

Appendix D - MRCPCH and DCH candidate identification policy



MRCPCH and DCH EXAMINATION CANDIDATE IDENTIFICATION POLICY

Revision History

Version	Date	Author	Comments
1.0	December 2014	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 Board

Approval: Examinations Board July 2022

Name	Date	Version	Comments
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

MRCPCH and DCH candidate identification policy

This policy outlines requirements related to provision of ID prior to commencing MRCPCH/DCH examinations. Additional information is provided below for candidates who are sitting online/remote invigilated formats of RCPCH examinations. This is currently an option for all theory examinations and for the DCH Clinical examination only.

Candidates attending a physical examination centre/location

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 candidate's 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 within the last twelve 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 when physically attending an exam test centre. 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 devices 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.

Candidates an online invigilated/proctored examination (FOP/TAS/AKP/DCH Clinical)

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). This can be shown directly to the camera on the device that the candidate is using so that the online invigilator or RCPCH staff member can check it.

Candidates must appear on the Attendance Register/Candidate List. If the candidate does not appear on the Candidate List for that examination session then this will be reported to the RCPCH Exams Team and the candidate may not be able to continue with an examination until this is clarified.

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 invigilator / RCPCH staff member. 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 to sit the examination. The ID required in order to sit 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 within the last twelve 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 experience difficulties starting their exam session should contact the technical support and invigilation chat. If they cannot access this then they must email the Theory & Standards Team on theoryexams@rcpch.ac.uk or email onlineinvigilation@rcpch.ac.uk. Test If candidates start late they may lose some of their examination time but we will endeavour to assist with this where we can.
- DCH 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 permitted to have a mobile phone on their person for the following reasons
- For Theory examination candidates you should have a mobile device set up as your secondary camera. It can only be used for this reason and cannot be accessed for any other reason during your examination. No other electronic devices (other than the laptop that you are using for your exam) including smart watches are permitted to be on their person during the examination. 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.
- For DCH Clinical examination candidates you should have a mobile phone switched on but switched to silent as an emergency contact option. You must not use or access this mobile phone during the examination other than to receive an emergency call from RCPCH Exams staff. No other electronic devices (other than the laptop that you are using for your exam) including smart watches are permitted to be on their person during the examination. 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.

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