

MRCPUK

Membership of the Royal Colleges of Physicians of the United Kingdom

MRCP(UK) PACES

How to organise the exam in International Examination Centres

A guide for Host Examiners, Administrators and Registrars

Updated – January 2019



Introduction

Thank you for your support and hosting of PACES.

Each section is designed to support Fellows, organising Registrars and Administrators who have volunteered to host the PACES examination, it should be used in conjunction with the more detailed Examiner Guide Omnibus (Additional Information) and the Exam Folder which contain all the key paperwork required for your specific centre

This document is a **guide**. It is hoped that this booklet will evolve over time. Please feel free to adapt it to your local requirements. Please let us know if you find any errors or can suggest additional information, suggestions or tips that might be useful for future organisers. Do this either by returning a copy with your handwritten amendments with the mark sheets to MRCP(UK) Central Office or email any amendments (scanned document would be ideal) to Lindy Tedford (l.tedford@rcpe.ac.uk). All contributions will be acknowledged.

This short booklet has been divided into sections:-

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- Section 13 - Packing and returning of completed mark sheets and other important information

MRCP(UK) Central Office contact details

MRCP(UK) International Centres (Examiners)	MRCP(UK) International Centres (Candidates)
<p>Sam Jonas and Charlotte Beaumont MRCP(UK) Central Office 11 St Andrews Place - Regent’s Park London NW1 4LE Email: international.examiners@mrcpuk.org Tel: +44 (0)20 3075 1579/1398</p>	<p>Christopher Mace MRCP(UK) Central Office 11 St Andrews Place - Regent’s Park London NW1 4LE Email: overseas.paces@mrcpuk.org Tel: +44 (0)20 3075 1637</p>
MRCP(UK) International Centres (Scenarios)	
<p>Kate Fitzpatrick - Scenarios Co-ordinator (Stations 2 and 4) MRCP(UK) Central Office 11 St Andrews Place - Regent’s Park London NW1 4LE Email: overseas.scenarios@mrcpuk.org Tel: +44 (0)20 3075 1594</p>	<p>Scenarios Administrator (Station 5) MRCP(UK) Central Office 11 St Andrews Place - Regent’s Park London NW1 4LE Email: overseas.scenarios@mrcpuk.org Tel: +44 (0)20 3075 1773</p>

SECTION 1 – Communication with MRCP(UK) Central Office

You will be working with three teams in Central Office, Scenarios, International Examiners and Candidate Services. Communication with each team is important, both before and after the exam. Outlined below is the timetable of what to do, when to do it and who to contact. Please see the relevant contact details on page 2.

Action	Responsibility	Central Office Contact	Deadline
Details of selected Local Examiners	Local Administrator	International Examiners	12 weeks
Details of any local examiners to be trained ahead of forthcoming Diet	Local Administrator	International Examiners	12 weeks
Provision of details of surrogate patients	Local Administrator	Scenarios	10 weeks
Recruit nurses and helpers for the forthcoming Diet	Local Administrator	International Examiners	8 weeks
Send estimate of expenditure ahead of forthcoming Diet	Local Examination Coordinating Committee	International Examiners	8 weeks
Inform MRCP(UK) Central Office of Local Examiner Travel and Accommodation requirements	Federation Lead Examiner/ Local Administrator	International Examiners	8 weeks
Submission of Station 5 scenarios for vetting by the Chair of Examiners	Federation Lead Examiner/ Local Administrator	Scenarios	8 weeks
Booking/allocating the examination venue/ward	Local Examination Coordinating Committee	Candidate Services	8 weeks
Details of pairing of UK and Local Examiners for each cycle.	Federation Lead Examiner/ Local Administrator	International Examiners	8 weeks
Make local travel arrangements for Local and UK examiners from accommodation to examination venue	Local Administrator	International Examiners	4 weeks
Invite Local Examiners to briefing meeting/dinner	Local Administrator	International Examiners	3 weeks
Confirm receipt of and check examination materials	Local Administrator	International Examiners	3 weeks
Set up examination venue ready for delivery	Local Administrator	International Examiners	At least 1 day before exam
Ship the marksheets and other examination materials to the MRCP(UK) Central Office	Local Administrator	Candidate Services	Within two days of end of exam
Detailed Financial Statement and estimation of expenditure for forthcoming Diet.	Local Examination Coordinating Committee	International Examiners	Within two months of end of exam

SECTION 2 – Pathfinder Exams Advance Equipment

1. Basic equipment - A “starter” box will be provided by MRCP(UK) Central Office and sent to each **NEW** centre in advance and will contain the following:

1. 2 sets of laminated notices for the individual stations
2. 2 sets of laminated Station numbers 1 - 5
3. 6 laminated ‘Examination in Progress’ signs
4. 6 laminated MRCP direction notices with arrows
5. 6 laminated copies of timings within each Station
6. 6 laminated copies of verbal roughness statement
7. 2 battery operated clock showing 3 timing options plus batteries – LR44
8. 1 pack spare LR44 batteries
9. 8 small digital clocks – one for each station, one for cycle interval timing plus batteries, plus spares – Triple AAA
10. 6 boxes x 2B pencils
11. 30 (approx) pencil erasers
12. 30 (approx) pencil sharpeners
13. 50 plastic badge holders plus clips (for examiner badges)
14. 15 (approx) substantial polypockets (for safe keeping of completed mark sheets during the exam cycle)
15. 20 plastic “punch” pockets (for candidate scenario information sheet – Stations 2, 4 and 5)
16. Hard copy of Host Guide Administrator Guide – this document
17. Hard copy of the Examiner Omnibus
18. Example copy of Trainee Examiner pack
19. Courier Information
20. 1 bell

The equipment listed above should be retained by the centre for future exams

To be provided locally

- 40 (at least) document clipboards
- Blu Tack – or similar (may be sent in Starter box if not available locally)
- Scissors
- Black Marker pens
- At least one ream of white photocopying paper
- One ream of coloured (any colour) photocopying paper
- Spare batteries (for single clocks) - Triple AAA
- Photocopier with full/new ink toner cartridge
- Computer, attached to printer with full/new loaded ink cartridge, NOT located in the immediate examination area but fairly near-by, ideally in a secure office suitable for collating results.
- Passwords to access local internet
- Computer with screen to display results in examiners briefing room
- Disposable dishes to hold spare pencils, sharpeners and erasers. One for each station, one for the timing station and one for the results station.
- A waiting area for candidates
- An area for examiner refreshments plus pre and post cycle briefings

Generic notices/forms can be downloaded from the MRCP(UK) data stick which will be included in the exam box:

[Additional documents that centres may find useful can also be found on the MRCP\(UK\) website](#)

SECTION 3 – Additional Instructions for Pathfinder exams

Sections 4 – 10 apply to ALL exams however this section (section 3) applies to only Pathfinder exams.

Pathfinder centres will need to create their own candidate list (signing in sheet). **PLEASE READ SOP TO CREATE CANDIDATE SIGNING IN SHEETS – information can be found in section 3 of MRCP data stick.**

Pathfinder examiner pairing sheets need to be slightly different from the normal versions as it is important that all trainee examiners experience all the stations. Please read the SOP TO CREATE EXAMINER PAIRING SHEETS using the PATHFINDER Examiner pairing sheet example and template that can be found in section 4 of MRCP data stick.

SECTION 4 – Number of personnel required

Below is a table showing the optimum number of people that are required to run a PACES exam day.

Job Role	No of people required for single cycles
Lead Administrator/ECPS Administrator	1
Patient Coordinator	1
Candidate Coordinator	1
Timing Coordinator	1
Station Invigilators	2-4 (depending on size of clinical area)

Please note this is a guide and will change depending on the size of your centre and the number of candidates that are sitting. We do however suggest not bringing too many staff into the examination area.

SECTION 5 - Exam boxes and information provided by MRCP(UK) Central Office

The Main Exam Boxes will be sent to each centre 4 weeks before the start of each exam and will contain:-

1. **The Main Exam Folder** will be provided by MRCP(UK) Central Office and will be included in the **Exam box** as listed below. This file will contain the following:
 - a. Copy of Host and Administrator Guide Notes – this document
 - b. Scenario assessment forms (Stations 2, 4 and 5)*
 - c. D1 - Candidate discussion sheet*
 - d. Explanation for Verbal Roughness
 - e. Courier information
 - f. Returns checklist
 - g. Returns shipping labels
 - h. Station calibration sheets (Stations 1 – 5)
 - i. Courier information
 - NB.** Please print additional sheets for any of above (copies on data stick) if required
 - j. Data stick which contains sections and more detailed information on:-**
 1. Directory and explanation of the files/forms for PACES
 2. Assessment, Agreement and Report Forms
 3. e-CPS
 4. Creating Examiner Information
 5. Chair, Examiner and Trainee guidelines (including Examiner Omnibus)
 6. PACES Mark Sheets
 7. Patient Information
 8. Returns, Courier and Insurance information
 9. Creating Scenario Information
 10. Station/direction signs and creating patient stems for Stations 1&3
 11. Timing
 12. Useful Additions – items which are not compulsory but worth considering
2. **The Exam boxes** will be provided by MRCP(UK) Central Office and will contain the following:-
 - a. The Main Exam Folder (see above)
 - b. Complete packs of Candidate Mark Sheets x 5 and sorted by starting station
 - c. Spare Mark Sheets sorted by station
 - d. One box of neurotips per hospital
 - e. Relevant number of Trainee Examiner packs (if applicable)
 - f. Patient Information Sheet (Stations 1 & 3)
 - g. Patient Information Sheet (Stations 2 & 4)
 - h. Patient Information Sheet (Station 5)
 - i. **Any previously requested stationery** will only be included if centre has asked in advance for specific items
3. **Electronic Files (will sent by e-mail) containing:-**
 - a. Candidate “signing in” sheets from Candidate Services
 - b. Examiner contact details plus examiner numbers from International Examiner Services
 - c. Access codes for confidential scenarios from the Scenarios Co-ordinator

Local Centre Preparation (to be done in advance)

Section 6 - Checklists: Host Examiner, Administrators and organising Registrar

This checklist is to ensure everything is in place and the exam runs smoothly on the day.

Task	
1. Inform the hospital switchboard where and when examination is occurring.	
2. Inform resuscitation team where examination is occurring.	
3. Organise/confirm the necessary catering.	
4. Check all relevant documents have been received from MRCP(UK) Central Office.	
5. Arrange transport for patients to and from the hospital.	
6. Consider arranging taxis to take the examiners from the hotel to the exam centre as necessary.	
7. Display signs to direct patients/candidates/examiners from main reception to the examination location.	
8. Ensure sufficient pencils, erasers, sharpeners and clipboards are available.	
9. Ensure a hand held clock (one for each Station) and an extra timer for the 5 minute interval is available plus new batteries.	
10. Ensure a master timer is available (plus new batteries if required)	
11. Provide a bell or buzzer.	
12. Provide appropriate introductory statements for each encounter in Stations 1 & 3 (clearly worded and printed in a large font). The examiners may wish to change this introductory statement on the day of the examination. Please read "Creating patient introductor guide notes"	
13. Provide, brief and train the patients/surrogates for Stations 2, 4 and 5.	
14. Ensure that two copies of the relevant "Candidate information" scenario sheets for Stations 2, 4 and 5 are available. These must be laminated or encased in a plastic poly pocket. Candidates should not write on these. Please read "Creating Scenario Folder guide notes"	
15. Ensure that any candidates with special requirements or disabilities are accommodated and that the Chair of Examiners is informed of these arrangements. This information will have been provided by relevant College.	
16. Supply each examiner with a file which contains a copy of the examiner pairing sheet and a copy of the candidate list please read "Creating Examiner Folder guide notes".	
17. Ensure a working computer and printer is available (to use during the cycle) and nearby.	

SECTION 7 – Examiner Folders

MRCP(UK) - SOP for creating PACES Examiner folders

(also read “SOP for creating MRCP PACES Examiner folder” in section 4 on the data stick which includes examples)

Each examiner (including trainee examiners) will need an examiner folder

Keep it simple!

All examiners need:-

1. A Clipboard
2. A pencil
3. Copy of the examiner pairing sheet *(created with info sent from CO – see Examiner Pairing Sheet guide)*
4. Copy of the candidate signing in sheet *(hard copy printed from e-mail sent from Central Office)*
5. An examiner badge in a holder *(created from info from examiner pairing sheet)*
6. Access to an eraser and a pencil sharpener

In addition:-

Examiners in Stations 1 and 3 need a copy of the patient list including clinical signs

Examiners in Stations 2, 4 and 5 need access to the full copy of the relevant scenario

Each pair of examiners should be given one digital clock

Please see the following pages for an example of a generic examiner folder.

Station calibration sheets:-

Calibration sheets (all stations) plus scenario assessment forms for stations 2, 4 and 5 can be placed, in a pile, in the relevant station. Examiners should be informed, at the briefing meeting before the exam starts, that this documentation can be found in the individual stations.

SECTION 8 – Scenario Folders (Stations 2, 4 & 5)

MRCP(UK) - SOP for creating scenario folders

(also read "SOP for creating MRCP scenario folder" in section 9 on the data stick which includes examples)

All Examiners (including trainee examiners) in Stations 2, 4 and 5 will need a scenario folder

Security is key!

Do **NOT** put scenarios into individual examiner folders.

1. Create 2 copies each of the **complete** scenario and put a cover sheet (see following pages) on the front in order to be able to easily identify the day, cycle and station the scenarios relates to - one copy for each examiner in the station. **PLEASE NOTE:** For Station 5 each folder will contain **two** scenarios – each scenario should be printed on different colour paper.
2. In addition 2 copies of the candidate information sheet (1st page) to be available either laminated on in individual plastic sleeves – one copy to be placed in the station with the second copy outside to be available for the candidate to read in the 5 minute period before the cycle starts.

Advantages:-

- If the examiners are moved at the last minute the scenario is in the station and not in the wrong individual examiner folders
- Only 2 (3 if a trainee examiner is included) copies of each scenario is available – all copies can easily be accounted for after the cycle/exam has been completed
- Only 2 copies of the candidate information sheet is available - both copies can easily be accounted for after the cycle/exam has been completed

SECTION 9 – Guide to Creating Patient Introducers (Stations 1 & 3)

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MRCP(UK) - SOP for creating “stems” for patients in Station 1 and 3

(also read Station 1 & 3 Introductors in section 10 on the data stick for other generic examples)

Keep it simple!

A brief statement is required to be printed and clearly displayed to guide candidates in the right direction.

These can be created in advance by the medical team and might be along the following lines:-

Station 1 – Respiratory

**This patient has complained of breathlessness
Please examine the respiratory system**

Station 1 – Abdominal

**This patient has complained of abdominal pain
Please examine the abdomen**

Station 3 – Nervous System Case

**This patient has had difficulty walking
Please examine the neurology of the lower limbs**

Station 3 – Cardiovascular Case

**This patient was thought to have an abnormality at a routine
insurance medical.
Please examine the cardiovascular system.**

Be warned - Examiners may wish to change pre-prepared “stems” once the calibration process has been completed.

Section 10 – Setting up the Stations (INSIDE and OUT)

Station 1

Station 1: Respiratory System and Abdominal System (Inside Station)	
<p>Patients or surrogates:</p> <ul style="list-style-type: none">• Two patients for respiratory system examination• Two patients for abdominal system examination <p>Space:</p> <ul style="list-style-type: none">• Block of four beds (ideally a four-bedded side ward) each curtained or screened from the others	<p>Medical Equipment:</p> <ul style="list-style-type: none">• Introductor for each patient (printed card)• Patient summaries for examiners (may alternatively be provided in examiner pack)• Mediwipes, alcohol gel or hand-washing facilities• Peak flow meter (Respiratory)• Stethoscope (Respiratory)• Tape Measure (Abdominal)• Torch (Abdominal & Respiratory) <p>Administrative Equipment:</p> <ul style="list-style-type: none">• Station 1 Calibration sheets for Respiratory and Abdominal Systems (can be photocopied “back to back”)• Hand-held digital and/or wall clock (visible to candidate and examiner) <p>Dish to hold:</p> <ul style="list-style-type: none">• Pencils• Erasers• Sharpeners <ul style="list-style-type: none">• Container for complete marksheets placed near door
Station 1: Respiratory System and Abdominal System (Outside Station)	
<ul style="list-style-type: none">• One chair placed underneath or near relevant station sign• Cups and water nearby	

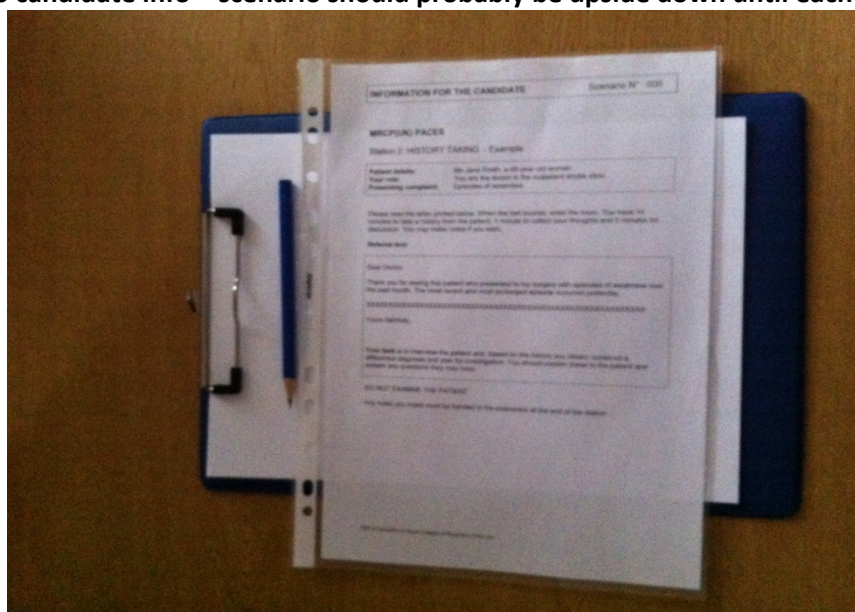
Example of station signage – can be similar for all stations



Station 2

Station 2: History Taking Skills (Inside Station)	
<p>Patients or surrogates:</p> <ul style="list-style-type: none"> One simulated patient <p>Space: Interview room</p> <ul style="list-style-type: none"> Room with two chairs, and a small desk or table. Two further chairs set at right angles (out of candidates' line of vision) 	<p>Scenario information:</p> <ul style="list-style-type: none"> Second copy of candidate information sheet from scenario (laminated or encase in plastic – candidates should not write on this) Copy of surrogate and candidate information for patient Copy of complete scenario for each examiner (not necessary if complete scenario is in relevant examiner folder) <p>Administrative equipment:</p> <ul style="list-style-type: none"> Pencils and blank paper for the candidates and examiners Station 2 Calibration sheets Station 2 Scenario Assessment Form (one per examiner pair, completed after relevant cycle – maximum 2 cycles per scenario) Hand-held digital and/or wall clock (visible to candidate and examiner) <p>Dish to hold:</p> <ul style="list-style-type: none"> Pencils Erasers Sharpeners <ul style="list-style-type: none"> Container for complete marksheets placed near door
<p>Station 2: History Taking Skills (Outside Station)</p> <ul style="list-style-type: none"> Chair and desk (or equivalent) placed underneath or near relevant station sign One copy of candidate information sheet from scenario (laminated or encase in plastic – candidates should not write on this). Another copy of the same sheet (also laminated/encased in plastic) to be inside the station. NB. Scenario information is confidential and should not be available until just before the exam starts. Plain paper (clipboard if necessary) Pencils Cups and water nearby 	

Example of scenario candidate info – scenario should probably be upside down until each candidate seated

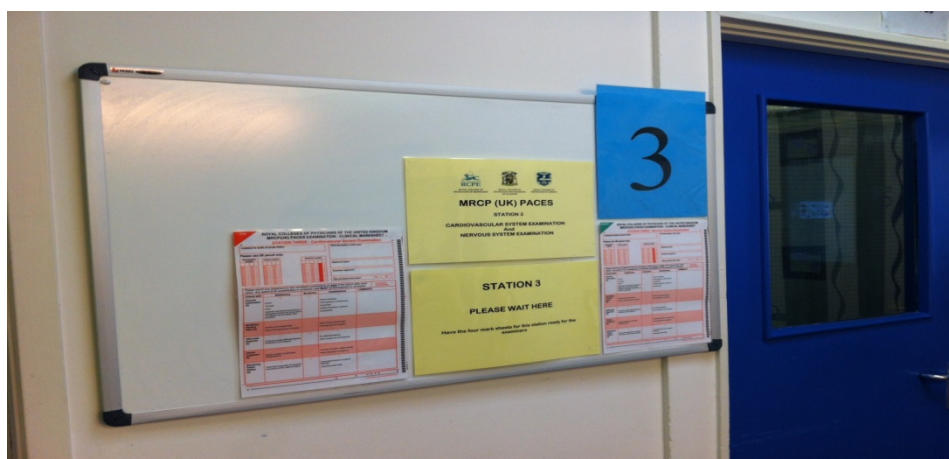


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Station 3

Station 3: Cardiovascular System and Neurological System (Inside Station)	
<p>Patients or surrogates:</p> <ul style="list-style-type: none"> • Two patients for cardiovascular system examination • Two patients for neurological system examination <p>Space:</p> <ul style="list-style-type: none"> • Block of four beds (ideally a four-bedded side ward) each curtained or screened from the others 	<p>Medical Equipment:</p> <ul style="list-style-type: none"> • Introductor for each patient (printed card) • Patient summaries for examiners (may alternatively be provided in examiner pack) • Hand-held digital and/or wall clock (visible to candidate and examiner) • Mediwipes, alcohol gel or hand-washing facilities • Stethoscope (Cardiology) • Tape measure (Neurology) • Snellen chart (Neurology) • Tuning forks (512 Hz and 128 Hz) (Neurology) • Cotton wool (Neurology) • Appropriate non penetrating disposable sharps (e.g. Neurotips) and sharps bin (Neurology) • Tendon hammer (Neurology) • Tongue depressor (Neurology) <p>Administrative equipment:</p> <ul style="list-style-type: none"> • Station 3 Calibration sheets for Cardiovascular and Nervous Systems (can be photocopied “back to back”) • Hand-held digital and/or wall clock (visible to candidate and examiner) <p>Dish to hold:</p> <ul style="list-style-type: none"> • Pencils • Erasers • Sharpeners <ul style="list-style-type: none"> • Container for complete marksheets placed near door
<p>Station 3: Cardiovascular System and Neurological System (Outside Station)</p> <ul style="list-style-type: none"> • One chair placed underneath or near relevant station sign • Cups and water nearby 	

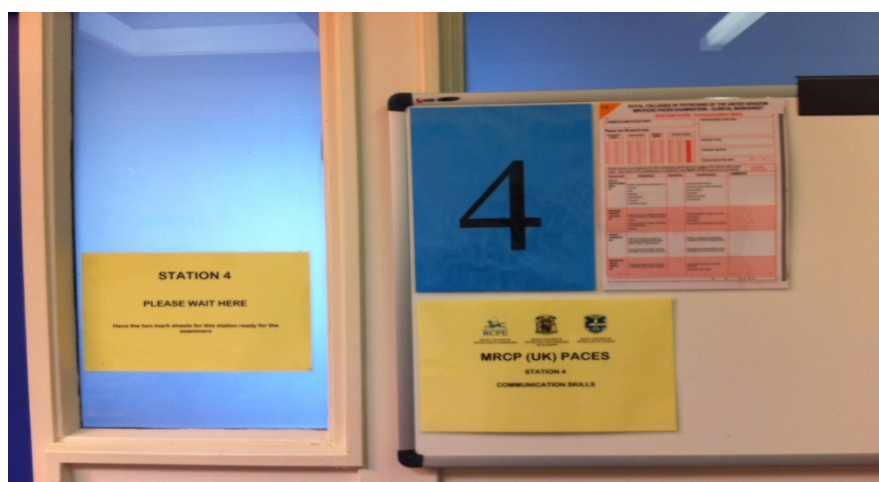
Example of station signage including laminated marksheets for candidate reference – can be similar for all stations



Station 4

Station 4: Communication Skills and Ethics (Inside Station)	
<p>Patients or surrogates:</p> <ul style="list-style-type: none"> One simulated patient <p>Space: Interview room</p> <ul style="list-style-type: none"> Room with two chairs, and a small desk or table. Two further chairs set at right angles (out of candidates' line of vision) 	<p>Scenario information:</p> <ul style="list-style-type: none"> Second copy of candidate information sheet from scenario (laminated or encase in plastic – candidates should not write on this). First copy outside station. Copy of surrogate and candidate information for patient Copy of complete scenario for each examiner (not necessary if complete scenario is in relevant examiner folder) <p>Administrative equipment:</p> <ul style="list-style-type: none"> Pencils and blank paper for the candidates and examiners Station 4 Calibration sheets Station 4 Scenario Assessment Form (one per examiner pair, completed after relevant cycle – maximum 2 cycles per scenario) Hand-held digital and/or wall clock (visible to candidate and examiner) <p>Dish to hold:</p> <ul style="list-style-type: none"> Pencils Erasers Sharpener <ul style="list-style-type: none"> Container for complete marksheets placed near door
<p>Station 4: Communication Skills and Ethics (Outside Station)</p> <ul style="list-style-type: none"> Chair and desk (or equivalent) placed underneath or near relevant station sign One copy of candidate information sheet from scenario (laminated or encase in plastic – candidates should not write on this). Another copy of the same sheet (also laminated/encased in plastic) to be inside the station. NB. Scenario information is confidential and should not be available until just before the exam starts. Plain paper (clipboard if necessary) Pencils Cups and water nearby 	

Example of station signage – can be similar for all stations



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Station 5

Station 5: Integrated Clinical Assessment - Brief Clinical Consultation 1 and 2 (Inside Station)	
<p>Patients or surrogates:</p> <ul style="list-style-type: none"> • Two patients or surrogates; one reserve • Room(s) with space for two beds, two chairs or one bed and one chair • May need to be darkened if scenario involves examination of the fundus 	<p>Medical Equipment:</p> <ul style="list-style-type: none"> • One copy of each of candidate information from the two relevant scenarios (laminare or encase in plastic - candidates should not write on this) • Information for each surrogate/patient • Two scenarios for each examiner (not necessary if complete scenario is in relevant examiner folder) • Ophthalmoscope if necessary • Mock drug charts or observation charts if necessary • Calibration sheets for Station 5 <p>Administrative equipment:</p> <ul style="list-style-type: none"> • Pencils and blank paper for the candidates and examiners • Station 5 Calibration sheets for BCC1 and BCC2 (can be photocopied “back to back”) • Station 5 Scenario Assessment Form (one per examiner pair, completed after relevant cycle – maximum 2 cycles per scenario) • Hand-held digital and/or wall clock (visible to candidate and examiner) <p>Dish to hold:</p> <ul style="list-style-type: none"> • Pencils • Erasers • Sharpeners • Container for completed marksheets
<p>Station 5: Integrated Clinical Assessment - Brief Clinical Consultation 1 and 2 (Outside Station)</p> <ul style="list-style-type: none"> • Chair and desk (or equivalent) placed underneath or near relevant station sign • One copy of each of candidate information sheets from the two relevant scenarios (laminare or encase in plastic – candidates should not write on this). Two further copies (also laminated/encased in plastic) should be inside the station. • NB. Scenario information is confidential and should not be available until just before the exam starts. • Plain paper (clipboard if necessary) • Pencils • Cups and water nearby 	

Example of scenario candidate info for Station 5 – scenarios should probably be upside down until each candidate seated. It is helpful to photocopy each scenario on different coloured paper. Please ask Examiners to decide which patient the candidates will see first and mark the scenario 1 & 2 accordingly.



INSTRUCTIONS for the exam day(s)

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MANDATORY RULES

PLEASE READ THIS PAGE CAREFULLY

1. **No ID – No entry.** Candidates **MUST** sign the relevant “signing in” sheet in the presence of an administrator who will check ID. Any candidate without a correct form of ID will not be allowed to sit the exam.
2. **ALL** candidate, examiner and patient mobile phones **MUST BE SWITCHED OFF!**
3. **Timing: each section** of the exam runs for 20 minutes with clear signals being given at 10 and 14 minutes. The starting time of each 20 minute section is flexible but once started the timings are mandatory.
4. **Candidate scenario information** (laminated or protected) for Stations 2, 4 and 5 **MUST** be available for the relevant candidates to read in the 5 minute breaks between sections.
5. **Completed candidate marksheets MUST** be collected during the cycle and the marks added to the relevant e-CPS file. The marksheets **MUST** be collated by candidate in station number order (1–5) and ideally stored in individual folders while the exam is in progress.

PLEASE NOTE:

- the marksheets are the final source for the results
 - each candidate has 16 marksheets and they **MUST ALL** be accounted for before the exam boxes are returned to MRCP(UK) Central Office.
 - marksheets **MUST** not be damaged (**please** no rips, paperclips or rubber bands).
6. **The e-CPS files MUST be completed** and the final versions returned electronically to MRCP(UK) Central Office. These files are **BACK UP** and will only be used in the event of the hard copy sheets being mislaid. Electronic files **MUST NOT** be deleted until confirmation has been received from MRCP(UK) Central Office that the files have been received and are legible.

ON THE DAY EXAM PROCEDURES

Section 12 – Candidates signing “in”, timing, running the cycles, e-CPS files

1. Each candidate **MUST** have their ID checked by an administrator and complete the signing in sheet. These two tasks **MUST** be done at the same time.

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MRCPUK PACES Signing in Sheet
Saturday December 13 2014 - East Links General Hospital - Centre Number - 0737

Station No	Exam No	Name	Start Time	Signature
1	4352	Dr Kalvin COVE	09:10	
2	4354	Dr Jennifer Elizabeth TYNES	09:10	
3	4353	Dr Azmina KESAS	09:10	
4	4351	Dr Kerim PARAMITAS	09:10	
5	4350	Dr Loon Kah NG	09:10	
1	4359	Dr Mohamed MADDER	11:45	
2	4357	Dr Jennifer PEARL	11:45	
3	4356	Dr Conray KEVIN	11:45	
4	4441	Dr Basheer Tariq ELGLADI	11:45	
5	4924	Dr Ishra Mir QUZZAMANIA	11:45	
1	4363	Dr Martina PAKEN GLIDZICI	14:55	
2	4364	Dr Angela SHAWES	14:55	
3	4360	Dr Hamida YOUSIF	14:55	
4	4362	Dr Lamisa Khidar TAHAAH	14:55	
5	4361	Dr Arnez2 MCCUM	14:55	

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Royal College of Physicians

- Marksheets should be removed from the plastic pockets and placed on a clipboard
- Plastic pockets should be removed and taken to the “scoring room”
- Each candidate must complete the 16 marksheets, in **pencil**, with their:
 - a. Full Name
 - b. Exam Number (plus corresponding number lozenges underneath)
 - c. Centre Number (plus corresponding number lozenges underneath)

NB. Full name, Exam Number, Centre Number and starting station can be found on the candidate signing in sheet. Before the start of the examination the individual candidate mark sheets should be sorted in numerical station order with the relevant starting station on top.



- The candidates will be nervous – if possible, please make them feel at ease.
- Water/cups should be provided.
- Mobile phones **MUST** be switched off.

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TIMING

2. Timing and Administration Station *(also read section 11 on the data stick)*

- This is usually a central point in the exam area.
- Spare paper, pencils, clipboards, erasers, sharpeners should be available.
- The main timer, the interval timer and a bell or equivalent should be kept at this station.
- The precise timings before the first exam section and between subsequent exam sections can be flexible. The Host should always try and adhere to agreed start times but it is important that all Stations, examiners and candidates are ready before the exam starts.



- Accurate timing of each 20 minute section is **MANDATORY**.
- Stations 1, 3 and 5 get a 10 minute warning.
- Stations 2 and 4 get a 14 minute warning.
- The bell rings (loudly!) at 20 minutes and the candidates move station.
- The time lapse between sections is supposed to be 5 minutes to include moving and reading.
- When the interval timer reaches "0.00" ring the bell and start the main triple timer or equivalent.

NB. Examiners must take responsibility for timing the interactions within each Station and encounter and should be encouraged to use the digital clock that has been provided in each station.

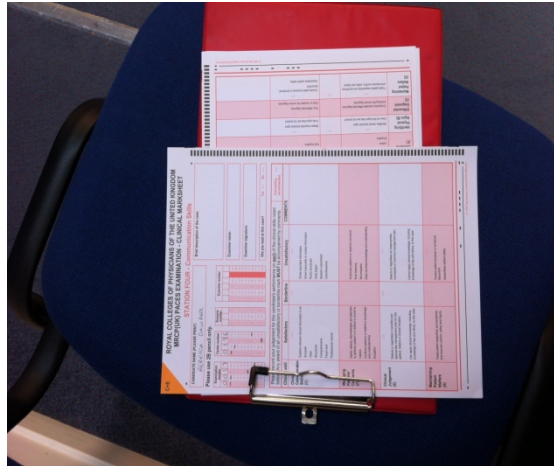


Updated – January 2019

RUNNING EACH CYCLE

3. Moving the candidates round the cycle

- The candidates will be focused on the exam and will probably need help moving from one station to the next
- Ask candidates to leave their marksheets outside the station
- During the 20 minute section sort the next set of marksheets (four sheets for Stations 1, 3 & 5; two sheets for Stations 2 & 4). This helps candidates and administrators to know exactly which station the candidate goes to next.



4. During the 5 minute intervals

- As soon as the previous candidate has completed station 2, 4 or 5 make sure that the relevant scenario is ready (upside down) for the next candidate. A sheet of blank paper and a pencil must also be available.
- When the main time keeper gives the “interval” signal make sure the candidate is aware and that they start reading.
- As soon as the “waiting” candidate is settled and reading the relevant scenario the administrator responsible for that station should take the appropriate marksheets off the candidate clipboard and hand them to the examiners in the station.
- The administrator responsible for that particular station should collect the completed marksheets (belonging to the previous candidate) from the examiners in that station and ensure they are taken to the scoring room.
- There should be minimal disruption during the reading of scenarios at Stations 2, 4 and 5. **DISCOURAGE** examiners from introducing themselves to the “waiting” candidate as this can not only interrupt the concentration of the specific candidate but also the concentration of other candidates in the cycle.

e-CPS files

5. Completing the eCPS *(also read section 3 on the data stick)*

- The eCPS file, for each cycle, must have the candidate and examiner information inserted before the marksheets scores can be added
 - The relevant marks should be put into the file as the cycle progresses. The file needs to be saved regularly. Please make sure:
 - a. The correct marksheets for each case in Stations 1, 3 and 5 have been used
 - b. Comments are legible and are inside the red borders
 - c. Examiner names and numbers are correct
 - d. Comments have been made where a **borderline** or **unsatisfactory** mark has been given
 - e. The correct number of lozenges have been completed
 - f. The correct marksheets in Stations 1,3 and 5 have been used e.g. **Abdominal** case has **not** been marked on the **Respiratory** marksheet. If this has happened new marksheets **MUST** be completed by the examiner in question.
 - g. **NEVER** use the “cut and paste” option if a mistake has been made – this will remove the formula.
- NB. The eCPS is a “back up” and will only be used in the event of the actual marksheets being mislaid.**

NB. If any of the above are incorrect or have been missed please ask the examiner(s) in question clarify their intentions and if need be complete new marksheets.



Candidate Details		Clinical Skill										Total	
Station	Score	A	B	C	D	E	F	G	H	I	J	Station	Score
Respiratory	15											Respiratory	15
Abdominal	15											Abdominal	15
Cardiovascular	15											Cardiovascular	15
Neurological	15											Neurological	15
General Clinical Exam 1	15											General Clinical Exam 1	15
General Clinical Exam 2	15											General Clinical Exam 2	15
Total = 144												Pass	

Example of individual candidate composite marksheet

6. Collating the marksheets during the cycle

- As the cycle runs the completed marksheets must be collated in individual candidate order. Please use the plastic pockets to provide security.
- Once the cycle is complete the individual candidate marksheets must be collated in Station number order (1-5)
- Print one copy of the individual composite candidate marksheet and place it in the relevant candidate folder. The information on this sheet will be required for the examiners’ briefing meeting especially if there are no facilities to display the marks on a screen.
- **The eCPS MUST be completed** and the final files returned electronically to the relevant College. These files are **BACK UP** and will only be used in the event of the hard copy sheets being mislaid. Electronic files **MUST NOT** be deleted until the relevant College has confirmed that the files have been received and are complete.

AFTER THE EXAM

Section 13 – Packing and returning of completed mark sheets and other important information

1. Check that all the sheets are accounted for:

- 1) Each candidate's set of marksheets **MUST** be checked to ensure that all 16 have been accounted for.
- 2) The sheets need to be collated in an individual plastic pocket, by candidate, in Station order (1-5)

2. Collating the marksheets before they are returned MRCP(UK) Central Office

1. When all mark sheets have been accounted for the individual sets of candidate marksheets should be removed from the plastic sleeves arranged by exam number (ascending) order, regardless of cycle and placed in the rigid plastic box that has been provided by Central Office.

Place the individual composite candidate marksheet on one side*

The completed boxes must be returned to Central Office as soon as possible – web results need to be published no more than 10 working days after the exam is taken.

PLEASE BE AWARE

- The marksheets are the only mechanism to produce the exam results.
- They need to be scanned by computer
- **PLEASE DO NOT** return the marksheets folded, with paperclips or use rubber bands
- The **"back up"** and completed eCPS files must be returned to MRCP(UK) Central Office electronically.

****For each candidate, a hard copy of the single composite candidate marksheet, should be retained by the Host Examiner as a record and should be kept for 3 months in case of an appeal.***

3. Items that **MUST be photocopied and the **COPIES** retained securely before the exam boxes are returned to MRCP(UK) Central Office are:-**

- Trainee examiner feedback sheets(if applicable)
- Completed candidate signing in sheets
- Completed Scenario assessment forms
- Completed candidate discussion sheets
- Copies (both sides of each sheet) of the complete set of mark sheets relating to a specific candidate who has been identified on a discussion sheet.

All photocopies must be retained securely and deleted only after MRCP(UK) Central Office have confirmed that the originals have arrived safely.

4. The *HARD COPY* items that *MUST* be returned to Central Office are:

(for more information see folder marked about “Returns, Courier and Insurance Info” which can be found on the MRCP (UK) data stick - included in section 8)

1. **COMPLETED MARKSHEETS** – stacked in candidate examination number order and packed in the rigid plastic box in which the marksheets were delivered. Please refer to section 10.
2. **Station 2, 4 and 5 Scenario Assessment forms** – please make sure the relevant Examiners complete these forms
3. **Completed “signing in” sheets** – please note any absentees.
4. **Candidate Discussion Sheets** (if applicable)
5. **Trainee Examiner feedback sheets** (if applicable)
6. **The spare, unused, marksheets**
7. **MRCP(UK) data stick**

Any questions?

Don’t hesitate to ask!

AND LAST BUT NOT LEAST

THANK YOU!

All International Department contact details are on page 2.

HAS THIS GUIDE BEEN OF HELP?

Updated – January 2019

This guide needs to constantly evolve. We would truly appreciate your constructive comments. Please let us know if you find any errors or can suggest additional information, recommendations or tips that might be useful for future organisers. Feedback can be provided either by returning a copy, including your handwritten annotations, with the mark sheets to MRCP(UK) Central Office or email any amendments (scanned document would be ideal) to Lindy Tedford (l.tedford@rcpe.ac.uk). All contributions will be acknowledged.

Centre Name:

Centre Number & Diet:

Feedback:

Many thanks,

MRCP(UK) International PACES Team