

Appendix C – Reasonable adjustment policy for RCPCH examinations



REASONABLE ADJUSTMENTS POLICY FOR RCPCH EXAMINATIONS

Revision History

Version	Date	Author	Comments
0.1	July 2017	Examinations Manager	New Policy
1.0	August 2017	Examinations Manager	Published Policy

Review date: July 2017 and then every year thereafter during the relevant Examinations Executive Committee

Approval: Examinations Executive Committee 11th July 2017

Name	Date	Version	Comments
Examinations Executive Committee	July 2017	1.0	

Relevant Policies, Templates and Forms:

The following policies, procedures and guidance should be used or referred to when necessary alongside this policy. All policies and templates are available on the RCPCH website once finalised and approved.

Name	Version	Date
MRCPCH and DCH: Regulations and Rules	2.1	August 2019

Contents

1. Introduction
2. Equality in RCPCH examinations
3. Procedure
 - Annex 1 Process of submission and consideration to reasonable adjustment requests
 - Annex 2 MRCPCH/DCH - Frequently asked questions about reasonable adjustments
 - Annex 3 MRCPCH/DCH - Information for disability assessors/suitable professionals providing supporting evidence.
 - Annex 4 MRCPCH/DCH - Request for reasonable adjustment form

1. Introduction

The RCPCH is committed to providing supportive and fair opportunity to all examination candidates. The purpose of this policy is to provide:

- A framework to help examination candidates in determining the specific support they require for their theory/clinical examination
- A framework to help college staff to support examination candidates who require reasonable adjustments to their examinations
- A framework that outlines the rights of candidates who request reasonable adjustment to their examinations and the process to be followed when submitting a request.

Examination candidates are entitled to request a reasonable adjustment to their examination and the RCPCH Examinations Team will consider all requests providing the appropriate supporting evidence is submitted within the required time frames

Reasonable adjustments can be made to examinations to meet the needs of individuals who have a disability or impairment which has substantial and long term adverse effect on that person's ability to undertake an examination as defined by the Equality Act 2010.

Adjustments will not entail the lowering of standards of examinations nor will they exempt candidates from demonstrating that they are fit to undertake examinations independently.

The RCPCH are committed to ensuring that this guidance be applied consistently to all candidates who apply to undertake their examinations within the UK and overseas regardless of their training status. It is our aim that this guidance is helpful to candidates who wish to apply for an adjustment, their clinical and educational supervisors and to College examiners/assessors.

Examples of reasonable adjustments to examinations may include but are not limited to:

- extra time
- scribes/readers
- private areas
- rest breaks

The RCPCH acknowledges that requests for adjustment may vary / be unique and as such separate to some of the more established examination adjustments listed above. It is possible that an adjustment may not be determined as reasonable taking into consideration the following:

- if it has an impact on any aspects related to the integrity of the examination
- if it involves immoderate/excessive costs

In addition the GMC provides guidance on reasonable adjustments (For further details click [here](#)). It states there that:

“Colleges are required to consider providing reasonable adjustments for people with disabilities.” This means taking reasonable steps to do the following:

- Avoid substantial disadvantage where a provision, criterion or practice puts people with disability at a substantial disadvantage.

- Avoid substantial disadvantage, where a physical feature puts people with disability at a substantial disadvantage; this includes removing the physical feature in question, altering it or providing a reasonable means of avoiding it.
- Provide an auxiliary aid where, without one, a person with disability would be put at a substantial disadvantage.”

The GMC also provides supplementary guidance on ***‘Reasonable adjustments and competence standards,’*** and states *“The legal obligation to provide reasonable adjustment does not mean lowering the competence standards required of individuals with disabilities.”*

A competence standard is defined in the Equality Act as *“an academic, medical or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability.”*

2. Equality in RCPCH examinations

The College’s duty to make reasonable adjustments is outlined in the Equality Act 2010. The duty is to take reasonable steps in order to remove unnecessary barriers that examination candidates with disabilities or impairments may face in the lead up to or during their examinations.

The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation. Further information can be found at the website of the *Equality and Human Rights Commission* [here](#) and at the GOV.UK website [here](#).

“Britain” in the above context, means England, Wales and Scotland. Under the Act, there are nine protected characteristics:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

For Northern Ireland, The Equality Act 2010 does not apply to Northern Ireland (see the General Medical Councils’ website link [here](#))

The Northern Irish legislation is, however, very similar to the British legislation. In Northern Ireland, the statutory duties of Section 75 of the *Northern Ireland Act 1988* require designated public authorities to have *due regard to the need to promote equality of opportunity* in relation to the nine equality categories and to have *regard to the desirability* of promoting good relations between persons of different religious belief, political opinion and racial group.

The nine potential categories in the Northern Ireland Act are:

- persons of different religious beliefs
- political opinion

- racial group
- age
- marital status
- sexual orientation
- men and women
- persons with a disability and persons without
- persons with dependents and persons without.

3. Procedure

Candidates who have previously not submitted a form/evidence requesting reasonable adjustment should complete the form in Annex 4 of this document ('MRCPCH/DCH Request for Reasonable Adjustment Form') if they are seeking a reasonable adjustment in a component of the MRCPCH/DCH on the grounds of a disability/impairment (whether temporary or permanent).

Request for adjustments must be completed and submitted **no later than 7 weeks prior to the examination date.**

Late submission may mean the College is unable to accommodate the reasonable adjustment request made due to the lack of time to prepare and implement it.

Examination candidates for MRCPCH/DCH should also refer to the document '*MRCPCH/DCH Information for Disability Assessors/suitable professional providing supporting evidence*' (Annex 3) which will enable them to understand the process the disability assessors/other suitable professionals will follow to enable them to provide any recommendations to the candidate's needs.

Other suitable professionals who may provide supporting evidence for requested adjustments may include but are not limited to:

- The candidate's GP or other related medical professional
- The candidate's Educational Supervisor
- The candidate's Head of School or recognised deanery representative
- The candidate's employer

The completed '*MRCPCH/DCH Request for Reasonable Adjustment Form*', together with any supporting evidence, should be emailed to examinations.enquiries@rcpch.ac.uk or sent by post to the RCPCH London office address.

Please note that candidates will need to complete a separate form for theory examination attempts and for clinical examination attempts, although you can use the same supporting documentation in each case.

If you have previously submitted and registered a formal request for reasonable adjustment for either a theory examination and/or clinical examination, along with provision of supporting evidence (pre July 2017), then you are not required to complete a new form, unless there has been a change in your condition that might alter your needs. Should a change in condition arise current supporting evidence would also be required along with the completed new form.

The RCPCH Examinations Manager, Quality and Standards Manager and Officer for Examinations will be involved in the review of the evidence provided, determination

on how the college can support the request and whether adjustment requests are deemed to be reasonable.

Right to Appeal

Should any candidate wish to appeal a decision, they must notify the Examinations Manager of their intention to appeal in writing within four weeks of the date on which the decision to refuse adjustment was sent to the candidate.

Any notification of intention to appeal after this will be accepted only at the discretion of the Examinations Manager.

Should a candidate wish to appeal they must give reasons why they disagree/reasons why they think the decision is wrong. Reasons do not have to be lengthy or written in legal language, but must contain detail more than just 'I disagree'. Reasons for appeal could include proof of the process failing or the provision of additional evidence that may not have been reviewed by the Examinations Manager, Quality and Standards Manager and Officer for Examinations.

Prior to the Appeals Panel meeting to review appeals the Examination Manager will;

- Notify the Chair (The Vice President of Training and Assessment) and have obtained availability for membership of the panel. The Chair should ensure that those selected for the appeals Panel have no current or previous connection to the candidate
- Have agreed a date for the panel to meet
- Forward to the members of the Appeals Panel any and all relevant information including email and written correspondence in order that they can familiarise themselves with the case

If reasonably practicable, the Appeals Panel will convene within 8 weeks of an appeal being made and will consider the candidates appeal.

Should any member of the Appeals Panel discuss the case, or seek clarification on specific points, with the Examinations Manager, Quality and Standards Manager and Officer for Examinations this should be documented. This should include the nature of the discussion, the specific points discussed and an outline of any additional information given. Any and all related written or email correspondence should also be documented.

The Chair of the Appeals Panel may invite the Examinations Manager, Quality and Standards Manager and Officer for Examinations to respond to any points made by the appellant.

The Appeals Panel is empowered to accept the appeal in whole or part or to uphold the original decision.

The panel will, in writing, finalise its decision within 5 working days of the meeting and provide to the appellant by sending it to the appellant's registered address. There is no further right to appeal.

Once this process has been exhausted, a report outlining the events will be sent to Education and Training Divisional Committee for notification.

Constitution of Appeals Panel

Vice President of Training and Assessment (CHAIR)
One RCPCH senior fellow not previously involved
Lay representation

Director of Education and Training
Other members may be co-opted at the discretion of the Chair

Annex 1: Process of submission and consideration to reasonable adjustment requests:

**Examination candidates are advised to first read all of the Reasonable Adjustment Guidance in detail before submitting a request*

Online examination application submission (approximately 2.5 months before exam date)

Before submitting an online application please read all Reasonable Adjustment Guidance in detail. Please indicate the reasonable adjustment required for your (the candidate's) examination in the '*Additional Information*' section of the online application form.



Once online application is submitted please ensure to send the completed '*MRCPC/DCH - Request for Reasonable Adjustment*' form along with the required evidence to the RCPCH **no later than 7 weeks** prior to the examination date.

Failure to submit within this timeframe would mean it may not be possible to accommodate requests for the reasonable adjustment requested in relation to that examination application



On receipt of the completed form and the appropriate evidence the RCPCH Examinations Team will review each submission liaising with relevant key staff/external partners responsible for the planning and delivery of the examination day. The RCPCH Examination Team will inform candidates if adjustments are possible or not promptly and normally **no later than 15 working days** prior to the examination date



Depending on the complexity of the request the RCPCH Examination Team may seek permission from you to contact any of the acknowledged individuals who have provided supporting evidence and the RCPCH Examinations Executive Committee may also be consulted.

Theory examination candidates requiring specific or more complex adjustments are likely to be asked to sit their examination at the RCPCH offices in London.

If it is possible to accommodate requests for the specified examination date and centre the RCPCH Examination Team will inform candidates as soon as possible, normally **no later than 15 working days** prior to the examination date

Annex 2: MRCPCH/DCH Frequently Asked Questions about Reasonable Adjustments

1. How do I (the candidate) inform the RCPCH of a disability/impairment or request for a reasonable adjustment?

If you (the candidate) have a disability/impairment and require a reasonable adjustment you should declare this when submitting an application for an examination by completing the relevant section of the online application booking form. Please include details in the *'Additional Information'* section of the examination booking form.

If this is your first theory or clinical examination attempt for MRCPCH or DCH examinations you should also complete the application form (Annex 4 *'MRCPCH/DCH Request for Reasonable Adjustment Form'*) to request reasonable adjustments and provide supporting documentation when submitting it.

You will need to complete a separate form for theory examination attempts and for clinical examination attempts, although you can use the same supporting documentation in each case.

If you have previously submitted and registered a formal request for reasonable adjustment for either a theory examination and/or clinical examination, along with provision of supporting evidence (pre August 2017), then you do not need to complete/submit a form, unless there has been a change in your condition that might alter your needs.

You should inform the RCPCH Examinations Team if you have previously been granted reasonable adjustments for other examinations and the details of the adjustment stating this in the relevant section of the online booking form.

You should also write to / email the RCPCH Examinations Team no more than 7 weeks before each examination attempt to notify them of your request for reasonable adjustment.

You can do this by emailing examinations.enquiries@rcpch.ac.uk ensuring you add **'reasonable adjustment request'** in the subject line of the email.

2. Who will be informed of my disability/impairment?

Your request for reasonable adjustments will be reviewed by a small number of individuals within the RCPCH Education and Training Division who may seek the advice of a disability advisor.

In complex cases it is possible that the Officer for Examinations and a small advisory group may be involved in the decision-making. We (the RCPCH Examinations Team) will keep the information you give us confidential, and store it in line with the Data Protection Act 1998 or subsequent equivalent legislation.

If you are granted reasonable adjustments, such as extra time, then this will be shared with the RCPCH computer based testing provider for theory examinations and the relevant MRCPCH/DCH Clinical Examination Board. With respect to the MRCPCH/DCH Clinical examination it is up to you whether you (the candidate) would like the relevant MRCPCH/DCH Clinical Examination Board and the individual examiners and role players to know the underlying reason for your reasonable adjustments. You will be asked to indicate this on the application form you complete to request reasonable adjustments.

3. When should I (the candidate) inform the RCPCH?

You will be expected to inform the RCPCH of your disability/impairment at the time of applying to sit your theory and clinical examinations although we recommend that you contact us directly before submitting an application if you have a specific requirement or query.

The late submission of the reasonable adjustment application form and online examination application may limit our ability to provide you with reasonable adjustments. Applications for additional time made on the day of the examination will not be considered.

If you acquire a disability/impairment, or are diagnosed with a disability/impairment in the period of time between applying for and sitting the examination, you will need to inform the RCPCH Examination Team as soon as it is practical to do so. Applications that are received less than **7 weeks** before the proposed assessment date will not normally be accepted and you may need to defer your examination date if you wish to apply for reasonable adjustments to be made.

4. What information do I need to provide to the RCPCH Examination Team?

You need to provide the RCPCH Examination Team with a completed reasonable adjustment application form as well as supporting documentation. This supporting information needs to specifically address what reasonable adjustments might be appropriate for you. The RCPCH Examinations Team will require as much information as possible. It would not be helpful to simply list your diagnosis but rather we ask that you explain how this would potentially impact on your performance in the examination. You will find a document entitled '*Information for disability assessors/suitable professional providing supporting evidence*' on the RCPCH website that we recommend that you share with the person undertaking your disability/impairment assessment before they compile their report.

5. Who is an acceptable person to provide supporting evidence of my (the candidate's) needs?

The person providing the supporting evidence needs to be familiar with your underlying disability/impairment and how this might impact on your examination performance. For uncomplicated physical disabilities this may be as simple as a report from your GP or audiologist or similar.

In order to avoid any conflict of interest supporting evidence should not be provided by a close colleague or friend.

If you are seeking reasonable adjustments for a specific learning difficulty (SpLD), we ask that you provide a report from an approved assessor. This assessment must be undertaken, and provided, in English and be obtained when you were 16 or older.

Approved assessors include:

- Specialist teachers who hold a practising certificate in assessing specific learning difficulties from their relevant professional body, such as Dyslexia Action or PATOSS. You can find out whether a proposed assessor has the appropriate qualification by checking the SASC (SpLD Assessment Standards Committee) website <http://www.sasc.org.uk/>

- A practising chartered or educational psychologist who is registered with the Healthcare Professionals Council.
If you (the candidate) speak English as an additional language then the assessor needs to include within their report details of their experience in assessing individuals with this characteristic. They also need to make it clear that any recommendations relate to an underlying disability (as defined by the Equality Act 2010) rather than the fact that for you English is a second or additional language.

6. Who will fund a disability assessment?

It is your responsibility to obtain any necessary assessment evidence and provide it to the RCPCH Examination Team so that we can make an accurate assessment of your needs. You may wish to contact your deanery/employer to enquire if there is any support available in obtaining an assessment.

7. What reasonable adjustments can the RCPCH Examination Team provide?

We (the RCPCH Examination Team) can provide a range of reasonable adjustments for candidates with underlying disabilities/impairments. We are committed to ensuring that individuals can demonstrate their competence to the best of their abilities.

All RCPCH theory examinations are run through the Surpass computer based testing system. Current functionality within Surpass includes:

- Changing the display settings by pressing the 'Preferences' button which will open options to choose from a number of colour schemes for the display

Examples of examination adjustments which may apply to candidates with a disability/impairment:

- Extra time
- Additional time for rest breaks
- Adapted chair/desk
- Informing the examiner that a candidate may not be able to undertake specific physical movements due to a physical disability

Examples of examination adjustments which may apply to candidates with specific learning difficulties:

- Extra time
- A scribe
- A reader
- Coloured overlays
- Additional time for rest breaks

Examples of examination adjustments which may apply to candidates with visual impairment:

- Appropriate lighting levels
- Any possible screen adjustment

Examples of examination adjustments which may apply to candidates who are deaf/hard of hearing:

- Seating in specific venue so that invigilator/examiner instructions can be heard, or instructions written down
- Extra time

Examples of examination adjustments which may apply to candidates with mental health conditions:

- Location of examination – e.g. separate examination rooms

Other examples of examination adjustments:

- Access to toilet facilities as needed
- Access to medication/food/drink
- Examinations to be taken at a specified location such as the RCPCH London test room/s

8. Might I be entitled to an extra attempt?

If you are unsuccessful in an examination and feel that your performance may have been impaired by an underlying disability/impairment you are strongly advised to seek further advice after an initial failure rather than waiting until you have failed the examination a number of times.

If you are unfortunate enough to fail an examination and are subsequently diagnosed with a disability/impairment/specific learning difficulty and submit evidence to support this then you will be entitled to reasonable adjustments for future attempts. However your unsuccessful attempt(s) will still stand.

To see all MRCPCH and DCH examination rules and regulations, go to www.rcpch.ac.uk/exam-rules

The RCPCH would like to acknowledge the Royal College of General Practitioners Examinations Team for their permission to adapt their existing Reasonable Adjustment Guidance

RCPCH Examinations Team

July 2017

Annex 3: MRCPCH/DCH - Information for Disability Assessors/suitable professional providing supporting evidence

The RCPCH seeks to provide a clear programme of examinations/assessments appropriate to the trainee's level and progression. Methods range from day-to-day supervision of clinical care to tests of knowledge (theory examinations).

Built upon a foundation of knowledge, the candidate needs to learn the skills of the paediatrician ranging from practical techniques through to consultation and clinical decision making. When skills have been acquired the candidate may be required to demonstrate their ability to perform them.

Finally, the College wishes to ensure that these skills are appropriately employed in the day-to-day care of children.

Membership of the Royal College of Paediatric and Child Health (RCPCH) is achieved by passing a series of examinations.

The MRCPCH is only awarded once a candidate has successfully completed all three theory examinations and finally the Clinical Examination. Entry to the theory examinations, which may be taken in any order, is open to any medical graduate. Candidates may only take the Clinical Examination having been successful in all three theory examinations.

The three theory examinations are Foundation of Practice (FOP) Theory and Science (TAS) and Applied Knowledge in Practice (AKP) plus the MRCPCH Clinical Examination.

Information on all current RCPCH examinations can be found by clicking [here](#)

Candidates may seek reasonable adjustments for an underlying disability/impairment for examinations. In order for Disability Assessors/suitable professional to be able to tailor their recommendations to the demands of each examination, the College expects the Disability Assessors/suitable professional to read this short document, which will increase the Disability Assessors/suitable professional's understanding of what the examinations involve.

RCPCH Theory Examinations

These are multiple choice examinations (three in total) that test the candidates' knowledge and are taken prior to the Clinical Examination. All RCPCH theory examinations are computer-delivered in professional testing centres across the country and in venues outside the United Kingdom. The current time allocation for each examination session is 2 hours and 30 minutes. The FOP and the TAS examination are both 2.5 hour examinations. The AKP examination is made up of two 2.5 hour examination sittings.

There are a number of different formats to the questions:

- best of list/ single best answer
- extended matching
- n from many.

For more information on question formats and to find examples of specimen papers online for the FOP/TAS/AKP examinations please click on this [link](#)

Specimen papers are freely available to candidates allowing them to access them in advance of taking the examination.

Examples of reasonable adjustments that have been made include:

- Providing extra time for candidates with specific learning difficulties (SpLDs). 25% additional time is normally added.
- Changing the font size and colour contrasts/schemes for candidates with visual impairments or Specific Learning Difficulties (SpLD) - although this may result in the candidate having to scroll through screens to access information
- Additional rest breaks for candidates
- Providing an alternative site for the examinations to be sat to accommodate specific or complex requests (this option may be limited to a small number of candidates per examination period)

Two questions that are commonly raised with regard to reasonable adjustments are the provision of a paper version and the provision of extra time for candidates for whom English is an additional language. To address these issues in turn:

- The provision of a paper test is technically very challenging, as some question formats are specifically designed for computer delivery and marking.
- It should also be remembered that candidates are required to use computer based medical records on a daily basis, and so a candidate who suggested that they would require a paper version are asked to demonstrate what adjustments had been made for them in the workplace to accommodate this.
- Candidates with a specific learning disability are entitled to additional time in the examination, provided that they submit a report from an educational/chartered psychologist or an appropriately qualified specialist teacher (PATOSS) which endorses this. This assessment needs to be in English and be undertaken post 16 years of age. If it involves a candidate for whom English is an additional language, then the Disability Assessor needs to include details of their experience in assessing individuals with this characteristic. If one of the Disability Assessor's recommendations is for additional time, then it needs to be clear that this is due to the candidate's underlying disability (as defined by the Equality Act 2010) rather than simply being a consequence of them working other than in their first language.

MRCPCH Clinical Examination

The aim of the MRCPCH Clinical examination is to assess whether candidates have reached the standard in clinical skills expected of a newly appointed ST4.

The MRCPCH Clinical examination follows an OSCE style format.

There are 10 objective assessments of each candidate. The number and length of time of candidate assessment increases reliability of the examination.

The MRCPCH Clinical Examination includes:

- Explicit and structured testing of communication skills
- Observed history taking and discussion of management/management planning

- Establishing rapport with both parents and children
- Physical examination
- Child development
- Clinical judgment
- Organisation of thoughts and actions
- Recognition of acute illness
- Knowledge of paediatrics and child health
- Professional behaviour
- Ethical practice
- History-taking and management planning
- Recognition and diagnosis of clinical signs and symptoms
- Acute paediatrics

Candidates will normally be assessed by a different examiner at each clinical station, so performance at one station does not influence the next station.

Each examination station (with the exception of the History taking and Video station – 22 mins each) is 9 minutes in length with a four minute gap between the consultations.

The Communication and History taking station will have information or scenarios left outside the station room for candidates to review before entering. All other stations may be system specific (CVS/Respiratory etc.) or more general in nature.

System specific stations or clinical stations follow a similar format to one another. Each candidate will be given the same brief introduction to each child in a station and the task required. This will be provided verbally by the examiner. Candidates who are unclear of any task are recommended to clarify the task with the examiner before they begin to undertake the task. The examiner will introduce the child. The examiner may intervene at any time, and will ask the candidate questions about the clinical findings and their interpretation or management implications at any stage during the 9-minute station.

The Communication stations (A and B) employ role-players who often play the parts of parents or other hospital staff. Candidates may be asked to talk to a parent, a health professional or a member of the public. A telephone conversation e.g. with a parent/doctor/or professional may be included.

The video station is an assessment of acute conditions or signs which cannot easily be shown or tested in other parts of the examination. The emphasis will be on general paediatrics and neonatal medicine. Candidates will watch approximately 10 videos and make an assessment of clinical signs, illness severity, management or treatment. Cases may include acute problems such as respiratory distress, seizures, and severe illness. There may be testing of signs found on clinical examination (e.g. cardiac murmurs or abnormal gaits).

The material is presented on a laptop computer with headphones.

There can be between 1 to 3 questions relating to each scenario. Candidates are asked to select the best answer (“best of 5” or “best of many” format). The video clip may be replayed as many times as the candidate may wish to and can be moved to any part of the video at any time. Many of the video clips are accompanied by sound recordings, but not all. Once a candidate has submitted an answer to a question, they cannot return to that question.

The computer is programmed to allow 22 minutes and will then end the station.

Many of the candidates are already very familiar with the format of the examination and what is expected of them, as this information is freely available on RCPCH website, candidate guides and from Deanery courses.

The examination is time pressured for all candidates. In this respect it is no more challenging than everyday practice; indeed probably less so as in the course of their normal work trainees are also expected to keep accurate medical records and may consult with between 10 and 15 patients in succession.

Examples of reasonable adjustments that have been made:

- Providing extra time to read the initial paperwork for candidates with specific learning difficulties (SpLD)
- Providing extra time to complete the video station questions for candidates with specific learning difficulties (SpLD)
- Special seating for individuals with back problems

DCH Clinical Examination

The aim of the DCH examination is to assess whether candidates have reached the standard in clinical skills expected of a newly appointed General Practitioner (GP) who has completed a short period of training in paediatrics.

Scenarios are generally written with reference to the candidate being a GP. Candidates are expected to demonstrate proficiency in:

- Child development
- Clinical judgement
- Communication
- Establishing rapport with both parents and children
- Ethical practice
- History-taking and management planning of chronic conditions
- Interpretation of data
- Knowledge and understanding of common problems in child health
- Organisation of thoughts and actions
- Physical examination
- Professional behaviour
- Safe prescribing

Candidates will normally be assessed by a different examiner at each clinical station, so performance at one station does not influence the next station

Each DCH candidate is assessed in 8 stations. These stations are split into two rotations of four stations. One of these rotations is commonly referred to as the 'Talking Station' rotation and each station is 6 minutes in length with just one overall judgement made. The other rotation is commonly referred to as the 'Clinical Station' rotation where each station is 9 minutes in length with two judgements being made per station.

There is a 3 minute gap between each station on both rotations.

The DCH Clinical stations include:

'Talking Rotation'

- Communication 1
- Communication 2
- Data Interpretation
- Structured Oral

All of the above stations are scenario led and candidates would be given the scenario for each station to read before they enter.

'Clinical Rotation'

- Clinical Assessment
- History Taking and Management Planning
- Child Development
- Safe Prescribing

Of the above stations, only the Safe Prescribing is scenario led, however the History Taking station will provide a short synopsis of the case in the station outside the room for the candidate to read and prepare for.

The clinical assessment station can present the candidate with a range of cases, and each candidate will be given the same brief introduction to each child in a station and the task required. This will be provided verbally by the examiner. The examiner will introduce the child. The examiner may intervene at any time, and will ask the candidate questions about the clinical findings and their interpretation or management implications at any stage during the 9-minute station.

The Communication stations (A and B) employ role-players who often play the parts of parents or other hospital staff. Candidates may be asked to talk to a parent, a health professional or a member of the public. A telephone conversation e.g. with a parent/doctor/or professional may be included

Many of the candidates are already very familiar with the format of the examination and what is expected of them, as this information is freely available on RCPCH website and candidate guides.

The examinations quite time pressured for all candidates. In this respect it is no more challenging than everyday practice; indeed probably less so as in the course of their normal work trainees are also expected to keep accurate medical records and may consult with between 10 and 15 patients in succession.

Examples of reasonable adjustments that have been made:

- Providing extra time to read the initial paperwork for candidates with specific learning difficulties (SpLD)
- Special seating for individuals with back problems

The RCPCH would like to acknowledge the Royal College of General Practitioners Examinations Team for permission to adapt their existing Reasonable Adjustment Guidance

To see all MRCPC and DCH examination rules and regulations, go to www.rcpch.ac.uk/exam-rules

RCPCH Examinations Team

July 2017

Annex 4: MRCPCH/DCH Request for Reasonable Adjustment Form

Candidates should complete this form if they are seeking a reasonable adjustment in a component of the MRCPCH/DCH on the grounds of a disability/impairment (whether temporary or permanent) and return the completed form with supporting evidence from suitable professionals (please see the FAQ for further guidance).

Any request for adjustments must be completed and submitted at the time of applying to sit the examination.

Completed forms must be submitted no later than 7 weeks prior to the examination date.

Late submission may mean the College is unable to accommodate the reasonable adjustment request made due to the lack of time to prepare and implement it. Candidates should also refer to the document 'MRCPCH/DCH *Information for Disability Assessors/suitable professional providing supporting evidence*' (attached at the end of this document) which will help disability assessors/suitable professionals better understand the assessment process. Please ensure that the disability assessor/suitable professional reviews this document before completing their assessment. This will enable them to tailor their recommendations more specifically to the candidate's needs. The form should be completed and emailed to examinations.enquiries@rcpch.ac.uk or by post to the RCPCH London office address together with any supporting evidence.

Personal information on this form will be used by RCPCH only for the purpose of providing reasonable adjustments for RCPCH examinations. There may be limited circumstances where we would share your information with a third party. Please see the confidentiality section of this form for further information. The personal information on this form will only be retained until such time as you have completed all parts of the MRCPCH. Once you have completed the MRCPCH all personal information related to your request for adjustment will be confidentially destroyed / deleted.

You have a right to access your personal data and rectify any inaccuracies. If you would like to exercise these rights or have any concerns about the way your personal data are being handled please send an email to: examinations.enquiries@rcpch.ac.uk.

MRCPCH/DCH Request for Reasonable Adjustment Form

Name of candidate:			
RCPCH number:			
Date:			
Examination component: (please place tick in relevant box / highlight relevant examination)	Theory Exam		Clinical Exam
Date of exam:			
<p>Nature of disability/impairment</p> <p>Please describe here the disability/impairment that you (the candidate) wish the RCPCH to take into account in deciding what reasonable adjustment would be appropriate for the examination. Candidates are asked to explain how their ability to perform the examination is affected by their disability/impairment. Any documentary evidence provided by a disability assessor/suitable professional (e.g. a medical disability certificate) should be submitted with this form. Candidates with a specific learning disability, such as dyslexia, will be required to attach a report from a disability assessor/educational/chartered psychologist or a specialist teacher with a practising certificate (PATOSS), reporting on an assessment undertaken in English after the age of 16.</p>			

Reasonable adjustments granted for previous examinations

Please outline any reasonable adjustments that have been granted for examinations you (the candidate) have taken in the past (e.g. during Medical School/Foundation Training). Candidates should include as much detail as possible, for example if they were granted additional time, how much additional time was granted, when the adjustment/s were granted and for what type of examination etc.

Consent:

It is possible that the RCPCH Examinations Team may need to obtain further information regarding a candidate's disability/impairment before being able to decide whether or not reasonable adjustments can be made. The College would therefore like your (the candidate's) consent to contact:

- a) The disability assessor or other suitable medical professional who provided the documentary evidence provided to support your (the candidate's) application if further clarification is needed.

By signing this form candidates are giving RCPCH consent to contact the above individuals for the purposes specified.

We (the RCPCH Examination Team) will inform you (the candidate) if we are intending to approach any individual who may be able to provide further useful guidance in order to provide you with the necessary support for your examination.

Confidentiality:

The information provided in this form, and any additional supporting information that you (the candidate) provide, will be held by the RCPCH Examinations Team in accordance with the Data Protection Act 1998 or any equivalent subsequent legislation. It will only be shared with members of a small advisory group if further discussion is required.

If reasonable adjustments are granted they will be communicated to the RCPCH computer based testing provider in relation to theory examinations and the relevant MRCPCH/DCH Clinical Examinations Board/Examinations Executive Committee in relation to clinical examinations. In relation to the clinical examinations only, it is up to you (the candidate) if you would like the reason for the adjustment (i.e. the underlying disability/impairment) to be communicated to the host examiner, senior examiner, examiners and role players. Please indicate your (the candidate's) choices below.

- I (the candidate) **give / do not give** (*delete as appropriate*) my consent for the RCPCH to contact my (the candidate's) disability assessor/suitable professional for the purposes stated above.
- I (the candidate) **would like / would not like** (*delete as appropriate*) the relevant MRCPCH/DCH Clinical Examinations Board/Examinations Executive Committee to be made aware of the underlying disability/impairment that has given rise to my request for reasonable adjustments.
- (In relation to the MRCPCH/DCH Clinical Exams) I (the candidate) **would like / would not like** (*delete as appropriate*) the host examiner, senior examiner, examiners, role players to be made aware of the underlying disability/impairment that has given rise to my request for reasonable adjustments.

Signed by candidate	
Date received by RCPCH	

The RCPCH would like to acknowledge the ***Royal College of General Practitioners Examinations Team*** for their permission to adapt the existing RCGP Exam Reasonable Adjustment Guidance.

To see all MRCPCH and DCH examination rules and regulations, go to www.rcpch.ac.uk/exam-rules