to use the letters 'MRCPsych' until they have completed the declaration form and returned it to the Registration Officer, accompanied by the Registration Fee. Upon receipt of these, the Registration Officer will issue a Membership Certificate which grants entitlement to the 'MRCPsych' designation.

10. The Laughlin Prize

A prize of £250 may be awarded to the candidate considered by the Examinations Sub-Committee to have given the best overall performance in Paper 3 and the CASC. The Education, Training and Standards Committee, however, reserves the right not to award the prize.

11. The Standish-Barry Prize

A prize of £200 may be awarded annually to the Irish Graduate considered by the Examinations Sub-Committee to have given the best overall performance in Paper 3 and the CASC. The Education, Training and Standards Committee, however, reserves the right not to award the prize.

12. The Alexander Mezey Prize

The Alexander Mezey Prize of £500 is awarded annually [effective December 2010] to the international medical graduate (IMG) practising in the United Kingdom who obtains the highest number of stations passed in the CASC and highest pass mark in Paper 3 when completing the MRCPsych exam. The Examinations Sub-Committee identifies the successful candidate each December when marks from all sittings of the examination in that year are available. Details can be found on the examinations pages of the college website.

13. Application Procedure

Examination dates together with application periods are published on the exams pages of the College website at least 5 months prior to the following examination year.

All applications must be received within the specified dates. Application forms can be obtained from the Examinations page of the College website. Please note the following:

- It is the candidate's responsibility to ensure that applications sent are complete, and that all necessary documentation required is attached.
- Incomplete applications will be returned and must be resubmitted within the application period.
- Applications must be received NO LATER THAN 5pm on the published closing date.
- Applicants are strongly advised to apply as early as possible within the application period.
- A list of all applications received will be published on the College website in order to facilitate the smooth processing of applications during the busy application period.
- Applicants should refrain from contacting the Examinations Unit to enquire after receipt of applications.
- Please note that under no circumstances will late applications be accepted. There is no exception to this rule.
- The College will not accept responsibility for postal delays or loss of documentation in the postal system or insufficient postage paid.

14. CASC Examination - Hong Kong Centre

The Royal College of Psychiatrists and Hong Kong College of Psychiatrists are pleased to announce the opening in Hong Kong of a centre for the Clinical Assessment of Skills and Competencies (CASC) Examination for candidates working towards Membership of the Royal College of Psychiatrists.

This exam will run subject to a minimum of 16 candidates. Places are limited and priority will be given to Hong Kong based trainees followed by those based in the South Asia/Asia Pacific region.

15. Withdrawals and Refunds

a. Withdrawal Prior to an Examination

It is the responsibility of candidates to satisfy themselves that they are fit to take the Examinations. If the candidate is not fit, or if he/she thinks there may be other grounds for withdrawal - for example, illness/bereavement or personal problems of a very serious nature - he/she should inform his/her College Tutor/Training Lead/Head of Department of Psychiatry who should issue a letter of support. If the College Tutor/ Training Lead/Head of Department of Psychiatry is not available, the candidate should contact his/her Educational Supervisor. Candidates should also inform the Director of Professional Standards, or the Examinations Operations Manager or Examinations Co-ordinator at the Royal College of Psychiatrists in writing together with a GP's letter (if applicable).

b. Withdrawal during an Examination

Candidates who attend the Examination Centre and are or become unwell on the day of the examination should speak to the Chief Invigilator (written papers) or a Member of the Examinations Unit (CASC exam). If the candidate wishes to continue the examination, the Examiners/Examinations Sub-Committee will not normally make allowances for adverse performance levels due to illness. **Candidates should be aware that if they decide to continue under such circumstances their attempt will stand whatever the circumstances.** It will not be possible to allocate another date or session during the week of the examination for candidates who withdraw.

c. Refunds

Trainees/candidates who withdraw prior to the closing date will receive a full refund. **All withdrawals must be made in writing.**

Trainees/candidates who withdraw after the closing date are not entitled to a refund.

However, if the withdrawal has been prompted by accident/illness or bereavement, written submissions should be made to the Examinations Operations Manager NO LATER THAN 30 DAYS after the date of the examination. Any such request must be supported in writing by the candidate's College Tutor. Additionally, those withdrawing due to illness must send a letter from the physician responsible for their treatment. The Director of Professional Standards will liaise with the Chief Examiner to assess whether a refund may be awarded. Refunds are granted at the discretion of the College Treasurer and will not exceed more than 50% of the total fees paid for the examination. Candidates who proceed to withdraw fees prior to the processing of their cheque and after the closing date without authorisation from the Chief Examiner will be required to re-submit their fees prior to subsequent entries.

16. Accident, Illness, and Bereavement

a. Withdrawal Prior to an Examination

It is the responsibility of candidates to satisfy themselves that they are fit to take the Examinations. If the candidate is not fit, or if he/she thinks there may be other grounds for withdrawal - for example, accident/illness/bereavement or personal problems of a very serious nature - he/she should inform his/her College Tutor/Training Lead/Head of Department of Psychiatry who should issue a letter of support. If the College Tutor/ Training Lead/Head of Department of Psychiatry is not available, the candidate should contact his/her Educational Supervisor. Candidates should also inform the Director of Professional Standards or the Examinations Operations Manager or Examinations Co-ordinator at the Royal College of Psychiatrists in writing together with a GP's letter (if applicable).

b. Withdrawal during an Examination

Candidates who attend the Examination Centre and are or become unwell on the day of the examination should speak to the Chief Invigilator (written papers) or a Member of the Examinations Unit (CASC exam).

If the candidate wishes to continue the examination, the Examiner/ Examinations Sub-Committee will not normally make allowances for adverse performance levels due to illness. **Candidates should be aware that if they decide to continue under such circumstances their attempt will stand whatever the circumstances.**

It will not be possible to allocate another date or session during the week of the examination for candidates who withdraw.

17. Conduct in Examinations

It is strictly forbidden to take books, calculators*, notes, aids, writing paper, overcoats, handbags, cases, and any electronic, computer, recording or other equipment into the written or clinical examination rooms. Writing materials for use in the examination will be provided and must be returned together with all notes made. It is strictly forbidden to remove examination material either from the examination. This includes written questions and CASC stations.

During the periods before and (in the case of the CASC) after sitting the examination, the use of telephones, computers, or any form of communication, messaging or electrical/electronic equipment, including recording devices by candidates is strictly forbidden. Candidates who attend the written papers must stop writing when instructed to do so within the permitted examination time period.

Please note that failure to comply with these requirements will lead to disqualification from the examination.

More detailed rules regarding conduct during the examinations will be issued to examination candidates prior to the examination date, and these form part of the Eligibility Criteria & Regulations for the MRCPsych Examinations (effective 2009).

***Please Note: Calculators are only permitted in Paper 3.**

18. Special Needs for Candidates Taking the MRCPsych Examination

a. Special Arrangements

The following guidelines specify the procedure for special arrangements. Please note that special consideration may **only** be given **in advance** of an examination.

To qualify for special consideration candidates must supply:

- (i) A written assessment from an educational psychologist or a report from their physician as appropriate which includes a statement confirming that the candidate's difficulties warrant special examination arrangements; accompanied by:
- (ii) A letter of support from their College Tutor (or supervising consultant of equivalent standing if applying from overseas).

Such an application will be considered by the Chairman of the Examinations Sub-Committee. If a candidate is not able to supply the above documents within the application period, the candidate may choose to (i) withdraw, or (ii) proceed without special arrangements.

Candidates who qualify for extra time for the Written Papers will be required to sit the Examination at the College premises in London or the Edinburgh centre.

b. Notification of Disability or state of health within an examination centre

Applicants should inform the Examinations Unit of any disabilities or factors that may hinder their movements within an examination centre within the application period. Supporting documentation from the applicant's physician should also be submitted together with details of requirements. If a candidate is not able to supply the above documents within the application period, the candidate may choose to (i) withdraw, or (ii) proceed without special arrangements.

In the event that a candidate requires special assistance at an examinations centre outside of the application period due to unforeseen circumstances they should contact the Examinations Unit immediately.

19. Complaints Procedure

Trainees who wish to make a complaint regarding assessment of their eligibility to sit for any Examination should write to the Director of Professional Standards. All such complaints will be discussed with the Chief Examiner, the Dean, and the Associate Dean for Examinations, and may be referred to the Education, Training and Standards Committee if appropriate.

Trainees who wish to make a complaint about an individual member of the Examinations Unit are advised to write to the Director of Professional Standards.

Candidates who wish to make a complaint about the conduct of an exam/ examiner at the examination should in the first instance ask to speak to an MRCPsych CASC Circuit Manager (CASC)/ Chief Invigilator (Written Paper), who will complete an incident report. The candidate in addition should make a formal complaint in writing to the Director of Professional Standards **no later than THREE DAYS after the date of the examination. It is the responsibility of the candidate to comply within the stipulated timeframe.**

The Director of Professional Standards will, in liaison with the Chief Examiner, investigate the complaint and report to the Examinations Sub-Committee.

20. Appeals Procedure

Candidates who wish to appeal against the result of any MRCPsych Examination should follow the Appeals Procedure which can be downloaded from the Examinations pages of the College website www.rcpsych.ac.uk/exams or is available from the Examinations Unit by written request.

21. Ethnic Monitoring

The College is constantly endeavouring to ensure that all its Members and Associates are treated equitably. We believe that the College does have a good record in these areas and that we are in the vanguard of professional associations. We can only ensure equity if we have accurate information in all areas of College activities. This includes Examination details.

It was for these reasons that Council agreed to request the membership to declare their ethnicity based on the Office of National Statistics 2001 census categories as amended by the Commission for Racial Equality.

These have been used because they are the official categories and for ease of comparison with population data. Please use the category which you consider best describes your ethnic origin.

This information is gathered solely for monitoring purposes and is treated as confidential. It is not available to Examiners.

22. Selection into Advanced Training in Psychiatry

Those trainees wishing to pursue advanced training in Psychiatry (ST4 – ST6) must have completed a **minimum of 36 months** of experience in Psychiatry at SHO or ST1/CT1-3 level (not including foundation posts) in Psychiatry and have successfully passed all components of the MRCPsych Examination.

23. Data Protection Act

All trainees/candidates should refer to the College's Data Protection Policy available on the College website www.rcpsych.ac.uk or by request in writing.

All further queries pertaining to eligibility and these regulations should be made in writing prior to any application/attempt to the Associate Dean for Examinations, Examinations Unit, Royal College of Psychiatrists, 17 Belgrave Square, London, SW1X 8PG.

24. 1643 Validity Periods for Part I and Written Papers

Please refer to Section 4 of this document for the 1643 Written Paper Validity Period and the Part I Validity Period announcements.

Part I Validity Periods

Part I Passed	Results Published	1643 days from Date of Publication
Spring 1998	21 May 1998	19 November 2002
Autumn 1998	19 November 1998	20 May 2003
Spring 1999	27 May 1999	25 November 2003
Autumn 1999	18 November 1999	18 May 2004
Spring 2000	24 May 2000	22 November 2004
Autumn 2000	16 November 2000	17 May 2005
Spring 2001	24 May 2001	22 November 2005
Autumn 2001	09 November 2001	10 May 2006
Spring 2002	17 May 2002	15 November 2006
Autumn 2002	08 November 2002	09 May 2007
Spring 2003	23 May 2003	21 November 2007
Autumn 2003	07 November 2003	07 May 2008
Spring 2004	21 May 2004	19 November 2008
Autumn 2004	19 November 2004	20 May 2009
Spring 2005	13 May 2005	11 November 2009
Autumn 2005	14 November 2005	15 May 2010
Spring 2006	15 May 2006	13 November 2010
Autumn 2006	10 November 2006	11 May 2011
Spring 2007	14 May 2007	12 November 2011
Autumn 2007	09 November 2007	09 May 2012

Written Paper Validity Periods

First Written Paper Passed	Results Published	1643 days from Date of Publication
Paper 1 Diet 1 2008	14 March 2008	12 September 2012
Paper 2 Diet 1 2008	14 March 2008	12 September 2012
Paper 3 Diet 1 2008	3 April 2008	1 September 2012
Paper 1 Diet 2 2008	1 July 2008	30 December 2012
Paper 2 Diet 2 2008	1 July 2008	30 December 2012
Paper 3 Diet 2 2008	16 September 2008	17 March 2013
Paper 1 Diet 3 2008	19 December 2008	19 June 2013
Paper 2 Diet 3 2008	19 December 2008	19 June 2013
Paper 1 Diet 1 2009	3 July 2009	1 January 2014
Paper 2 Diet 1 2009	3 July 2009	1 January 2014
Paper 3 Diet 1 2009	2 February 2009	3 August 2013
Paper 1 Diet 2 2009	7 December 2009	7 June 2014
Paper 2 Diet 2 2009	7 December 2009	7 June 2014
Paper 3 Diet 2 2009	11 September 2009	12 March 2014
Paper 1 Diet 1 2010	13 September 2010	14 March 2015
Paper 2 Diet 1 2010	13 September 2010	14 March 2015
Paper 3 Diet 1 2010	8 February 2010	9 August 2014
Paper 1 Diet 2 2010	7 February 2011	8 August 2015
Paper 2 Diet 2 2010	7 February 2011	8 August 2015
Paper 3 Diet 2 2010	12 July 2010	10 January 2015
Paper 3 Diet 3 2010	12 November 2010	13 May 2015
Paper 1 Diet 1 2011	9 September 2011	9 March 2016
Paper 2 Diet 1 2011	20 April 2011	19 October 2015
Paper 3 Diet 1 2011	20 April 2011	19 October 2015
Paper 1 Diet 2 2011	3 February 2012	3 August 2016
Paper 2 Diet 2 2011	7 November 2011	7 May 2016
Paper 3 Diet 2 2011	7 November 2011	7 May 2016
Paper 1 Diet 1 2012	28 August 2012	26 February 2017
Paper 2 Diet 1 2012	11 May 2012	9 November 2016
Paper 3 Diet 1 2012	11 May 2012	9 November 2016
Paper 1 Diet 2 2012	TBC	TBC
Paper 2 Diet 2 2012	9 November 2012	10 May 2017
Paper 3 Diet 2 2012	9 November 2012	10 May 2017

This document is subject to change at any time, last updated 8 February 2012