

*Revised November 2016*

**Invigilator Instructions to Candidates for MRCS Part A MCQ  
Examinations to be read out to candidates before the examination  
commences.**

Whilst candidates are entering the examination venue remind them that it is imperative that they sit at the desk that has their allocated candidate number (this is clearly stated on the candidate admission document/letter/registration form).

***NB: This last bit can be amended by the College depending on the process used locally.***

**(Announce name of paper)**

**NB: Give Fire Instructions**

***“In the event of an emergency evacuation, please proceed to (specified area) silently. Stand alone and do not talk to any other candidates. Failure to comply with this instruction could result in the cancellation of the entire exam.”***

- Do not open the question booklet until I give you permission to start.
- Candidates should note that the copyright on the content of the papers is held by the four Royal Colleges of Great Britain and in Ireland and that unauthorised use of any of the questions is prohibited. In the event of contravention of this copyright, legal action may be taken. Any candidate found making notes on the content of questions will be disqualified.
- Please ensure that the number on the desk you are sitting at matches the number on your admission document/letter/registration form, and that the coloured flash on the question booklet and answer sheet match.
- Please have your identification ready on your desk for checking. These will be collected in during the second paper.
- Please ensure all mobile phones are switched off, are not on your person or at your desk. Any candidate found to have a mobile phone, pager, calculator or other hand-held electronic device on their person during the examination may be suspended from the examination, and will have their results withheld pending investigation. If in doubt, check now!
- No smoking or eating is allowed in the hall.

***NB: Please read the relevant section below which relates to either the Applied Basic Science paper or the Principles of Surgery in General paper***

- a) ***For the Applied Basic Science paper (1<sup>st</sup> Paper – AM):*** no candidate may leave in the first 90 minutes or the last 15 minutes of the examination and until their answer sheet and question booklet have been collected from their desk.
- b) ***For the Principles of Surgery in General paper (2<sup>nd</sup> Paper – PM):*** no candidate may leave in the first 60 minutes or the last 15 minutes of the examination and until their answer sheet and question booklet have been collected from their desk.

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- If you need to briefly leave the hall for any reason, please raise your hand. If a candidate stays until the end of the examination they must not leave until all the question booklets and answer sheets have been collected.
- All that you need for this examination is provided for you. Answer sheet, question booklet, pencil and rubber. No other stationery or equipment is required and you should have nothing else on your desk. The use of a calculator will not be permitted.
- Please ensure you write your candidate number in the top right hand corner of the **question booklet** in the boxes provided.
- The answer sheets are machine read. If you do not comply with the following instructions the computer which scores the papers may reject your sheet.

It is very important that you: -

- Do not use ink; the machine will not read it. Only use the pencil provided.
  - Mark the boxes as shown, with a clear horizontal line.
  - Do not fold or crease the sheet.
  - Clearly mark your candidate number on your answer sheet in the top right hand corner following the example provided.
  - Do not make any other marks on the sheet other than putting a line through your answer and stating your candidate number.
  - A spare answer sheet is available if you wish to re-write a spoilt answer sheet. This must be done within the examination time.
  - Candidates must not communicate with other candidates either by word or sign, nor let their papers be seen by any other candidates.
  - If you have an electronic watch will you please make sure that the alarm DOES NOT SOUND during the examination.
  - This examination is (1<sup>st</sup> **Paper (am) – 3 hours**) (2<sup>nd</sup> **Paper (pm) – 2 hours**) long and you will be told periodically throughout the exam how time is passing. It is advised that thirty minutes from the end, if you have not already started doing so, you should start to transfer answers onto your answer sheet.
- Anyone who continues to write after I have announced the end of the time allowed for the paper will be disqualified from the examination.
  - If a candidate has stayed until the end of the examination please remain in your seat until all question booklets and answer sheets have been collected. The question booklets and answer sheets may not be removed from the room.
  - Please read carefully through the instructions on the front of your question booklet before beginning this examination.

***NB: Please read the relevant section below which relates to either the Applied Basic Science paper or the Principles of Surgery in General paper***

***a) For the Applied Basic Science paper (1<sup>st</sup> Paper – AM):***

**90 MINUTES AFTER THE START OF THE EXAMINATION:** Please announce the following:

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From now until 15 minutes before the end of the examination, if you are happy you have finished you may raise your hand, an invigilator will come and collect your question booklet and answer sheet from your desk and you may quietly leave the examination hall.

***b) For the Principles of Surgery in General paper (2<sup>nd</sup> Paper – PM):***

**60 MINUTES AFTER THE START OF THE EXAMINATION:** Please announce the following:

From now until 15 minutes before the end of the examination, if you are happy you have finished you may raise your hand, an invigilator will come and collect your question booklet and answer sheet from your desk and you may quietly leave the examination hall.

**30 MINUTES BEFORE THE END OF THE EXAMINATION (1<sup>st</sup> & 2<sup>nd</sup> Paper – AM & PM):** Please announce the following:

If you have not already STARTED TO TRANSFER your answers to the answer sheet you should begin to do so NOW as no extra time will be given at the end of the examination for the transfer of answers.

**15 MINUTES BEFORE THE END OF THE EXAMINATION (1<sup>st</sup> & 2<sup>nd</sup> Paper – AM & PM):** Please announce the following:

There are fifteen minutes left until the end of the examination. No candidate will be permitted to leave until the examination has finished.

**AT THE END OF THE EXAMINATION (1<sup>st</sup> & 2<sup>nd</sup> Paper – AM & PM):** Please announce the following:

- Stop writing and remain in your seat until all question booklets and answer sheets have been collected.
- Have you written your examination number at the TOP of the answer sheet?
- Results are due to be published on the College website on the date previously announced (usually three weeks from today, but sometime four if there are holidays intervening). You will need your Personal Identification Number to check your result online. Result letters will be sent out by post after this date. Please do not ring the Examinations Office as this hinders administration. Results will not be given out over the telephone.