

Section D: Candidate status (2)

Please tick all the boxes which apply to you. I am:

A former trainee in an approved UK training post who left training less than five years ago: Non-UK anaesthetic doctor or former UK trainee who left national training more than five years ago, who has been employed (continuously) in the NHS (UK) for 12 months immediately prior to the date of the exam applied for:

A trainee in an approved Irish training post:

A former trainee in an approved Irish training post who left training less than five years ago: An SAS grade or Specialty Doctor who has formerly been in an approved UK training post:

A former trainee in an approved UK training post who left training more than five years ago who has been employed (continuously) in the NHS for 12 months immediately prior to the date of the exam applied for:

Non-UK anaesthetic doctors and former UK trainees (more than five years) require a letter to prove length of employment in NHS [see Info Sheet (9)].

All former UK and Irish trainees (less than 5 years) require a letter to prove their last date in training. Former Irish trainees who have been out of training for more than 5 years and do not work in the NHS are not eligible for this exam.

If you ticked one or more of the boxes go to Section E. If you ticked no boxes you are ineligible to sit the examination.

Section E: Primary FRCA Examination [Info Sheet (3)]

I passed the Primary FRCA Examination: CARCSI Primary Examination:* on:

M	M	Y	Y	Y	Y
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or the following exempting qualification as recognised in the current Examination Regulations.*

Qualification:* _____ Date:

M	M	Y	Y	Y	Y
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*If this is your first application for the FRCA Final, certified copies of non-FRCA qualifications must be attached to this application otherwise it will be rejected. **Next go to Section F.**

Section F: Certificate of Competency

(Applicants must enclose a copy of their BLTC or equivalent on 1st attempt at stand alone written exams. Applicants in MTI(IP) posts must enclose their ARCP report or equivalent. Non-UK applicants and former UK/Irish trainees (who left training more than five years ago) and are in an NHS anaesthetic post must provide a copy of their satisfactory NHS appraisal [see Info Sheet (9)].

I obtained the UK Basic Level Training Certificate or equivalent* or the CARCSI Certificate of Completion of Basic Specialist Training* or I have been in a BJA (IP) approved post for 6 months or more and received a satisfactory report equivalent to an ARCP on:

D	D	M	M	Y	Y	Y	Y
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I have never been in a UK training post but have worked in the NHS for at least 12 continuous months on the date of the exam and provide a copy of my NHS appraisal signed by my Supervising Consultant on:

D	D	M	M	Y	Y	Y	Y
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or

I have not been in a UK/Irish training post in the last 5 years. However I have worked in the NHS for at least 12 months and therefore I enclose a copy of my NHS appraisal signed by my supervisory consultant anaesthetist on:

D	D	M	M	Y	Y	Y	Y
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***Delete as appropriate.
Now complete Section G.**

Section G: Previous attempts at the Final written FRCA Examination

Please list the dates of all previous attempts at the Final FRCA Examination:

Please note that and AET FORM1 must be submitted at least three months before a sixth attempt can be taken.

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M	M	Y	Y	Y	Y
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M	M	Y	Y	Y	Y
---	---	---	---	---	---

M	M	Y	Y	Y	Y
---	---	---	---	---	---

M	M	Y	Y	Y	Y
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If you ticked a box in Section C go to Sections H and I. If you ticked a box in Section D go to Section H and J.

Section H: Current Details (to be completed by all applicants – please print all details)

Grade or title of post	Specialty	Name and address of current hospital	Dates of commencement and expected completion in current post (DD/MM/YY–DD/MM/YY)

Name of College Tutor or supervising consultant:

Section I: Declaration by candidates who are currently in an approved training post in the UK or hold an IP sponsored post in accordance with the regulations

I certify that:

- I am registered with the College as a trainee or I have joined the voluntary register (IP sponsored post holders only) [see Info Sheet (4)]
- I have passed the Primary FRCA Examination or an exempting qualification.
- **I have obtained and* enclose my UK Basic Level Training Certificate or equivalent (UK trainees), or a competency report from the College Tutor (applicants sponsored under IP). (* BLTC or equivalent only required to be submitted at the first attempt)** [see Info Sheet (9ii) or (9iv) as applicable].
- My details in Section H are a true record of my current details.
- I have read the Information Sheet and agree to abide by the College Examination Regulations.
- **I am adequately prepared** for and eligible in all respects and I have my CT's support [see Info Sheet (11), (12) and (13)].
- I agree to the processing and disclosure of my personal data including my personal data to the GMC [see Info Sheet (8)].
- I confirm the above statements are true and following discussion with my College Tutor I have their full support to sit this exam.

Signature of candidate: _____ Date: _____

Please print name: _____

Now complete Sections K and L before returning the form to The Royal College of Anaesthetists.

Section J: Declaration by candidates who are not in approved UK training posts

Medical Qualification: _____ Awarding body and country: _____ Year awarded:

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(e.g. MB, BS)

I certify that:

- All the statements in this application are true.
- I have passed the Primary FRCA Examination or an exempting qualification.
- I am fully registered with the GMC/Medical Council of Ireland [see Info Sheet (1)].
- I have obtained the UK Basic Level Training Certificate, an equivalent or my NHS appraisal as described in Section F.
- I have read the information sheet to this form and agree to abide by the College Examination Regulations. [see Info Sheet (3)].
- I am fully prepared and eligible in all respects to enter this examination [see Info Sheet (12) and (13)].
- I agree to the processing and disclosure of my personal data as described in Info Sheet (8).

I enclose the following proof of my eligibility:

1. A copy of my Basic Level Training Certificate (only needs to be submitted at the first attempt). Applies to all UK trainees and former UK trainees who have been out of training less than five years [see Info Sheet (9ii)].

or

2. Evidence of having held a training post in Ireland in the last 5 years and a copy of the Irish Certificate of Completion of Basic Specialist Training [Info Sheet (9iii)]. (Applies to Irish and former Irish trainees) (5 years out of training limit applies)
3. Evidence of working in the NHS as an anaesthetist (continuously) and an NHS appraisal signed by an anaesthetic consultant. Applies to SAS grades/former UK trainees (more than 5 years out of training) and non-UK anaesthetic doctors [See Info Sheet (9v)].

plus

If eligible by virtue of an exemption qualification listed at Paragraph 19 of the exam regs, a copy of the letter or certificate provided by the awarding body [See Info Sheet (9i)].

All photocopied documents have been countersigned as true copies of the originals by a consultant anaesthetist in my current hospital. Documents of proof of training have been obtained from the hospital where I carried out that training and have been signed by a consultant or hospital administrative staff.

Signature of candidate: _____ Date: _____

Now complete Section L before returning the form to The Royal College of Anaesthetists.

Section K (UK trainees only)

I obtained my Primary Medical Qualification in area: (1 = UK, 2 = European Community, 3 = Rest of world).

I am training in the following Deanery:

I am currently training within the following School of Anaesthesia (please tick as appropriate) (not applicable to former trainees and SAS grades):

School of Anaesthesia	Tick
Barts and The London	
Birmingham	
Bristol	
Central London	
East of England Postgraduate	
East Midlands Healthcare Workforce	
Hull/York	
Imperial	
Mersey	
North and East Coast Scotland	
Northern	
Northern Ireland	
North West	
Nottingham and East Midlands (NEMSA)	
Oxford	

School of Anaesthesia	Tick
KSS	
Leeds and Bradford	
Military Services	
Sheffield and South Yorkshire	
South East Scotland	
South East (SESA)	
South West	
St George's	
Stoke-on-Trent	
Tayside	
Warwickshire	
Welsh	
Wessex	
West of Scotland	

Section L: Racial Monitoring and Equal Opportunities Policy

To ensure compliance with the Race Relations (Amendment) Act 2000 and as part of the College's Equal Opportunities Policy, the College monitors Exam results in relation to the candidate population. To assist this monitoring process the College is required to gather information on candidate Ethnic Origin. This information will only be used to promote racial equality and to assist in the provision of equal opportunities for all.

All information will be held in the strictest confidence. It will not be available to anyone involved in examining you or those involved in processing your results. This information will be recorded on the College database. However, any use made of this data will not allow any individual to identify you.

You are requested to complete the form below, although this is not mandatory. Whatever your decision, it will have no effect on your exam results.

Please indicate your racial origin by ticking the relevant box:

White	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black (African)	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black (Caribbean)	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Middle Eastern	<input type="checkbox"/>		

Is English your first language? Yes: No:

Now return the form and supporting documents to:

The Royal College of Anaesthetists, Churchill House, 35 Red Lion Square, London WC1R 4SG

Please do not attach this sheet to your application form
THE ROYAL COLLEGE OF ANAESTHETISTS – FINAL FRCA WRITTEN EXAMINATION
APPLICATION FORM – INFORMATION SHEET

Completing your form

- 1 **The top of the form:** The top of the form: All applicants will need to be registered with the College in a membership category (not affiliated) and enter their College Reference Number (CRN) at the top of the form. **With the exception** of current and former (less than five years) Irish anaesthetic trainees, who will be issued with a temporary CRN by the College on receipt of their application form, temporary CRNs are valid for the period of the examination only. ACCS and Foundation trainees are not eligible for Final exams. UK Trainees should enter their National Training Number (NTN), if issued. Applicants not issued with an NTN may leave this blank. All applicants must enter their GMC or Irish Medical Council number.
 - 2 **The address:** The address you put on the application form will be used for all correspondence relating to that examination. Applicants outside the UK will be contacted by email with letter correspondence being sent as pdf and by post. **Receipt of application forms will be confirmed by email.**
 - 3 **Eligibility:** The detailed rules for eligibility can be found in the College's [Examination 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.**
 - 4 **MTI (IP):** Those sponsored under MTI (IP) must have joined the College voluntary register and been in their NHS sponsored post for at least six months. They will need to supply a satisfactory supervisor's report (see note (9 iv)).
 - 5 **Examination centres:** FRCA examinations are held in the UK only. The College makes every effort to meet candidate's preferences. However we are restricted by the number of spaces available at each centre. Early application will give a much higher chance of being given the centre requested. Written examinations are held in London, Sheffield, Manchester, Edinburgh, Cardiff, Belfast and Birmingham. The College is unable to move candidates from one centre to another from ten working days before the examination, as numbers will be finalized with each centre.
 - 6 **The exam day:** The Final Written exam starts at 0915 and finishes around 1710. There is a one hour break for lunch. Candidates are advised to travel in early and arrive at their centre in good time for the start of the exam. The SAQ runs from 0930 – 1230, the MCQ 1400 – 1700. There are candidate briefings before each part of the exam.
 - 7 **Number of attempts/validity:** The number of attempts allowed at the Final Written exam 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 two years as part eligibility towards the Final SOEs.
 - 8 **Disclosure of information:** Under the Data Protection Act 1998, the information provided on this form 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).
 - 9 **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 or Basic Level Training Equivalence Certificate. You only need to provide this to the College once, so if this is not your first attempt at this exam you do not need to provide it again.
 - iii. Irish and former Irish Trainees must provide the Irish Certificate of Completion of Basic Specialist Training. Former Irish trainees (less than 5 years) must provide proof of Irish training with all applications.
 - iv. Those sponsored under IP must provide a satisfactory supervisor's report with all applications.
 - v. All other eligible candidates (never been in a UK training post/Formal 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 all applications.
- 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.
- 10 **Working through the form:** The correct contact information is important, so that we are able to contact you at anytime during the examination process. Ensure you tick all boxes that are appropriate to you. All applicants are requested to complete the Racial Monitoring and Equal Opportunities policy section.
 - 11 **Your signature:** Ensure you have signed and dated the appropriate declaration section I for trainees and MTI (IP) or section J for those not in approved UK training posts. By signing the form you are confirming that you have the support of your CT or anaesthetic consultant to sit the exam you are applying for. See note 12.
 - 12 **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 when you sign the form at Section I or J as appropriate.
 - 13 **Adequately prepared for this exam:** Applications received by the College will be accepted as an indication that the applicant is adequately prepared for the examination applied for. An AET Form1 must be in place at least three months before applying for the sixth attempt at this exam.

Please turn over for information about checking and sending your application form.

Checking and submitting your form:

- 14 **Check it:** Start at the front and check through your form again. Have you signed and dated it? Have you informed your College Tutor or Anaesthetic consultant, about you sitting this exam and have they given you their approval? If you have not sat this exam before have you included a copy of your Basic Level Training Certificate as described in note 9. Remember we only need a copy of your BLTC or equivalent once. Have you included the fee? Is your cheque correctly completed, signed and dated?
- 15 **Examination fee:** The examination fee is set out on the examinations calendar. The cost of the Final Written examination is £455 for academic year 13-14. Currently, only cheques drawn on a UK clearing bank, sterling bank draft or postal orders are accepted. Cheques should be made payable to 'The Royal College of Anaesthetists'. Please ensure you have sufficient funds in your account. If your cheque bounces the bank will take around four days to inform the College. If payment issues are not resolved by the closing date then the application concerned will be rejected.
- 16 **When to send your form:** Early application saves stress and allows the exams team to contact you should there be a problem with your application. No application will be accepted after 5pm on the published closing date. You should only send applications during the active application window period which is set out in the exam calendars. If we receive it before the opening date, then it will be held in a pending tray until the appropriate date.
- 17 **How to send it:** The College does not accept any responsibility for the application form until it reaches the College, so it is up to you to get it to the College before 5pm on the closing date, proof of postage is not proof of delivery. First class postage delivery time vary enormously. If the closing date is one week or less, consider Royal Mail Registered/Special Delivery. Registered (now called Special Delivery) is a secure service guaranteed for next day by either 9am or 1pm. Prices start at around £6. Mail is kept separate from ordinary mail and signed for on delivery. Special delivery can be tracked and traced via the Royal Mail website. Another option is the DHL Service Point scheme which is available from most branches of WH Smiths, Rymans or Staples, an A4 letter costs around £6 and again guarantees next day delivery. Finally, if you live/work near the College then bring it in by hand. The College is open from 8am to 6pm, Monday to Friday. Outside these hours then use the post box to the left of the glass doors.
- 18 **Confirming receipt:** You will receive an email to notify you when your application has been booked on to the exam, this should be sent to you around two days after being received in the College. 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 form being received by us, then call the College and speak to a member of the exams team (020 7092 1524/1525). Always ensure you have received confirmation by 5pm on the closing date.
- 19 **Waiting lists:** There are no waiting lists for the Final Written examination.

Withdrawals

- 20 **Before the closing date:** You can withdraw before the closing date and receive a refund less a small admin charge. 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:

- 21 **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.
- 22 **Admission notice:** You should receive a letter 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, the timing of your exam, and the address of your exam venue. Please bring your Admission notice with you when you attend the exam. You will be directed to your exam desk by the use of your 'candidate number'.
- 23 **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 Written MCQ – Results and Statistics page](#)
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 MTF raw score, your SAQ raw score, your overall percentage score.
- 24 **Guidance:** Guidance interviews are no longer mandatory except at the sixth attempt. A candidate who has failed the Final Written more than once can request a guidance interview, subject to limitation. Paragraph 34 of the exam regulations refer.