

# Temporary Examination Eligibility Form (TEE Form)

Applications received by the College will be accepted as an indication that you are adequately prepared for the examination applied for.

No applications will be accepted after 5.00 pm on the published closing date.

Applicants should be aware that the College does not make any special concession or arrangement in respect of the delay of applications regardless of the reason for the delay.

Early application saves stress and allows the Exams team to contact you if there are problems with your application.

The College does not accept responsibility for the application form until it reaches the College.

Proof of posting is not proof of delivery.

Recorded delivery is not the same as next day delivery.

The Post Office will not search for recorded delivery items for several days after posting (the current record is 12 days).

If you are concerned that application forms may not be delivered to the College by the closing date via the postal system, then you should make other arrangements, such as special delivery or the 'Service Point Scheme', which is available from most WH Smiths, Ryman's and Cartridge World.

You will receive an e-mail to notify you when your application has been booked on.

If your application is held on a waiting list, your cheque is likely to be held until the closing date for the examination when, if capacity allows, you will be entered for the exam. Applicants should ensure that there are sufficient funds in their account throughout this process.

The College only accepts cheques drawn on a UK clearing bank, sterling bank draft or postal orders. Payment cannot be made by credit/debit cards or bank transfers.

Cheques should be made payable to 'The Royal College of Anaesthetists'.

If a cheque 'bounces', the bank will take three or four days to inform the College. If payment issues are not resolved by then or if they come to light after the closing date, then the application concerned will be rejected.

Supporting documents should be photocopies (not originals) which should be signed as true copies by the consultant that signs the application form.

**PLEASE DO NOT ATTACH THIS SHEET TO YOUR APPLICATION FORM.**



## Section D: Proof of training

(Please indicate name of university or hospital and Country where training was carried out).

1 I carried out my Medical Foundation Training at: \_\_\_\_\_

Dates of commencement\*/completion\*: 

D	D	M	M	Y	Y	Y	Y
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2 I carried out anaesthetic training at: \_\_\_\_\_

Dates of commencement\*/completion\*: 

D	D	M	M	Y	Y	Y	Y
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\* delete as appropriate

Please indicate above if your anaesthetic training is on-going.

3  This is my first request for TEE. Therefore, I enclose proof of attendance/completion of:

a. Foundation Training

b. Anaesthetic Training

Please note: if the documents of proof are not in the English language, then you must provide a letter of translation signed by a senior anaesthetic consultant or notary.

Documents of proof will not be returned, therefore you should only provide copies.

This is for renewal of an existing TEE period therefore I have not included proof of training documents.

4  I confirm that the above details are correct.

## Section E: 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 General Data Protection Regulation (EU) 2016/679. 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.

## Section F: Terms and Conditions

1. Applicants who are not members/voluntary registered of the RCoA must have been accepted for Temporary Examination Eligibility three calendar months before the commencement date of any FRCA examination applied for.
2. TEE is valid for 12 months from the TEE deadline date. All applicants are provided with a TEE deadline date and TEE number by email on receipt of a TEE form and appropriate fee. **The TEE deadline dates are available on the website ([www.rcoa.ac.uk/node/309](http://www.rcoa.ac.uk/node/309)).** These dates are used to give a joint commencement date and allow TEE applicants to sit the maximum number of exams available over a 12 month period. TEE applications received after a deadline date will be verified on receipt but the 12 month TEE period will be held to commence on the next listed deadline date.
3. TEE applicants must prove registration with a National Medical Council with all requests for TEE.
4. At first request for TEE, applicants must also supply copies of:
  - a. Primary medical qualification.
  - b. Attendance/completion of foundation training.
  - c. Attendance/completion of anaesthetic training.
4. TEE applicants will not automatically be entered into any Primary FRCA examination. Applicants must submit an examination application form and appropriate fee in accordance with the RCoA examination calendar. TEE numbers must be quoted on all examination applications.
5. All examination applicants must pass the Primary FRCA MCQ before they can apply for the Primary FRCA OSCE/SOE.
6. TEE applicants will need to prove their anaesthetic competence is at or above 'Initial Assessment' when applying for the Primary FRCA OSCE/SOE.
7. TEE applicants will only be accepted on to the Primary OSCE/SOE examination if the RCoA has the capacity to examine them. TEE applicants will be subject to a priority waiting list system as set out in Section 4 of the RCoA Examination Regulations ([www.rcoa.ac.uk/docs/Regulations2010.pdf](http://www.rcoa.ac.uk/docs/Regulations2010.pdf)). If the College is unable to examine a TEE applicant due to lack of capacity, TEE form validity will be automatically extended accordingly.
8. All examination applications are subject to the conditions set out in the RCoA Examination Regulations. You must be a UK trainee or former UK trainee in anaesthesia to apply for the Final FRCA examination.
9. Temporary Examination Eligibility does not require attendance at the College. Examination applicants must apply for entry visas to attend examinations in good time, prior to exam dates. The College plays no part in visa requests. Inability to attend exams due to refusal or non-receipt of visas will incur loss of exam fee.
10. All TEE applications must be accompanied by the administration fee (see exam calendar) payable by a cheque drawn on a UK clearing bank or Sterling draft). Please make cheques payable to '**The Royal College of Anaesthetists**'.

I have read and accept the above terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Now return the form, supporting documents and administration fee to the:

**Examinations Department**  
**Royal College of Anaesthetists**  
**Churchill House**  
**35 Red Lion Square**  
**London WC1R 4SG**