

MRCS & DO-HNS Incident Report Form

This form should be used by College staff to report non-routine events during the MRCS and DO-HNS examinations (e.g. malfunctioning equipment, potential malpractice). This form should be used for either the MCQ or OSCE examinations.

If the incident occurred during an MCQ examination please hand this form to a senior member of college staff.

If the incident occurred during an OSCE examination please hand it to a senior member of college staff who will inform the Supervising/Lead Examiner. This form will be forwarded to ICBSE for consideration after the exam.

Reporting Information				
Examination: (Please tick as appropriate)	MRCS Part A (MCQ)	<input type="checkbox"/>	MRCS Part B (OSCE)	<input type="checkbox"/>
	DO-HNS Part 1 (MCQ)	<input type="checkbox"/>	DO-HNS Part 2 (OSCE)	<input type="checkbox"/>
College: (Please tick as appropriate)	RCS Edinburgh	<input type="checkbox"/>	RCS England	<input type="checkbox"/>
	RCPS Glasgow	<input type="checkbox"/>	RCS Ireland	<input type="checkbox"/>
Centre:				
Name of person reporting:				
Name of Supervisor/Lead Examiner				
Name(s) of other present:				
Date Incident Occurred:		Time of incident:		
Candidate number(s):				
Station number and scenario title: (if applicable)				
Examiner number: (if applicable)				

Details of the Incident
Background

Details of Incident / Sequence of Events

Action Taken

Failures Identified

Print Name:	
Signature:	
Role:	