Eligibility Criteria and Regulations

for

MRCPsych Written Papers

and

Clinical Assessment of Skills and Competencies (CASC)
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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 (NB: Please note section 3 below as to the limitations of validity of examinations if taken whilst outside 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 set out in these Regulations. Normally posts of a minimum of 4 months duration will count towards relevant eligibility requirements. Please refer to section 3.

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 requirement for entry to sit MRCPsych Paper A is:

- Any fully registered medical practitioner

The requirement for entry to sit MRCPsych Paper B is:

- An approved training programme. It is recommended that you have 12 months experience in psychiatry before attempting Paper B.

**OR**

Posts recognised by the Hospital (or 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. It is recommended that you have 12 months experience before attempting Paper B.
3. **General Requirements**

a. After 12 months of training, the MRCPsych written papers can be taken in any order.

b. Foundation Programmes or Trust Grades do not count towards eligibility requirements for Paper B or the CASC.

c. Re-sitting Papers
   Unsuccessful candidates may re-sit Papers. Candidates must refer to Section 6c with regards to the number of attempts.

d. With effect from October 2014 an examination undertaken and passed **whilst outside an approved training post** will only count towards a Certificate of Completion of Training (CCT) if the candidate re-enters training within seven years of passing the relevant examination. The seven-year period commences with the date of publication of results.

For the avoidance of doubt such a pass can still count towards completion of the MRCPsych.

Applications for special adjustments concerning these provisions should be directed to the Training and Workforce Unit of the College.

4. **Changes to Written Papers**

Candidates are referred to the announcement in Appendix A published in July 2014.

5. **Transitional Arrangements for Written Papers**

The following transitional arrangements are for candidates who hold passes in only Paper 1, 2 or 3 prior to the introduction of Paper A and B in 2015:

a. **Candidates who only hold a pass in Paper 1**

Candidates who only hold a pass in Paper 1 will be required to sit and pass papers A (ii) and paper B prior to being eligible to attempt the CASC. They will have until the end of the Written Paper Validity Period (WPVP) issued with their Paper 1 pass to sit and pass Paper A (ii), paper B and the CASC. Those who fail to pass all the aforementioned components of the MRCPsych Exam within the WPVP will be required to sit and pass Papers A and B prior to further attempts at the MRCPsych CASC.

b. **Candidates who only hold a Pass in Paper 2**

Candidates who only hold a pass in Paper 2 will be required to sit and pass Paper A (i) and Paper B prior to being eligible to attempt the CASC. They will have until the end of the Written Paper Validity Period (WPVP) issued with their Paper 2 pass to sit and pass Paper A (i), paper B and the CASC. Those who fail to pass all the aforementioned components of the MRCPsych Exam within the WPVP will be required to sit and pass Papers A and B prior to further attempts at the MRCPsych CASC.
c. Candidates who only hold a Pass in Paper 3

Candidates who only hold a pass in Paper 3 will be required to sit and pass paper A (i and ii) prior to being eligible to attempt the CASC. They will have until the end of the Written Paper Validity Period (WPVP) issued with their Paper 3 pass to sit and pass Paper A (i and ii) and the CASC. Those who fail to pass all the aforementioned components of the MRCPsych Exam within the WPVP will be required to sit and pass Papers A and B prior to further attempts at the MRCPsych CASC.

d. Candidates who only hold a Pass in Paper 1 and Paper 3

Candidates who only hold a pass in Papers 1 and Paper 3 will be required to sit and pass Papers A (ii) prior to being eligible to attempt the CASC. They will have until the end of the Written Paper Validity Period (WPVP) issued at the time of the first written paper passed to sit and pass Paper A (ii) and the CASC to do this. Those who fail to pass all the aforementioned components of the MRCPsych Exam within the WPVP will be required to sit and pass Papers A and B prior to being eligible for further attempts at the MRCPsych CASC.

e. Candidates who only hold a Pass in Paper 2 and Paper 3

Candidates who only hold a pass in Papers 2 and Paper 3 will be required to sit and pass papers A (i) prior to attempting the CASC. They will have until the end of the Written Paper Validity Period (WPVP) issued at the time of the first written paper passed to sit and pass Paper A (i) and the CASC. Those who fail to pass all the aforementioned components of the MRCPsych Exam within the WPVP will be required to sit and pass Papers A and B prior to being eligible for further attempts at the MRCPsych CASC.

The College will consider requests from candidates for extensions of time in which to complete all necessary components to complete the MRCPsych. Such requests, which should be accompanied by relevant evidence, will be considered on a case-by-case basis, taking the candidate’s individual circumstances into account. Candidates are referred to Section 6c of the MRCPsych Exam Regulations.

All MRCPsych 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 has done its best to send a copy of the relevant announcement as also published on the College website this statement to all MRCPsych candidates affected whose identity and contact details are known to the College. However, the College does not have a complete list of all affected candidates and accordingly it is not in a position to guarantee that each affected candidate will receive personal notification. Furthermore the College does not accept responsibility for misdirected or delayed communications due to incorrect or out of date addresses of candidates.
For the avoidance of doubt, candidates who are NOT subject to the transitional arrangements are required to sit the whole of Paper A for each attempt. Those who are unsuccessful in Paper A will be required to retake the whole of Paper A and cannot retake part (i) or (ii) only. The split of Paper A into sittings of sections (i) and (ii) is for logistical reasons and only applicable to those candidates who already hold a pass in either Paper 1 or 2 (as the case may be).

6. Written Paper Validity Period

a. Written Paper Validity Period

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

Once the first written component of the MRCPsych examinations 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. Written Paper Validity Dates can be found in Appendix B.

Those who fail to complete all components of the MRCPsych within this 1643 day time period will be required to re-sit and pass Written Papers A and B 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

Requests can be made for special adjustments to the Written Paper Validity Period. Submissions in writing should be made to the Chief Examiner and confer with the Dean. The College reserves the right to request submission of any additional documentation.

i. Maternity Leave

Those who within the 1643 day Written Paper 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 Chief Examiner:

- Confirmation of maternity leave from the Employer confirming 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.

Please note that candidates who attempt any component of the MRCPsych examinations during a period of maternity leave will only be compensated for the number of possible attempts at examinations they have missed. Once a candidate applies to sit any component of the MRCPsych during a period of maternity leave the balance of time of the relevant maternity leave will not be taken into account for the purposes of extending their written paper validity period.

ii. **Less Than Full-Time Workers**

By reference to the requirement that candidates must have 24 month whole time equivalent in Psychiatry (see section 7), the College acknowledges that less than full time workers will require longer to achieve 24 months whole time equivalent. Accordingly, less than full time workers may be considered for extensions of their Written Paper Validity Period by reference to additional time allowed to achieve this requirement. However, such extensions will only be considered so long as the 24 month whole time equivalent has not been met. Once a candidate has achieved the required 24 months whole time equivalent this basis for an extension of time is no longer applicable. Applications should be made in writing to the Chief Examiner 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).

iii. **Other Exceptional Circumstances**

The College will consider applications for an extension of the 1643 day Written Paper Validity period on the grounds of exceptional circumstances on an individual basis. An example would be serious illness. Supporting evidence (including any relevant medical certificates) and a letter from the College Tutor (for trainees where applicable) or the Employer (for those in non-training posts) must be provided.

Applications for permission to undertake more than six attempts at any one component of the MRCPsych examination will be considered by the Chief Examiner. A candidate who wishes to undertake any further attempts must provide evidence of exceptional circumstances and/or significant additional education experience* to the College whereupon the College will determine whether any further attempts will be permissible. Supporting evidence (including any relevant medical certificates) and a letter from the College Tutor (for trainees where applicable) or the Employer (for those in non-training posts) must be provided. Please refer to section 6c.

Submissions should be made IN WRITING as soon as reasonably possible after the relevant circumstances have arisen, before any further examinations are attempted and PRIOR to the expiry of the Written Paper Validity Period. Retrospective applications will not normally be considered where the applicant has made a further examination attempt in the meantime.
iv. Out of Programme

If you require an extension Candidates must inform the Examinations Unit in advance if they are going out of programme, which could be either not working or working outside of clinical psychiatric practice. Supporting evidence, including evidence from the Employer confirming the time taken OOP, should be submitted in writing to the Chief Examiner if you require an extension.

Please note that candidates who attempt any component of the MRCPsych examinations during OOP will only be compensated for the number of possible attempts at examinations they have missed. Once a candidate applies to sit any component of the MRCPsych during OOP the balance of time of the relevant OOP will not be taken into account for the purposes of extending their written paper validity period.

c. Attempt numbers

Following a requirement imposed by the GMC, with effect from 1 January 2015, candidates are normally allowed a maximum of six attempts within their individual Written Paper Validity Period at any one component of the MRCPsych examinations (i.e. each written paper and the CASC). A candidate who wishes to undertake any further attempts must provide evidence of exceptional circumstances and/or significant additional education experience* to the College whereupon the College will determine whether any further attempts will be permissible. Supporting evidence (including any relevant medical certificates) and a letter from the College Tutor (for trainees where applicable) or the Employer (for those in non-training posts) must be provided.

This rule applies to all candidates who will attempt any one component of the MRCPsych after 1 January 2015. Attempts at any of the MRCPsych examinations before this date will not be counted towards the maximum six attempt rule.

Withdrawal from an exam in accordance with these Regulations will not count as an attempt. If you do not formally withdraw from an exam, it will be counted as an attempt for the purposes of the six-attempt rule. Please refer to Section 2.5.

* additional education experience - All requests to undertake more than six attempts will be decided on an individual basis. By way of illustration of the sort of evidence of additional educational experience to be provided, an example would be documented evidence from the candidate’s trainer/medical education lead demonstrating that they have discussed and analysed with the candidate their method of preparing for the examination (short and long term) and agreed an alternative strategy or a strategy to augment previous preparation methods. This evidence should be sent to the Head of Examinations Operations who will forward it to the Chief Examiner for review.
d. Rescinding passes/Commencing a new Written Paper Validity Period

A candidate may conclude that there will be insufficient time to complete all of the outstanding exam components within the remaining period of his or her individual Written Paper Validity Period. Such a candidate may choose to renounce their existing valid written paper pass with a view to starting a new Written Paper Validity Period. The candidate must notify the Head of Examinations Operations in writing before taking the next written Paper, stating that s/he wishes to treat a pass in the next exam diet as the first published for the purposes of calculating the Written Paper Validity Period. Candidates need to be aware that in making such renunciation their previous Written Paper Validity Period will be extinguished and they will then be required to obtain passes in Paper A and B and the CASC within their new individual 1643 day Written Paper Validity Period.

7. 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 should normally be of a minimum of 4 months duration regardless of the number of weekly sessions. Trainees are expected to work a minimum of 50% (or five sessions a week).

   Appropriate experience gained by candidates is to be verified by sponsors.

   AND

b. A pass in Papers A and B OR comply with transitional arrangements - see Section 1.5

   All applicants for the CASC must hold a valid pass in Papers A and B OR comply with transitional arrangements Section 1.5. The Written Paper Validity Period must be valid up until and including the first day of the relevant CASC which an applicant wishes to sit.

   Note:

   • If a candidate’s Written Paper 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 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
c. For posts within a programme of approved training

i. Successful completion of Annual Review of Competence Progression (ARCP) (achieved by the time of applying for the CASC) documented on the application form by the Sponsor.

and

ii. Sponsorship (refer to Section 1.8 Sponsorship Requirements)

OR

d. For all other posts

i. Successful completion of an Assessment Portfolio demonstrating achievement of equivalent competencies 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).

and

ii. Sponsorship (refer to Section 1.8 Sponsorship Requirements)

8. Sponsorship Requirements

Sponsorship is required for entry into the MRCPsych CASC for all applicants.

Sponsorship forms must be authorised and submitted by an appropriate medical education lead confirming that the eligibility requirements to sit the MRCPsych examinations have been met. A list of sponsors can be found in Appendix C.

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.

9. 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 are expected to 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, 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, 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.

10. 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 in Psychiatry
   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 and Trust Grade posts do not count towards eligibility.

11. 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).
12. **Research or Academic Posts**

Candidates in full-time posts whose job plan contains protected time for research or other academic study may count some research/academic time towards the time eligibility requirements for entry to the examination. Candidates must submit a job description and weekly timetable for the attention of the Chief Examiner. They must meet all other requirements as stipulated in the Eligibility Criteria and Regulations for the MRCPsych Examinations. The Chief Examiner will check eligibility on a case by case basis.

13. **Transferable Competencies**

Candidates who have worked in other specialties may count some of their experience (in addition to their psychiatry placements) towards the time eligibility requirements for entry to the examination. Candidates must submit evidence including a job description and weekly timetables and learning objectives and outcomes for the attention of the Chief Examiner. They must meet all other requirements as stipulated in the Eligibility Criteria and Regulations for the MRCPsych Examinations. The Chief Examiner will review and confirm eligibility on a case by case basis.

14. **MRCPsych Part I Holders**

**MRCPsych Part I 1643 Day Validity Period**

Candidates in possession of the ‘old style’ MRCPsych Part I are referred to the previous Regulations published in February 2012 which are available from the College.
1. Introduction

The MRCPsych Examinations consists of two Written Papers and one Clinical Examination (CASC). A calendar of dates and a schedule of fees 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.

As stated elsewhere in these Regulations, candidates are reminded 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.

2. Examination Venues

a. Written Papers

i. Centres

The Written Papers are held at various centres in the UK in addition to Dublin, Hong Kong, Muscat and other international centres as specified on the College website. Candidates are required to apply using the online application form during the published application periods. Candidates must select the exam centre they wish to sit the exam. Exam centres are allocated on a first come first serve basis and the online form will indicate when an exam centre is full, in which case, candidates must choose another centre.

ii. Admissions Requirements

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

YOU MUST BRING AN ORIGINAL PHOTO IDENTIFICATION DOCUMENT (ID) TO THE WRITTEN EXAMINATION. We accept an original valid passport, original valid photo driving licence only. Electronic/scanned or photocopy ID will not be accepted. Candidates who do not bring appropriate ID in accordance with these Regulations will not be permitted to sit the examination.

If you have any reason why you cannot bring the original of any of these documents to the examination venue [or your ID document has recently expired], please contact the Head Examinations Operations once you have received notification of being entered to sit the examination, and in any event in advance of the examination date. Exemptions from the requirement to bring original photo ID will only be granted in exceptional circumstances, [for example theft on production of a police crime report] and alternative requirements will be
specified with which candidates must comply. Failure to comply with these requirements will result in the candidate not being permitted to sit the examination.

iii. Extra time candidates

For operational reasons all candidates who have received approval from the College for extra time will normally be required to sit the written examination at one of the College premises in London or a centre in Edinburgh.

b. Clinical Assessment of Skills and Competencies (CASC)

i. Venue

The venue for the CASC examination in the UK, Hong Kong and Singapore may vary and is determined by the Examinations Sub-Committee and the partnerships within Hong Kong and Singapore.

The CASC in Hong Kong and Singapore will run subject to a minimum of 16 candidates. Places are limited, and priority will be given to Hong Kong/Singapore based trainees followed by those based in the South Asia/Asia Pacific and other regions.

In the event of any given diet of the CASC in Hong Kong and Singapore is cancelled candidates will be offered a refund or allocation to an exam centre in the UK for the next available diet. Candidates will be eligible for an extension of their Written Paper Validity Period in so far as the cancellation of the exam has caused a delay to their progression towards the MRCPsych.

ii. Admission requirements

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

YOU MUST BRING AN ORIGINAL PHOTO IDENTIFICATION DOCUMENT (ID) TO THE CASC. We accept an original valid passport, original valid photo driving licence only. Electronic/scanned or photocopy ID will not be accepted. Candidates who do not bring appropriate ID in accordance with these Regulations will not be permitted to sit the examination.

If you have any reason why you cannot bring the original of any of these documents to the examination venue [or your ID document has recently expired], please contact the Head Examinations Operations once you have received notification of being entered to sit the examination, and in any event in advance of the examination date. Exemptions from the requirement to bring original photo ID will only be granted in exceptional circumstances, [for example theft on production of a police crime report] and alternative requirements will be specified with which candidates must comply. Failure to comply with these requirements will result in the candidate not being permitted to sit the examination.

3. 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 the application to sit an examination. All original documentation will be returned via international registered post.

4. 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. An online application form can be obtained from the Examinations page of the College website. Please note the following:

• It is the candidate’s responsibility to ensure that online applications are complete, and that all necessary documentation required is submitted within the application period.

• Incomplete applications must be resubmitted within the application period.

• Applications must be submitted NO LATER THAN 3.30pm UK time on the published closing date.

• Applicants are strongly advised to apply as early as possible within the application period.

• Applicants will receive automatic emails confirming receipt of application and payment of fees.

• Applicants should refrain from contacting the Examinations Unit to enquire about receipt of applications unless they have not received a confirmation email within 24 hours of submitting online application.

• 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 computer errors, loss of documentation in the postal system or insufficient postage paid.

5. Withdrawals and Refunds

a. Preparation and Fitness to take an Examination

It is the responsibility of candidates to ensure that they are physically and mentally fit to undertake an examination. This includes bereavement, family illness or other potentially traumatic experiences. Subject to any notification to the contrary provided to the College candidates who attend for an
examination are by reason of their attendance declaring themselves adequately prepared and fit. Retrospective claims regarding examination performance or requests for an extension to the Written Paper Validity Period will not be considered once a candidate has presented and undertaken an examination. Candidates who are on sick leave from work must provide a fitness note from their GP if they believe that they are fit to take the examination.

b. Withdrawal Prior to an Examination

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 Head of Examinations Operations or Examinations Co-ordinator at the Royal College of Psychiatrists in writing together with supporting evidence. Withdrawal on reasonable grounds may on the production of supporting documentation be considered for a special adjustment to the Written Paper Validity Period.

Supporting documentation should be submitted in writing to the Chief Examiner as soon as possible and before any further attempts at MRCPsych examinations.

c. 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.

If in the opinion of the Chief Invigilator it is unsafe for a candidate to continue or other candidates will be compromised, then the Chief Invigilator will withdraw the candidate from the exam and stop the progress of the exam if necessary. The Chief Invigilator’s decision will be final in such matters.

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

Withdrawal on reasonable grounds may on the production of supporting documentation be considered for a special adjustment to the Written Validity Period.

Supporting documentation should be submitted in writing to the Chief Examiner as soon as possible and before any further attempts at MRCPsych examinations.
d. **Refunds**

Trainees/candidates who withdraw in accordance with paragraph 5 (b) prior to the closing date of applications 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 Head of Examinations Operations NO LATER THAN 30 DAYS after the date of the examination.

Any such request must be supported in writing by an appropriate medical lead (refer Appendix C). 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, on a case by case basis, whether a refund may be awarded. Refunds are granted at the discretion of the College Treasurer and will not normally exceed more than 50% of the total fees paid for the examination (including administration charges).

6. **Special Requirements for Candidates Taking the MRCPsych Examination**

a. **Special Adjustments**

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

To qualify for consideration of special adjustments candidates must supply:

(i) A written assessment from an educational psychologist normally within the last 5 years, or a current report from their physician as may be appropriate, which includes a statement confirming that the candidate’s difficulties warrant special examination arrangements and recommendations for the specific adjustments or arrangements required; accompanied by:

(ii) A letter of support from their College Tutor (or supervising consultant of equivalent standing if applying from overseas or are in a UK non-training post).

Such an application will be considered by the Chief Examiner. 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. Please note the College is not liable for any costs incurred in connection with the production and delivery of supporting documentation.

Candidates who qualify for extra time for the Written Papers will normally 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 the specific adjustments or arrangements required. 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. In such event the College will endeavour to provide such reasonable assistance as may be possible. If the required assistance cannot be provided, the candidate may choose to (i) withdraw, or (ii) proceed without special arrangements. The College will not adjust the standard required to pass the examination under any circumstances.

7. Conduct in Examinations

All candidates are advised to arrive on time for the examination. Please ensure you allow adequate time for potential delays and travel disruptions. Candidates who arrive late will not be allocated extra time. Candidates who arrive more than 30 minutes after the start of the examination will not be permitted to sit the examination. Candidates are not permitted to leave in the last 15 minutes of the examination.

Candidates must store items such as mobile phones*, books, calculators†, notes, aids, writing paper, overcoats, handbags, cases, and any electronic, computer in the designated place as instructed by the invigilator at the written or clinical examination room. It is strictly forbidden to take recording or other similar equipment into the examination room.

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, during 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. For the CASC, candidates will require a timing device such as an analogue watch. Smart watches will not be permitted. 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. Candidates are expected to adhere to the Code of Conduct for Examination Candidates, available on the College website which applies to all MRCPsych examinations from August 2018.

* Mobile phones must be SWITCHED OFF and kept in the designated area as instructed by the exam invigilator. The designated area may be inside the examination hall. It is the candidate’s responsibility to ensure their phone is completely switched off and to ensure that no phone settings may be activated during the examination - this includes alarms, alerts or notifications which may create a disturbance to the examination. Any incidents involving disruption to the examination caused by mobile phones may lead to disqualification.

† Basic calculators are only permitted in Paper B.

8. 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 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.

For UK training posts, results will also appear on the online portfolio within one week of publication.

Please note, if you fail the CASC examination having passed 4 or less stations and/or receive 2 or more severe fails across stations, a copy of your results letter will be sent to your CASC sponsor/supervisor. The Examinations Sub-Committee strongly recommend candidates discuss results with their sponsor/supervisor and relate it to their development and training in identified areas.

9. Re-Marking of Answer Sheets

Candidates wishing to have their answer sheets re-marked should complete the relevant form available on the examinations pages of the College website www.rcpsych.ac.uk/exams including a payment for £130.00 NO LATER THAN 14 days after the publication of results.
10. Complaints

Candidates 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.

Candidates 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 FOURTEEN 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.

11. Appeals Procedure

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

The College will not release the question paper or answer key under any circumstances.

12. The President’s Prize

From August 2018, the Laughlin Prize which will no longer be awarded, instead the President’s Prize will be awarded. A prize of £500 may be awarded to the candidate considered by the Examinations Sub-Committee to have given the best overall performance in Paper B and the CASC. The Education and Training Committee, however, reserves the right not to award the prize. Details can be found on the examinations pages of the college website.

13. 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 B and the CASC. The Education and Training Committee, however, reserves the right not to award the prize. Details can be found on the examinations pages of the college website.
14. **The Alexander Mezey Prize**

The Alexander Mezey Prize of £500 is awarded annually 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 B when completing the MRCPsych exam. The Examinations Sub-Committee identifies the successful candidate when marks from all sittings of the examination in that year are available. The Education and Training Committee, however, reserves the right not to award the prize. Details can be found on the examinations pages of the college website.

15. **Membership of the College**

To apply for Membership of the College, the following criteria must be met:

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

The Education and Training 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.

16. **Code of Conduct**

Candidates are expected to adhere to the Code of Conduct for Examination Candidates, available on the College website which applies to all MRCPsych examinations from August 2018. Non-compliance with the Code may lead to disqualification from the relevant examination.

17. **Candidate Responsibility and College Liability**

It is 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.

The College shall under no circumstances whatever be liable (whether in contract, tort (including negligence), breach of statutory duty, or otherwise) for any direct, indirect or consequential loss (including without limitation loss of earnings) suffered or incurred by the candidate resulting from or in connection with his or her failure to pass any part of the MRCPsych examination and/or the timing, process or outcome of an appeal.
18. Equality & Diversity 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. This information is gathered solely for monitoring purposes and is treated as confidential. It is not available to Examiners.

19. Data Protection Legislation

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

20. Release of personal data to the General Medical Council (GMC)

Candidates’ attention is drawn to the College’s Data Protection Statement for details of the release of personal data to the GMC. Personal data, including data about exam results, of candidates who are registered with the GMC (or register at any time in the future), will be passed to the GMC (when they have been registered and not before then) in order that the GMC (as the statutory regulator of medical training) can use such personal data for quality assurance and research purposes in relation to medical education and to facilitate the awarding of certificates of completion of training (CCTs). This transfer of personal data to the GMC does not require candidates’ consent and will occur as a matter of course. For further information as to how the GMC will use such data please refer to the College’s Data Protection statement available on the College website www.rcpsych.ac.uk.

All further queries pertaining to eligibility and these regulations should be made in writing prior to any application/attempt to the Chief Examiner, Examinations Unit, Royal College of Psychiatrists, 21 Prescot Street London E1 8BB.
IMPORTANT ANNOUNCEMENT

Changes to the MRCPsych Written Papers and Transitional Arrangements

From 2015 the number of MRCPsych Written papers will reduce from three to two. This follows extensive work undertaken by the various question writing panels and the Examinations sub-Committee. The main driver behind this was the perception of candidate examination burden. Trainee consultation through trainee representatives took place as part of this process. The Education, Training & Standards Committee agreed that the Examinations Sub-Committee should work towards reducing the MRCPsych Written Papers from three papers to two papers. An extensive rationalising and syllabus mapping programme began in 2012 which has culminated in the development of two written papers.

The new papers will be launched in April 2015. The current papers 1, 2 and 3 will cease to exist after 31st December 2014.

There is one remaining sitting of the current MRCPsych paper 1 in December 2014 and one remaining sitting of the current MRCPsych Papers 2 and 3 in October 2014.

The new papers will comprise of the same areas of assessment:

‘MRCPsych Paper A’: The scientific and theoretical basis of psychiatry

‘MRCPsych Paper B’: Critical review and the clinical topics in psychiatry

The updated syllabus for MRCPsych Papers A and B can be found on the Examinations pages of the College website http://www.rcpsych.ac.uk/traininpsychiatry/examinations.aspx

The papers will each comprise of 200 items made up of MCQ best 1 of 5 and EMI questions.

For a transitional period Paper A will be split into two sections A (i) and A (ii) and will be held on the same day. These papers are equivalent to the current Paper 1 and 2. Therefore, those candidates who currently and in 2015 only hold a pass in either Paper 1 or Paper 2 will be required to sit either paper A (i) or Paper A (ii) respectively.

These changes have been approved by the GMC
Appendix B – Written Paper Validity Periods

All Written Paper Validity Periods are published on the examinations pages of the college website.

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Appendix C - Authorised Sponsors

The following list comprises of appropriate medical leads to provide sponsorship for UK trainees, UK non-trainees and Overseas candidates:

- College Tutor
- Training Programme Director
- Educational Supervisor
- Head of School
- Director of Medical Education (or equivalent)
- Head of Department of Psychiatry
- Consultant responsible for employee/trainee appraisal

This document is subject to change at any time.
Last updated 11 June 2019.