Appendix D - MRCPCH and DCH candidate identification policy

MRCPCH and DCH EXAMINATION CANDIDATE IDENTIFICATION POLICY
Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>December 2014</td>
<td>Examinations Manager</td>
<td>Published Policy</td>
</tr>
<tr>
<td>1.1</td>
<td>July 2017</td>
<td>Examinations Manager</td>
<td>Revised Policy</td>
</tr>
<tr>
<td>1.1</td>
<td>August 2017</td>
<td>Examinations Manager</td>
<td>Published Policy</td>
</tr>
</tbody>
</table>

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

**Approval:** Examinations Executive Committee 11th July 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations Executive Committee</td>
<td>July 2017</td>
<td>1.1</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRCPCH and DCH: Regulations and Rules</td>
<td>2.1</td>
<td>August 2019</td>
</tr>
</tbody>
</table>
MRCPCH and DCH candidate identification policy

This policy outlines requirements related to provision of ID prior to commencing MRCPCH/DCH examinations.

The examination centre should be ready to receive candidates at the noted registration time in candidate admission documents. On arrival the admission and ID checking process will be carried out as detailed below:

Candidate ID check

Candidates will be asked to produce their admissions document; this is acceptable in both paper and on screen / electronic format (presented on phone or notebook). Candidates must appear on the Attendance Register/Candidate List. If the candidate does not appear on the Attendance Register/Candidate List for the test centre they will not be admitted to the centre and will be instructed to contact the RCPCH.

The candidate’s identification must match the name on the Attendance Register/Candidate List and the name on their admissions document. If there is a discrepancy between the candidates name on their ID and admissions document or Attendance Register/Candidate List (such as different spelling or additional middle name) the candidate should discuss this with the test centre and maybe required to contact the RCPCH. Any discrepancy of this kind will be noted on the Invigilator / Senior Examiner Report.

If there is a different surname an original linking document such as a marriage certificate or deed poll certificate must be provided. If a candidate does not have the correct ID they will not be permitted entry to the examination. The ID required in order to gain entry to the examination is stated in the admissions document which will have been sent to candidates prior to the examination. Any details of such will be noted on the Invigilators / Senior Examiner Report.

Acceptable ID for all RCPCH examinations is limited to:

- a passport
- a driving license containing a photograph and signature as proof of identification even if they have expired in the last six months.
- Original documentation must be presented. Photocopies of ID documents will not be accepted.

Late arrival:

- If a candidate arrives just as the examination is due to start they will normally be allowed to begin. The examination start time should not be delayed for latecomers and those arriving late must also have their ID checked before they can commence the examination.
- RCPCH theory examination candidates who arrive after the start of the examination will be admitted provided that it is not later than 30 minutes after the start time for the examination. Test centre staff should explain that latecomers will not be allowed the full time but be allocated the time remaining in the examination and as a result they may not be able to complete the examination paper.

- RCPCH clinical examinations candidates who arrive after the start of the examination will not be admitted once the circuit has begun.

- Details of latecomers will be noted down on the invigilation/senior examiner report. For theory examinations the time that the candidate was sat at the desk and provided with their PIN code will also be recorded. The invigilation team will note the number of minutes late the candidate started the examination as this will ensure the invigilator can end the candidate examination with the same amount of time remaining on the screen timer.

**Additional Information related to on screen / electronic format admission documents**

If you are intending to use electronic versions of admission documents please note:

- Candidates are not permitted to have mobile phones and/or electronic devices including smart watches on their person during the examination. If you have any mobile/electronic devices on your person these must be securely locked away / kept securely with your other belongings in the secure test centre waiting area. If you are found to have any banned electronic devices in your possession during the examination this may lead to your disqualification from the examination. Candidates must ensure that any/all electronic devises are stored securely with the invigilator/test centre staff before they enter the test room/examination area and that all electronic devices are switched off.

To see all MRCPCH and DCH examination rules and regulations, go to [www.rcpch.ac.uk/exam-rules](http://www.rcpch.ac.uk/exam-rules)