Candidate guidance notes for Primary MCQ examination

1. Bring your ‘Admission Notice’, (enclosed) with you. Read the advice given in the latest version of the Candidate Newsletter [http://www.rcoa.ac.uk/examinations/overview/the-candidate-newsletter](http://www.rcoa.ac.uk/examinations/overview/the-candidate-newsletter)

2. Always arrive in good time. There will be a waiting area at your centre. No candidate can leave the exam room for the first 30 minutes or the last 10 minutes of the examination. Examination lasts for 3 hours. 2pm to 5pm. Briefing is at 1.45. Candidates are permitted to arrive late, up to a maximum of 30 minutes. **No extra time is given to late arrivals.** Candidates arriving over 30 minutes after the start time will not be allowed to take the examination.

3. **Mobile phones and other electronic devices (including calculators and beeping devices) have no place in examinations.** Mobile phones and electronic devices must be switched off and left in your bag. If no bag then hand to invigilator who will place in envelope with can. No. Returned in exchange for exam papers at end of exam. **Candidates found in possession of mobile phones during exams may be disqualified.** Candidates whose phone or electronic device rings during the exam will be reported to the College.

4. The Integrity of FRCA examinations is fundamental to the values promoted by the College. It is important that all candidates are judged on their ability, and no candidate be allowed to gain an advantage unfairly over others. By virtue of entering to sit an examination, you are deemed to have understood and agreed to abide and respect all examination regulations and policies. Any aspect of misconduct at FRCA examinations will be investigated and acted upon in accordance with the College Misconduct policy.

5. **Don’t use any type of timer that makes an audible beep, this disturbs others,** you will be reported to the College where this occurs. The invigilators will give time checks, after each hour, 45 mins and 10 mins before the end.

6. Paper, text books or note books are not to be brought into the exam. Rough note paper is not provided for MCQ exams. Candidates may use the back of the question paper

7. No papers are to be removed from the room at the end of the examination.

8. Be considerate of other candidates at all times. Water bottles are allowed, eating is not. Don’t tap or bang desks. Don’t think out loud. If you wish to leave the room, for any reason, raise your hand and the Invigilator will attend you and escort you to where you need to go.

9. Place your photo identity on your desk at the beginning of the exam so the invigilator can check it without disturbing you. This must be a passport or photo driving licence. If different name then supporting documents also required.

10. Ensure you put your candidate No. and/or College Ref. No. on your mark sheet and question paper as indicated.

11. Use the pencil provided to complete the OMR sheet, there is an eraser on the end of it. Make a bold mark in the boxes as described in the instructions (see overleaf). Ensure you complete all boxes, no marks are lost for wrong answers. Don’t give more than one answer to each question.

12. Candidates must not communicate with, or willingly receive communication from any person during the exam other than an invigilator. Any attempt on the part of another candidate to communicate with you must be reported to an invigilator.

13. Candidates must not read or attempt to read the work of any other candidate.
14. If you finish early and before the 10 minutes final cut off, then raise your hand, the Invigilator will collect your papers. Collect your bag and leave silently.

15. Candidates are not to leave the room in the final 10 mins until all papers have been collected.

16. The Invigilator will advise you when results will be released. The date and time is also on Admission notices. Ensure you have your Can. No. and CRN with you on that day.

17. Candidates are to leave the room silently.