

The Royal College of Anaesthetists – Final SOE Examination

APPLICATION INFORMATION SHEET

Completing your form:

1. **Eligibility:** The detailed rules for eligibility can be found in the College's Examination Regulations: <http://www.rcoa.ac.uk/document-store/primary-and-final-frca-examinations-regulations>. Applicants must read the regulations before completing the application form. A pass in the Primary FRCA exam and Exemption qualifications listed at paragraph 19 of the Examination Regulations must have been within the last seven years. A pass in the Final Written within the last three years, is required to be eligible for this exam
2. **Examination centres:** The Final SOE is only held in the Royal College of Anaesthetists.
3. **Day Preferences:** The exam normally runs from Monday to Friday from the date indicated on the current exams calendar. However, the College reserves the right to shorten or extend this period as necessary. Days are allocated to candidates shortly after the closing date. An applicant's choice cannot be guaranteed. You must give preferences for all five days. **Failure to supply more than one choice could result in receiving a non-preference day.**
4. **MTI (IP):** Those sponsored under MTI (IP) must have joined the College voluntary register and been in their NHS sponsored post for six months. They will need to supply a satisfactory supervisor's report (see note (7 iv))
5. **Number of attempts:** The number of attempts allowed at the Final SOE is limited to six (an AET FORM1 must be submitted prior to taking a sixth attempt). A pass in the Final Written will be valid for three years as part eligibility towards the Final SOEs.
6. **Disclosure of Information:** Under the Data Protection Act 1998, the information provided in this application and your examination result may be processed and passed to examiners, your College Tutor, Postgraduate Dean, employer, etc. for legitimate purposes connected with your training. If you are registered or anticipate being registered with the GMC then your personal data, including data about your exam results, will be passed to the GMC for quality assurance and research purposes and to facilitate the awarding of certificates of completion of training (CCTs).
7. **Supporting Documents:**
 - i. If claiming eligibility by virtue of an exempting qualification then you must provide a copy of your certificate or a letter from the awarding body with every application. Proof of passing the FRCA Primary is not required.
 - ii. All current UK anaesthetic trainee applicants and former trainees (less than five years) must have been awarded the Basic Level Training Certificate in anaesthesia. If you provided this for your Final written then you do not need to provide a copy for this exam.
 - iii. Current and former Irish Trainees (less than five years) must provide the Irish Certificate of Completion of Basic Specialist Training and provide proof of Irish training with every application.
 - iv. Those sponsored under IP must provide a satisfactory supervisor's report with every application.
 - v. All other eligible candidates (never been in a UK training post/Former trainees and Specialty/Staff grades (out of UK training more than five years)) should provide a current satisfactory NHS appraisal and a letter proving they have worked as an anaesthetist in the NHS for at least 12 months continuously with every application. Do not send originals. Photocopies must be signed by the College Tutor or a supervising anaesthetic consultant and annotated as 'a true copy of the original' and should be sent along with the application form.
8. **Working through the application:** The correct contact information is important, so that we are able to contact you at anytime during the examination process. Ensure you submit all information that is

appropriate to you. All applicants are requested to check their current details and the Equal Opportunities section.

9. **Your confirmation:** By confirming the declaration you are confirming that you have the support of your CT or anaesthetic consultant to sit the exam you are applying for. See note 10.
10. **Your College Tutor or Consultant's signature is not required:** However Trainees/MTI (IP) applicants will need to have discussed their application with their College Tutor and have their full support to sit this exam. Non- trainees are required to obtain the support of their supervising anaesthetic consultant. You will now declare that you have done this by confirming the declaration.
11. **Adequately prepared for this exam:** Applications received by the College will be accepted as an indication that you are adequately prepared for the examination applied for.
12. **Examination fee:** The examination fee is set out on the examinations calendar.
13. **Confirming receipt:** You will receive emails to notify you when your eligibility has been checked for to the exam, and when payment has been processed by PayPal. If you have not heard from us within five working days of you sending your application or the closing date is getting close and you are anxious about your application being received by us, then call the College and speak to a member of the exams team (020 7092 1523/1529).
14. **Waiting lists:** Subject to eligibility there is no waiting list system for UK anaesthetic trainees, those sponsored under IP and Specialty/SAS grade doctors who have previously been in a UK training programme. However, former UK anaesthetic trainees, ACCS/ICM trainees, Irish trainees and all other eligible categories not mentioned above, will only be examined if the College has the capacity to do so. This can only be confirmed after the closing date of the exam applied for. If waiting list candidates are not given a place on the exam then validity dates and TEE dates will be extended accordingly.

Withdrawals

15. **Before the closing date:** You can withdraw before the closing date and receive a refund less a £40 admin fee. You must advise the examination dept of your intention to withdraw via email to exams@rcoa.ac.uk. **After the closing date:** You can withdraw after the closing date. This will not count as an attempt. Refunds are not *normally* given after the closing date unless it is a reason beyond your control such as illness or family bereavement. If this is the case then you must contact the exams dept exams@rcoa.ac.uk give the reason and ask your College Tutor to confirm that they support your withdrawal, again by email. Refunds are not given for lack of preparation.

Receiving advice/documentation from the College about your exam entry and results:

16. **Day Allocations:** Once day preferences have been scheduled they will be published on the College website, this usually happens around 5 working days after the closing date.
17. **Admission notice:** You should receive an email from the College which confirms you are booked onto the exam; your Admission notice, around 5 working days after the closing date. This will state your 'candidate number' a three figure number that is unique to you for this exam only and the timing of your exam. Please bring a copy of your admission notice with you when you attend the exam.
18. **Results:** You will be given a date and time on which a pass/fail list will be published on the College website. This will be posted on the Final SOE – Results, Allocations and Statistics page: <http://www.rcoa.ac.uk/final-frca-soe/results-allocations-statistics-and-information-sheets>.
19. A few days after the pass/fail list is published the College will send you your results letter which will confirm your result and provide your SOE raw scores. No further break down is available.
20. **Guidance:** Guidance interviews are no longer mandatory. A candidate who has failed the Final SOE more than once can request a guidance interview, subject to limitation. Paragraph 34 of the exam regulations refer.