

Section C: OSCE and/or SOE Examination day preference

Days selected by candidates are not guaranteed and the exam may not always run on all of the days set out below [see Info Sheet (5)]. Please mark the boxes below 1–5 in order of preference. If you have **no preference**, please leave blank. You must mark all five boxes. **Failure to supply more than one choice may result in you receiving the College's choice.**

Monday: Tuesday: Wednesday: Thursday: Friday:

Section D: Primary FRCA MCQ Examination

I passed the Primary FRCA MCQ Examination on:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

[See Info Sheet (3) re the Irish Examination and **three** year limit].

Section E: Previous attempts at the Primary OSCE and/or SOE FRCA Examination

Please list the dates of all previous attempts at the Primary OSCE and/or SOE FRCA Examination:

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

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

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

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

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

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

Section F: Candidate status (1)

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

A CT1*, CT2*, FTSTA* or LAT* trainee in anaesthesia:

A doctor sponsored under IP:

A CT1*, CT2*, FTSTA* ACCS trainee:

An ICM trainee single/dual* programme

***Delete as appropriate.**

If you ticked one or more of the boxes go to Section H, I and J.

If you ticked no boxes go to Section G.

Section G: Candidate status (2)

Please tick all the boxes which apply to you:

I was formerly a trainee in an approved UK training post.

I have never been in a UK training post. I am currently working in the UK as an anaesthetist and I am registered with the College [see Info Sheet (1) and (3)].

I am a trainee in an approved Irish training post.

I am an anaesthetist and I have successfully applied under Temporary Examination Eligibility (TEE).

If you ticked one or more of the boxes go to Section H, I and K.

If you ticked no boxes you are ineligible to sit the examination.

Section H: Proof of competency

Applicants must enclose a copy of their Initial Assessment of Competency Certificate (IAC) or acceptable equivalent on their first attempt at this exam. Acceptable equivalents are listed at Section 6 of the examination Regulations.

I was awarded my IAC Certificate or acceptable equivalent on:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

*This is my first attempt, I enclose a copy of my IAC, or acceptable equivalent.

*I have already sent in a copy of my IAC, or acceptable equivalent at my first attempt.

***Please delete as appropriate.**

Section I: 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 J: Declaration by candidates who are currently in an approved training post in the UK or who are sponsored by their Deanery as an IP trainee

I certify that:

- I am registered with the College as a trainee.
- I have passed the Primary FRCA MCQ Examination.
- **I have been awarded my Initial Assessment of Competency in anaesthesia and enclose a photocopy of my certificate, signed by my CT, or I am sponsored under MTI (IP) and have provided written support from my CT as proof towards my eligibility (IACs are only required to be submitted once)** [see Info Sheet (8)].
- I have read and agree to abide by the RCoA Examination Regulations.
- **I am adequately prepared** for this examination and I have my CT's support [see Info Sheet (11) and (13)].
- I agree to the processing and disclosure of my personal data including my personal data to the GMC [see Info Sheet (7)].
- I confirm that the above statements are true and following discussion with my College Tutor, I have their full support to sit this exam [see Info Sheet (12)].

Signature of candidate: _____ Date: _____

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

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

Medical Qualification: _____ Awarding body and country: _____ Year awarded:
(e.g. MB, BS)

I certify that:

- The statements in Sections G and H are true.
- I have passed the Primary FRCA MCQ Examination in the last three years.
- I have been awarded the Initial Assessment of Competency in anaesthesia or an equivalent. [see Info Sheet (8)].
- I have read and agree to abide by the RCoA Examination Regulations.
- **I am adequately prepared** and eligible in all respects to enter this examination [see Info Sheet (3) and (13)].
- I agree to the processing and disclosure of my personal data as described in Info Sheet (7).

I enclose the following proof of my eligibility:

- **A photocopy of my Initial Assessment of Competency or equivalent (if not supplied before).** [see Info Sheet (8)]

Photocopied documents must be countersigned as true copies of the originals by a consultant anaesthetist.

Signature of candidate: _____ Date: _____

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

Section L: 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/ Country (outside the UK):

I am currently training within the following School of Anaesthesia (please tick as appropriate) **(not applicable to non UK trainees)**:

(If working outside the UK please enter the country where presently employed and move to section M)

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 M: Equal Opportunities Monitoring Form

To ensure compliance with the Equality Act 2010 and as part of the College's Equal Opportunities Policy, the College monitors exam results in relation to the candidate population.

This information will only be used to assist in the provision of equal opportunities for all. 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.

All information will be held in the strictest confidence and in accordance with the Data Protection Act 1998. 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.

Your ethnic group:

The ethnic groups are based on the Census 2011 categories.

Asian or Asian British

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other

Black or Black British

- African
- Caribbean
- Other

Mixed

- White and Black African
- White and Black Caribbean
- White and Asian
- Other

White

- British
- English
- Gypsy or Irish Traveller
- Irish

- Northern Irish
- Other
- Scottish
- Welsh

Other Ethnic Group

- Arab
- Any other Ethnic Group
- Prefer not to say

Is English your first language?

- Yes
- No
- Prefer not to say

Your gender:

- Female
- Male
- Prefer not to say

Your religion or belief (please select the group you most identify with):

- Buddhist
- Jewish
- Any other religion or belief
- Christian
- Muslim
- No religion or belief
- Hindu
- Sikh
- Prefer not to say

Your sexual orientation:

- Bisexual
- Heterosexual/straight
- Gay man
- Other
- Gay woman/lesbian
- Prefer not to say

Do you consider yourself to have a disability according to the terms given in the Equality Act 2010?

- Yes
- No
- Prefer not to say

The College is committed to ensure that all candidates have equal opportunity to demonstrate their ability in all FRCA exams in accordance with the Equality Act 2010. To this aim the College will make 'Reasonable adjustment' to examination arrangements as appropriate for individual disabled candidates. The College Disability policy in regard to all FRCA examinations is set out at Appendix 9 of the Royal College of Anaesthetists Primary and Final FRCA Examination Regulations.

Please do not attach this sheet to your application form

THE ROYAL COLLEGE OF ANAESTHETISTS – PRIMARY FRCA OSCE/SOE EXAMINATION APPLICATION FORM – INFORMATION SHEET

- 1 **The top of the form:** All applicants will need to be registered with the College in a membership category (not affiliated) or for Temporary Examination Eligibility and enter their College Reference Number (CRN) or Temporary Examination Eligibility number (TEE) at the top of the form. **With the exception** of ACCS and current 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. Foundation trainees are not eligible for this exam. 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 National Medical number (overseas applicants).
- 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 MCQ must have been within the last three years. The Irish Primary MCQ does not give exemption from the FRCA Primary MCQ. All applicants must have been awarded the Initial Assessment of Competency in Anaesthesia or equivalent.
- 4 **Examination centres:** The Primary OSCE and/or SOE is only held in the Royal College of Anaesthetists.
- 5 **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 preference for all five days. **Failure to supply more than one choice could result in receiving a non-preference day.**
- 6 **Number of attempts/validity:** The number of attempts allowed at the Primary OSCE and/or SOE is limited to six. (Candidates must submit an AET FORM1 prior to their sixth attempt). A pass in the OSCE or SOE will be valid for three years, after which time if the whole examination has not been passed, the relevant section must be taken again.
- 7 **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).
- 8 **Supporting documents:** All applicants must have been awarded the Initial Assessment of Competence in anaesthesia or equivalent. 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. Do not send originals. Photocopies signed by the College Tutor or a supervising anaesthetic consultant and annotated as 'a true copy of the original' should be sent along with the application form. Doctor's who have not been in an UK anaesthetic training programme must provide proof of competence in anaesthesia to a level of UK initial assessment.
- 9 **Partial passes:** At the first attempt, the OSCE and SOE must be taken together. Candidates who pass either the OSCE or the SOE but fail the other component, will only need to apply to sit the failed component. Those who fail both components must retake them together.
- 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 Current Details and Racial Monitoring and Equal Opportunities policy section.
- 11 **Your signature:** Ensure you have signed and dated the appropriate declaration section G for trainees and MTI (IP) or section H 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 J or K as appropriate.
- 13 **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. An AET FORM1 must be in place at least three months before applying for the sixth attempt at OSCE and/or SOE.
- 14 **All FRCA examinations are conducted in English.** Where a candidate's first language is not English then the College recommends that an applicant's communication and written skills in English are at least equivalent to a level at which a doctor could pass 'PLAB' or expect to gain approximately 7.5/9 across all brands of the IELTS.

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

Please do not attach this sheet to your application form

THE ROYAL COLLEGE OF ANAESTHETISTS – PRIMARY FRCA OSCE/SOE EXAMINATION **APPLICATION FORM – INFORMATION SHEET**

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 Initial Assessment of Competency as described in note 8. Remember we only need a copy of your IAC 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 Primary OSCE and SOE for the 2015–2016 is £590, OSCE only is £325 and SOE only is £295. Currently, for paper applications 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. Applicants applying online are requested to pay via PayPal.
- 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, Ryman's 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:** 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. Fees and applications will be returned.

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 five working days after the closing date.
- 22 **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, 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:** Primary FRCA examination, overall OSCE and SOE component results are normally displayed on the College website [Results and Statistics page](#) from 2pm on the next working day following each Primary exam day. Where exams run on a Friday, results are displayed after 8pm where time allows. A full breakdown of SOE section scores and OSCE station scores will follow by post.
- 24 **Guidance:** Guidance interviews are no longer mandatory except at sixth attempt. A candidate who has failed the OSCE and/or SOE more than once can request a guidance interview, subject to limitation. Paragraph 34 of the exam regulations refer.