

Appendix F – Cancellation or suspension of MRCPCH/DCH examinations



CANCELLATION OR SUSPENSION OF MRCPCH/DCH EXAMINATIONS

Revision History

Version	Date	Author	Comments
0.1	August 2014	Examinations Manager	New Policy
1.0	January 2015	Examinations Manager	Published Policy
1.1	July 2017	Examinations Manager	Revised Policy
1.1	August 2017	Examinations Manager	Published Policy
1.2	August 2022	Head of Clinical Assessments	Published Policy

Review date: July 2023 and then every year thereafter during the relevant Examinations Executive Committee

Approval: July 2022

Name	Date	Version	Comments
Examinations Executive Committee	November 2014	1.0	
Examinations Executive Committee	July 2017	1.1	
Examinations Board	July 2022	1.2	

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

Policy for cancellation or suspension of MRCPCH/DCH examinations

This document sets out for candidates:

- Who makes the decision to cancel a centre or examination (and what information this should be based on)
- How such a decision is communicated to internal and external stakeholders.

Monitoring

1. The Head of Theory & Standards and Head of Clinical Assessments will be responsible for monitoring any situation that may result in cancellation before the examination or suspension/cancellation during an examination.
2. Any Officers or Examiners with concerns about safety issues should contact the Head of Theory & Standards and Head of Clinical Assessments to make any requests regarding starting the cancellation decision process.

When a centre may be cancelled

3. The examination may be cancelled or suspended due to force majeure, including any of the following:
 - a. act of God, governmental act, war, fire, flood, explosion, civil commotion, armed hostilities, act of terrorism, revolution:
 - b. blockade, embargo, strike, lock-out, sit-in, industrial or trade dispute:
 - c. adverse weather or disease;
 - d. act or intervention of any competent judicial or regulatory authority;
 - e. loss of power within the region or within the examination venue throughout the majority of the examination day/s
 - f. any other event (including without limitation any act or omission of any third party) beyond our reasonable control that could not be reasonably planned for or avoided.

Process

4. The Head of Theory & Standards/Head of Clinical Assessments will contact the Associate Director for Assessment, the Director of Education & Training and the Officer for Examinations outlining the current situation and concerns. Any decision to cancel an examination will be made on agreement between the Director of Education and Training and the Associate Director for Assessment.

labelling in advance of the examination date

5. Once a decision has been made to cancel an examination the Head of Theory & Standards/Head of Clinical Assessments will immediately inform all applicable key stakeholders including the RCPCH CEO/Senior Management Team, Heads of School, relevant overseas examination leads, Principal Regional Examiners, theory/clinical examination host centres and Examination Board members
6. Once a decision has been made to cancel an examination all candidates for that examination will be contacted immediately
7. The relevant Examinations Administrator will email candidates informing them of cancellation, explaining the policy and options for future resits. The RCPCH Web and Publications Coordinator will place news of cancellation on the Examinations section of the RCPCH website.

labelling on the examination date

8. In the event of a serious incident leading to consideration for cancellation on or during an examination date the Head of Theory & Standards/Head of Clinical Assessments will be called upon to make the final decision on cancellation.
9. All candidates affected will be contacted immediately either by phone or email.
10. All applicable key stakeholders including the RCPCH CEO/Senior Management Team, Heads of School, relevant overseas examination leads, Principal Regional Examiners, theory/clinical examination host centres and Examination Board members will also be informed.
11. The relevant Examinations Administrator will email candidates informing them of cancellation, explaining the policy and options for future resits.

Resits/Refunds

If it is necessary to cancel any RCPCH examination for any of the reasons stated above, all registered candidates will be contacted and provided with an explanation for the cancellation. Candidates will be informed on a case by case basis as to the possibility of being offered a place for the same examination that has just been cancelled (e.g. MRCPCH Clinical) within the next available examination diet or of options on full or partial refund of the cancelled examination fee. Any such decision will be made on the basis of a full review of all available evidence being undertaken.

If applicable, candidates seven year registration periods will be extended and the cancelled examination booking will be updated so as not to record it as an attempt at an examination. In some exceptional cases the RCPCH will make all reasonable efforts to source emergency examination centres in order to hold an emergency examination as early as possible after cancellation. It should be made clear that this may not be possible for all incidents of cancellation due to key factors such as key staff availability, cost consideration and availability of appropriate testing tools.

To see all MRCPCH and DCH examination rules and regulations, go to

www.rcpch.ac.uk/exam-rules