

2011

The College of Anaesthetists of Ireland Examination Regulations



CONTENTS

Introduction	2
Implementation and Revocation	3
Examinations.....	3
Eligibility	4
Exemption	6
Application Procedure	7
Disability.....	8
Pregnancy	8
Guidance and Counselling.....	9
Representation and Appeals.....	10
Infringements and Exclusions	10
Medals/Prizes.....	10
Fellowship by Examination	10
Appendix 1	
Primary Fellowship – Structure and Marking Scheme.....	11
Appendix 2	
Final Fellowship – Structure and Marking Scheme.....	14
Appendix 3	
Overseas Qualifying Exam (OQE) - Structure and Marking Scheme.....	17
Appendix 4	
Counselling and Appeals.....	19

These Regulations and application forms may be downloaded
from the College website
<http://www.anaesthesia.ie>
or obtained from Examinations Office,
College of Anaesthetists of Ireland
22 Merrion Square North, Dublin 2, Ireland

Examinations Telephone:	00 353 1 661 4412
Examinations Fax:	00 353 1 265 0699
Examinations Email:	exams@coa.ie

Introduction

The College of Anaesthetists of Ireland Examination Regulations govern the content and conduct of the examination leading to the award of the Fellowship of the College of Anaesthetists of Ireland (FCAI). These regulations specify:

- The requirements which must be satisfied before a candidate is eligible to apply for the examinations.
- The procedure to be followed in order to apply for the examination.
- The duration for which successfully passed examinations remain valid.
- The provision for guidance in the event of failure and the appeals process.
- The procedure for making representations and sanctions for infringements.

1 Implementation and Revocation

(a) These regulations come into force on 16th September 2011 and will apply to examinations commencing on or after that date.

(b) These Examination Regulations have been approved by the Council of the College of Anaesthetists of Ireland (the Council) and supersede any previous regulations, which are hereby revoked.

2 Examinations

(a) The Examination for the Fellowship of the College of Anaesthetists is in two parts, namely the Primary and Final Examinations.

(b) **Sittings**

Normally there are three sittings of the Multiple Choice Question (MCQ) component i.e. Section 1 of the Primary Examination and two sittings of the Objective Structured Clinical Examination (OSCE) and the Structured Oral Examinations (SOE) component of the Primary Examination i.e. Section 2.

There are two sittings of the Final Examination in each year.

The Council may at any time decide, subject to adequate notice, to adjust the number of sittings of either or both parts of the examination in any year.

(c) **Structure**

The Primary Examination consists of two sections:

Section 1 Multiple Choice Question (MCQ Paper)

Section 2 Objective Structured Clinical Examination (OSCE)
and Structured Oral Examinations (SOEs)

Both sections of the Primary Examination must be passed from the same College, either The College of Anaesthetists of Ireland (CAI) or The Royal College of Anaesthetists (RCOA).

Details of the structure of the Primary Examination are attached in Appendix 1.

(d) The Final Examination consists of two sections:

Section 1 Multiple Choice Questions (MCQ paper)
Essays and short answer question (E&SAQ) paper

Section 2 Clinical Case Scenario
Structured Oral Examinations (SOEs)

Details of the structure of the Final Examination are attached in Appendix 2.

(e) Syllabus

The subject matter to be examined can be found in the CAI Syllabus of Examinations which is available on the College website www.anaesthesia.ie

(f) Marking Schemes

The marking schemes for each part of the examination can be found in Appendices 1 and 2.

3 Eligibility

3.1 Definition of Training

- (a)** For the purposes of these regulations a trainee is someone who has received approved training in the Republic of Ireland and/or the United Kingdom. The trainee may undertake training in either or both of these jurisdictions.
- (b)** The training must be appropriate for the part of the examination for which the trainee is applying
- (c)** Under these regulations “approved training” means
- i) training undertaken in an approved rotational training programme in Anaesthesia accredited by the Irish Medical Council which, if completed satisfactorily, will allow an award of a Certificate of Completion of Specialist Training in Anaesthesia or a Certificate of Eligibility for Specialist Registration;

or

 - ii) training approved by the Royal College of Anaesthetists UK,

or

 - iii) in special circumstances, training approved by the College of Anaesthetists of Ireland as part of its International Collaborative Training Programme.

3.2 Primary FCAI Examination:

Primary FCAI Section 1 (MCQ) Examination

Any registered medical practitioner with an undergraduate medical qualification acceptable to the Irish Medical Council will be eligible to sit the Primary FCAI Section 1 (MCQ) Examination.

Primary FCAI Section 2 (OSCE-SOE) Examination

Candidates must pass the Section 1 (MCQ) examination before they can apply to sit the Section 2 (OSCE and the SOE) examination.

A pass in the Section 1 (MCQ) examination is valid for 3 years from the date of the successful examination, (during which time there are 6 sittings of section 2 (OSCE/SOE) of the Primary Examination) after which time the Section 1 (MCQ) examination must be retaken.

An individual is eligible to enter for the Primary OSCE/SOE Examination who fulfills the following:

- (a)** Is a registered medical practitioner with an undergraduate medical qualification acceptable to the Irish Medical Council.
- (b)** Has been employed as an anaesthetist for 6 months, prior to the date of the particular examination applied for.

3.3 Final FCAI Examination

An individual is eligible to enter for the Final Examination leading to the award of Fellowship of the College of Anaesthetists of Ireland who:

- (a)** Has passed, within 10 years preceding the current examination date, or is exempt from, the Primary Fellowship Examination of either the College of Anaesthetists of Ireland or the Royal College of Anaesthetists (UK) (see regulation 4 below for exemption details).

and

- (b)** Has completed 30 months of training in the specialty of anaesthesia within 5 years of the date of the examination applied for. The specified period of training shall have been completed in posts approved by the College of Anaesthetists of Ireland or the Royal College of Anaesthetists, United Kingdom. A period of up to 12 months may have been completed as an anaesthetic trainee in a recognised training programme overseas, to the satisfaction of the Examinations Committee.

and

- (c) Is registered with the College of Anaesthetists of Ireland or the Royal College of Anaesthetists (UK) as a postgraduate trainee in Anaesthesia. Training Registration numbers are mandatory on the Application form.

or

Has been employed as an anaesthetist in a HSE/NHS anaesthetic department which has a defined training element for 12 months, immediately prior to the date of the Final examination applied for. This post must be approved by the Examinations Committee for the purpose of fulfilling this regulation (c) before the application will be accepted.

All applicants must comply with the requirements of these regulations in respect of application procedures and other matters.

4 Exemption

A candidate for the Final Fellowship examination shall be exempt from passing the Primary Examination, who within the 10 years preceding the date of application:

- (a) Has obtained one of the following qualifications, any one of which shall also exempt the holder from the first 12 months of the 30 months training required by regulation (3.3b), provided that no candidate shall be entitled to more than one such exemption:
- (i) The Fellowship of the Royal College of Anaesthetists (UK).
 - (ii) The Fellowship of the Australian and New Zealand College of Anaesthetists.
 - (iii) The Fellowship of the College of Anaesthetists of South Africa.
 - (iv) The Fellowship in Anaesthesia of the Royal College of Physicians and Surgeons of Canada.
 - (v) The Diplomate Certificate of the American Board of Anesthesiology.
 - (vi) The Diploma in Anaesthesiology of the European Society of Anaesthesiology.
 - (vii) The Fellowship in Anaesthesiology of the College of Physicians and Surgeons Pakistan since April 1998.
 - (viii) Overseas Qualifying Examination of the College of Anaesthetists of Ireland.

or

Has obtained other degrees or qualifications as may be from time to time approved by the Council of the College.

5 Application Procedures

Dates of Examinations shall be published in the Examinations Calendar and can be found on the College website (www.anaesthesia.ie) or may be obtained from the Examinations Office, College of Anaesthetists of Ireland, 22 Merrion Square North, Dublin 2, Ireland.

Application forms may be downloaded from the Examinations section of the College website or obtained from the Examinations Office. Applications must reach the Examinations Office on or after the opening date and no later than the published closing date of the relevant sitting.

Application for admission must be accompanied by the appropriate fee and include any certificates required, with the training registration number, where applicable, entered on the Application Form.

Fees payable for admission to each part shall be those fixed by College Council and published in the Examinations Calendar. The current fee may be paid in the form of Euro or Sterling personal cheque, made payable to the *College of Anaesthetists of Ireland*; and drawn on an Irish clearing bank or alternatively paid by a Euro banker's draft, or credit card (Mastercard or Visa).

A candidate who is unsuccessful in an examination may, subject to the provisions of the regulations below, enter for the next or any subsequent sitting of that Examination.

N.B . Candidates should be aware that the Examinations Office is bound by the regulations made by the Council of the College of Anaesthetists of Ireland. The Examinations Office will only accept correctly completed Application Forms which are accompanied by the appropriate fee, by 5pm on the closing date for applications. Forms received before 5pm on the closing date, which are not correctly completed and/or received without payment, will be returned and the applicants will not be booked onto the exam. Any application received after the closing date will not be accepted. There are no exceptions to these regulations.

6 Disability

All requests from candidates with a disability must include a written statement of support from the employer's Occupational Health Department (OHD) and/or College Tutor confirming that the candidate's difficulties warrant special examination arrangements. Each request will be considered individually.

Dyslexia

The following provisions will be made:

- (a) MCQ Papers: Additional time 15 minutes.
- (b) SOEs: No special arrangements are offered.
- (c) OSCEs: No special arrangements are offered.
- (d) E&SAQ: an additional 15 minutes per hour i.e. 3 hours 45mins.

Candidates must supply:

A written assessment within the last 12 months from an educational psychologist which includes a statement confirming that the candidate's difficulties warrant special examination arrangements. Such an application will be considered by the Chairman of the relevant examination. If a candidate is not able to supply the above documents before the commencement of the examination, the candidate may choose to:

- (a) withdraw without penalty as per the standard procedure, or
- (b) proceed without special arrangements.

7 Pregnancy

Any prospective candidate should notify the Examinations Department as soon as possible of the fact of their pregnancy and the expected date of confinement.

A prospective candidate must advise the College of:

- (a) Any pregnancy related problems or illnesses
- (b) If confinement is due before or around the date of the examination
- (c) If the condition causes significant discomfort for her to consider that it will have a detrimental effect upon her examination performance

In such circumstances, should such a candidate be unable to sit the examination, withdrawal will be permitted and the examination fee will be refunded (subject to deduction of the administrative fee)

A candidate should provide appropriate medical certificates. Please notify the Examinations Office in advance if you have any special requirements (e.g. high-backed chair)

8 Guidance and Counselling

Candidates who are unsuccessful in the examination may avail of guidance from the College of Anaesthetists of Ireland. For the purpose of this Regulation, guidance may consist of:

- (i) Written/ email or oral communication with the candidate in which details of his/her performance will be discussed.
- (ii) Attendance at an interview arranged by the Chair of the Examinations Committee or a nominee i.e. Chair of the Primary or Final Examination.

All requests must be made within 30 days of sitting the unsuccessful examination

- A candidates who has failed the Primary OSCE /SOE or Final Examination on more than one occasion can request an interview
- No special consideration will be given in respect of refunds following interviews.
- Non-request/attendance at an interview will not affect eligibility for future examinations.
- Requests for interview can be made to the Examinations Office on the appropriate form. A candidate applying for interviews must have discussed the requirement with his/her College Tutor.
- Interviews are carried out by one or more examiners and are subject to their availability.
- Candidates may be accompanied by their College Tutor/Consultant or a representative of their choice.
- A member of the College of Anaesthetists of Ireland administrative staff will also be present and minute details of the meeting.

Please note: This is not a recheck or appeals process.

9 Representation and Appeals

A candidate wishing to obtain a recheck of examination results is required to make a request in writing to the Examinations Office **within 30 days** of sitting the examination. This will incur a fee.

A candidate, or any person on behalf of that candidate, wishing to make representations in respect of the conduct of an examination or to appeal against any result, must address such representation or appeal to the Chairman of the Examinations Committee, in writing, on the appropriate form which is available on the College website, www.anaesthesia.ie **within 30 days** of sitting the examination. In no circumstances may such representations be addressed to an individual examiner. The College's Examinations Committee will consider representations and appeals. See Appendix 4.

10 Infringements and Exclusions

- (a) During the examination candidates are *not permitted* to have access to any materials or information which may assist them (e.g. electronic recording devices, computers, mobile telephones). Failure to comply with these examination regulations will result in disqualification from the whole of that examination sitting.
- (b) The College Council may refuse to admit to an examination a candidate who has infringed any of the regulations.
- (c) The presiding examiner may refuse to proceed with the examination of a candidate whom they find guilty of behaviour which prejudices the proper conduct and management of the examination.
- (d) The circumstances of the infringement will be considered and investigated by the Examinations Committee who will submit a report to Council. If Council determines that an examination result has been secured by cheating, deception or fraud, Council will nullify the result of qualifications resulting from the examination and withdraw any Diploma, Certificate or other award so obtained. Council may decide that the candidate be reported to the Irish Medical Council (IMC) or the GMC (UK).

11 Medals & Prizes

- Primary** The Primary Medal is awarded to a candidate who on their first attempt achieves an A grade in all sections of the Primary FCAI Examination.
- Final** The Final Medal (William and Jane Brophy Medal) is awarded to a candidate who on their first attempt achieves a total score of 18 (i.e. 4,4,4,3,3) or above in the Final FCAI Examination.

12 Fellowship by Examination

In accordance with the Standing Orders of the College of Anaesthetists of Ireland a candidate who has successfully passed the Final Fellowship Examination of the College of Anaesthetists of Ireland and who has complied with such provisions as determined by the Council shall be entitled to be admitted a Fellow of the College. On conferring the Fellowship shall be entitled to use the letters FCAI after his/her name.

APPENDIX 1

Primary Fellowship Structure and Marking Scheme

The Primary FCAI Examination is divided into two sections taken on separate days

Section 1: Multiple Choice Question (MCQ) paper.

Section 2: Objective Structured Clinical Examination (OSCE); and
Structured Oral Examination (SOE).

Candidates must complete the Primary Examination of either College (CAI or RCoA) in its entirety from that College i.e. both MCQ and OSCE/SOE examinations (while remaining stand alone) must be passed from the same College. The decision complies with the regulations of both Colleges.

The Primary FCAI MCQ

90 multiple choice questions (MCQ) in three hours comprising:

- 30 questions in pharmacology
- 30 questions in physiology and biochemistry
- 20 questions in physics and clinical measurement and
- 10 questions in clinical anaesthesia

The MCQ Marking System

One mark is awarded for each correct answer. Negative marking is not used in the Primary FCAI examination i.e. a mark will not be lost for an incorrect answer. A question booklet and an optical mark reader sheet will be provided to record your answers, in the form of T/F (true or false). Candidates who make ambiguous marks on their optically read mark sheet will not be given the benefit of the doubt.

A candidate who does not attain the required standard in the MCQ section of the Primary FCAI Examination cannot proceed to Section 2 OSCE/SOE.

Objective Structured Clinical Examination (OSCE)

The OSCE comprises up to 18 stations in approximately 2 hours (5 minutes per station) There may be 1 or 2 pilot stations. These stations do not contribute to the final mark but are used to ensure validity of the questions before they are used in examinations. There is one rest station. The OSCE currently comprises the following topics: resuscitation, technical skills, anatomy, history-taking, physical examination, communication skills, anaesthetic equipment, monitoring equipment, measuring equipment, anaesthetic hazards, clinical anaesthesia, airway management scenarios and management of critical incidents, interpretation of radiological images, ECGs and biochemistry/haematology results. One of the stations may use a medium fidelity simulator.

The OSCE Marking System

Each station is marked out of 20. The pass mark for a station is 12. Up to two additional stations may be included in an examination to test new questions. Neither the candidates nor the examiners will know which stations are test stations and the results from these stations will not contribute to the candidate's final mark.

Stations passed	Grade
14-15	A
11-13	B
9-10	C
<8	D

SOE

The SOEs are conducted over a 25 minute period with two examiners in each subject. Each SOE consists of 5 x 5 minute sections. There are two SOEs:

- 25 minutes comprising four questions in pharmacology and one question on physics,
- 25 minutes comprising four questions in physiology and one question on clinical measurement

SOE Marking System

A	Outstanding
B	Pass
C	Borderline / Marginal Fail
D	Outright fail

Each SOE is marked independently by two examiners and the results collated at the conclusion of the SOE.

Both parts of the examination OSCE and SOE are taken on the same day.

Overall Marking System for the Primary Fellowship Examination

A	Outstanding
B	Pass
C	Borderline / Marginal Fail
D	Outright Fail

Minimum grades to pass Primary FCAI

The minimum grades necessary to pass the examination are: **B, B, B, C**

Any candidate who obtains a D in any part of the examination will receive an outright fail in the examination.

Validity

A pass in the Primary FCA MCQ is valid for 3 years from the published start date of the first examination undertaken. Candidates can only progress to the OSCE/SOE section of the Primary FCA examination if they have passed the MCQ examination. After 3 years if the entire examination has not been passed (i.e., the candidate has not been successful in the OSCE/SOE sections) the MCQ must be re-taken.

A pass in the whole Primary FCA Examination is valid for **ten years** for entry to the Final FCAI Examination.

APPENDIX 2

Final Fellowship Structure and Marking Scheme

The Final Examination consists of 2 sections made up of 5 component parts:

- | | |
|------------------|---|
| Section 1 | Multiple Choice Questions (MCQ paper)
Essays and short answer question (E&SAQ) paper |
| Section 2 | Clinical Case Scenario
Structured Oral Examinations (SOEs) |

Section 1

(a) Multiple Choice Questions (MCQs)

40 MCQ's in 90 minutes, comprising of questions on:

Anaesthesia,
Pain Management,
Intensive Care Medicine,
General Medicine,
Surgery
Anatomy related to Anaesthesia Practice
Physics and Clinical Measurement

The MCQ Marking System

One mark is awarded for each correct answer. Negative marking is not used in the Final FCAI examination i.e. a mark will not be lost for an incorrect answer. A question booklet and an optical mark reader sheet will be provided to record your answers, in the form of T/F (true or false). Candidates who make ambiguous marks on their optically read mark sheet will not be given the benefit of the doubt.

(b) Essay and Short Answer Question (E&SAQ)

The E&SAQ paper is conducted over 3 hours. It consists of two sections (A & B). There are 5 questions in each section to include one long question. **All questions are compulsory.** Topics for the examination can be found in the CAI Syllabus of Examinations but may broadly include: principles and practice of Clinical Anaesthesia, Intensive Care and Pain Medicine, Physics and Clinical Measurement.

The E&SAQ Marking Scheme

Each question will be marked as follows:

Grade	
4	Excellent Pass
3	Pass
2	Borderline / Marginal Fail
1	Outright Fail
0	No answer submitted

The final grade will be assigned based on the number of questions answered satisfactorily.

Grade	
4	Excellent Pass
3	Pass
2	Borderline / Marginal Fail
1	Outright Fail

Candidates with an aggregated score of 5 or more between the MCQ and E&SAQ i.e. a minimum score of either 2,3 or 3,2 may proceed to Section 2 of the Final Examination. Candidates with a mark = 1 in either the MCQ section or in the Essay and Short Answer Questions section will not be invited to attend Section 2: Clinical Case Scenario and SOE.

Section 2

- (c) **Clinical Case Scenario** (case study /SOE). Case study to be read by the candidate (10 minutes), to be followed by 30 minutes of examination during which the candidate is asked to discuss the case including relevant investigations and peri-operative / critical care management.

The Clinical Case Scenario Marking Scheme

The Clinical Case Scenario is marked independently by two examiners and a final mark agreed at the conclusion of the discussion.

Grade	
4	Excellent Pass
3	Pass
2	Borderline / Marginal Fail
1	Outright Fail

- (d) **SOE 1** - Clinical Anaesthesia and Pain Management - 25 minutes. A structured oral examination on Clinical Anaesthesia and Pain Management. Clinical artifacts may be used to direct a discussion.

- (e) **SOE 2** - Intensive Care and Clinical Measurement and Basic Science - 25 minutes. A structured oral examination on Intensive Care topics (Clinical artifacts may be used to direct a discussion), Clinical Measurement and application of Basic Sciences to Anaesthesia.

The SOEs are marked independently by two examiners and a final mark agreed at the conclusion of each SOE.

Grade	
4	Excellent Pass
3	Pass
2	Borderline / Marginal Fail
1	Outright Fail

Overall Marking System for the Final Fellowship Examination

Grade	
4	Excellent Pass
3	Pass
2	Borderline / Marginal Fail
1	Outright Fail

Minimum Grades to pass the Final FCAI

The following marks are required to pass the Final FCAI Examination

3, 3, 3, 3, 2

CAI Overseas Qualifying Exam (OQE)

Introduction

The College of Anaesthetists of Ireland wishes to offer an opportunity to candidates abroad to complete the FCAI and to avail of training opportunities in Anaesthesia in Ireland. To that end the College will conduct examinations abroad in locations that will be decided from time to time by College Council.

1. The examination conducted abroad shall be named the CAI Overseas Qualifying Exam (QQE).
2. A candidate for this exam shall be a doctor in anaesthetic practice outside the EU who is in an approved training post. (Overseas training posts inspected and approved by the CAI).
4. The examination shall be conducted in whole or in part in centres abroad. College Council and Examinations Committee shall approve its timing, format and location.
5. The examination shall consist of written MCQs in physiology, pharmacology, clinical anaesthesia, physics and clinical measurement.
6. There shall be SOE and OSCE components to the examination.

Candidates, who are successful at the CAI Overseas Qualifying exam and who have completed the necessary registration educational and training requirements for the final FCAI examination, as specified from time to time in the registration and examination regulations, may be exempted from the Primary FCAI Examination and permitted to sit the Final FCAI Examination.

Conduct of the OQE

Applications for the OQE will be on the approved Application Form which can be obtained from the Examinations Office, College of Anaesthetists, 22 Merrion Square North, Dublin 2, Ireland. All specified supporting documentation should accompany an application. Regulations regarding the conduct of the examinations and penalties incurred are the same as for the Primary and Final Fellowship examinations.

Structure of the Overseas Qualifying Examination

There are 3 sections:

(a) Section 1

Multiple choice questions (MCQ) - 90 questions, 3 hours
This consists of approximately:

- 30 questions in pharmacology
- 30 questions in physiology and biochemistry
- 20 questions in physics, clinical measurement
- 10 questions in clinical anaesthesia

(b) Section 2

Objective Structured Clinical Examination (OSCE) - This consists of 14 stations (with 2 rest stations) in approximately 2 hours. This may consist of stations in resuscitation, practical skills, anatomy including surface anatomy, history taking, physical examination, communication skills, interpretation of ECG, X-ray, biochemistry/haematology results, photographs, scans, charts, anaesthetic equipment, monitoring equipment, measuring equipment, clinical anaesthesia and statistics.

(c) Section 3

SOE 1 Examination in Physiology

SOE 2 Examination in Pharmacology

The SOEs will be structured. They will be conducted over a 25 minutes Each SOE consists of 5 x 5 minute sections.

The SOE 1 & 2 Examinations are each marked independently by two examiners and a final mark agreed following discussion.

Overseas Qualifying Exam Structure and Marking Scheme

Grade

A	-	Outstanding, potential medal winner
B	-	Pass
C	-	Fail (Borderline /Marginal)
D	-	Outright Fail

Minimum grades to pass the OQE

The minimum grades necessary to pass the examination are:

B, B, B, C

Any candidate who obtains a D in any part of the examination will fail outright.

Counselling and Appeals

1. Introduction

1.1 The College of Anaesthetists of Ireland has a formal procedure in place to deal with an examination candidate's request for counseling or appeal against examination result(s).

1.2 A committee (The Examinations Appeals Committee) comprising the Chairman of the Examinations Committee, the Chairman of the Part I or Final FCAI Examination and the Examinations Officer will consider every request made for counseling or for appeal submitted on the appropriate form available from www.anaesthesia.ie

1.3 The process cannot be invoked if the examination candidate has initiated legal proceedings.

1.4 A fee will apply to requests for appeal. No fee applies to requests for counseling.

2. Requests for Counselling

Please note this is not a recheck or appeals process.

2.1 A candidate who has been unsuccessful on more than one occasion in a particular examination may apply for counselling. Requests for counselling must be submitted on the appropriate form by the candidate within 30 days of sitting the examination. Forms are available to download from the Examinations section of the College website or from the Examinations Office, College of Anaesthetists of Ireland, 22 Merrion Square North, Dublin 2.

2.2 The Examinations Officer or Deputy will inform the Chairman of the Examinations Committee and the Chair of the relevant examination of the request within ten working days.

2.3 A meeting will be arranged between the candidate and an experienced examiner (the Chair of the relevant Examination or another examiner who is a council member) with the Examination Officer or Deputy in attendance, to discuss the candidate's results.

2.4 The candidate will travel to the College at a mutually agreed time and date.

2.5 A record of the meeting will be made and maintained by the College and communicated to the candidate.

2.6 The College Examination Officer may communicate advice/recommendations that have been discussed to the candidate's College tutor with the candidate's agreement.

3. Regulations for the conduct of appeals

3.1 Candidates may not appeal against the academic judgement of the examiners. However, appeals will be considered where a candidate has reason to believe that:

- 3.1.1 There may have been an error in the collation of marks e.g., the examiner(s) rejected a correct answer.
- 3.1.2 There may have been an irregularity in the conduct of the examination organisation e.g. incorrect documentation,
- 3.1.3 The College may have failed to take into account extenuating circumstances of which it had been informed prior to the examination.
- 3.1.4 The College may have failed to make allowance for unusual examination conditions.
- 3.1.5 Malpractice in the marking of the examination may have occurred.

3.2 The appeal process will proceed in three stages:

- 3.2.1 Submission of request for appeal.
- 3.2.2 Decision on admissibility of the appeal.
- 3.2.3 Formal hearing of the appeal, if admissible.

3.3 Submission of request for appeal

- 3.3.1 Formal requests for appeal must be submitted on the appropriate form by the candidate to whom the request relates within thirty days of the unsuccessful examination. Forms are available from the examinations section of the College website. Any supporting documentation which the candidate wishes to rely on in the appeal should be enclosed.
- 3.3.2 On receipt of a request for appeal, the Examinations Officer will acknowledge receipt of the form. The Chairman of the Examinations Committee and the Chairman of the examination will be informed of the request within ten working days. The chairman of the Examinations Committee will call a meeting of the Examination Appeals Committee (1.2 above).
- 3.3.3 The Examination Appeals Committee will consult and consider the admissibility of the appeal. If the appeal is considered inadmissible, the candidate will be informed, setting out the reasons for rejecting the appeal.
- 3.3.4 If a candidate identifies valid reasons that his/her rejected appeal (under clause 3.3.3.) may be legitimate, he/she should send full details to the Honorary Secretary of the College Council within 30 days of the date of issue of the rejection letter. College Council will review the case and may either direct the Examinations Committee to allow the appeal to proceed or confirm that the appeal is inadmissible. College Council's decision in this regard is final.

3.4 Formal hearing of appeal

3.4.1 If the appeal is considered admissible, the Examinations Officer will inform the appellant that the appeal is to progress and request payment of a fee to convene an Appeals Panel. College Council will also be informed that the appeal is admissible.

3.4.2 The appeal will not be referred to the Appeals Panel until the appropriate fee has been received.

3.4.3 The appellant must submit any additional further evidence that the appellant deems relevant and the fee to the CAI within **30 days** of the date of issue of the confirmation letter. No evidence will be accepted after this 30-day period.

3.4.4 On receipt of the appropriate fee, the Chairman of the Examinations Committee will activate the appeals panel that will be made up as follows:

- A chairperson (Chairman of the Examinations Committee or his/her nominee)
- Three examiners who were not involved in examining the appellant in the examination under appeal
- A nominated non medical person e.g CEO or lay member of the Examinations Committee.

- An Appeals Panel Secretary, to minute the meeting (does not participate in the decision-making)

3.4.5 The Appeals Panel Secretary will inform the appellant of the names of the panel members and date, time and location of the hearing, giving at least four weeks notice to the appellant.

3.4.6 The Appeals Panel will consider all admissible documentation and written statements from all those involved, and may call witnesses if appropriate.

3.4.7 The appellant may be accompanied by a representative of his/her choice and may elect to present their case in person or through this representative. The appellant is not obliged to attend the hearing in person.

A representative can be medically qualified e.g College Tutor/ Consultant but should not be a legal representative.

If the appellant chooses a representative to present the case, the appellant can then only contribute as a witness.

No recording equipment is allowed in the hearing; the secretary will minute the proceedings (long or short-hand) as the only record. The minutes will reflect the facts of the event, i.e. not the intricate details.

3.5 Outcome of the appeal

3.5.1 The Appeals Panel will deliberate in private and may make findings as follows:

- The appeal is dismissed
- The appeal is upheld

A decision will be carried by a majority vote.

3.5.2 In the event of the appeal being dismissed, if the appellant has evidence that the appeal was conducted unfairly, he/she may make representations to the Honorary Secretary of the College Council, to review the case. The College Council may rule that

- the hearing was fair
or
- order a second panel, with a different membership, to hear the case afresh

The Council's decision in this regard will be final.

3.5.3 If the appeal is upheld the grounds on which the appeal is successful will be defined and the Appeals Panel will make recommendations based on these grounds. The Council of the College will consider these recommendations. College Council will instigate appropriate action in response to the recommendations.

3.5.4 If the Appeal is upheld the previous examination result will be declared void and the candidate awarded a pass.

3.5.5 The Appeals Panel Secretary will inform the appellant of the outcome of the hearing.

3.5.6 In all cases of a successful appeal altering the result of an examination the appeal fee shall be refunded.