How to run the

Intercollegiate DO-HNS Part 2

Regulatory basis, reference documents:
The DO-HNS examination is a qualification in Head and Neck Surgery. There are two parts to the qualification: Part 1 is an MCQ and Part 2 is an OSCE. DO-HNS Part 2 can also be sat as MRCS (ENT) Part 2 for candidates who have passed MRCS Part A.

Details are available from the intercollegiate website at:

http://www.intercollegiatemrcsexams.org.uk/dohns

Part 2:
Part 2 is held on a rotational basis at each of the Four Royal Surgical Colleges. The OSCE has approximately 25 bays. Each bay is of seven minutes' duration.

When processing applications, make sure to distinguish between DO-HNS and MRCS (ENT). The latter will have passed MRCS Part A. You will also need to distinguish these when sending the list of candidates to Aisha or Cecile.

Names of candidates to ICBSE:
When the list of candidates has been finalised after the closing date, send their details to ICBSE. The details are presented in a spreadsheet, a template of which has been sent from ICBSE. It is called *'templateexample 3'*.

The contact person in ICBSE who receives this information is the Systems Coordinator, currently Aisha Hashmi (on Maternity Leave until June 2018 – her cover is Cecile Danet):

Aisha Hashmi/Cecile Danet
Systems Coordinator
Examinations
The Royal College of Surgeons of England
35-43 Lincolns Inn Fields,
London WC2A 3PE
www.rcseng.ac.uk
AHashmi@rcseng.ac.uk *or* cdanet@rcseng.ac.uk

Telephone: 020 7869 6276

Send Admit letters to candidates:
Send all the candidates the programme and a letter with their exam number and other details.

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INTERCOLLEGIATE DIPLOMA IN OTOLARYNGOLOGY- HEAD AND NECK SURGERY
PART 2 – OSCE EXAMINATION – *(Insert Diet)*

Candidate number: *(Insert candidate number)*
Admit: *(Insert candidate name)*

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To: *(Insert venue)*	On: *(Insert exam date)*	For registration at: *(Insert time)* Exam begins at: *(Insert time)*

Important Notice

- Candidates must bring proof of identity to each examination. Proof of identity must be an official document, such as a current passport or driver's licence that includes their name, signature and a photograph. Failure to do so may result in entry being denied into the examination hall.
- Books, papers or calculators must not be brought into the examination room.
- The College reserves the right to refuse admission to latecomers.
- The exam will last approximately 3½ hours.
- Release time approximately *(Insert time)*
- For candidates whose exam is in the morning please note you will not be allowed to leave until the afternoon candidates have been registered. Your examination will finish at approximately (Insert time) but you will be required to stay until *(Insert time).* Refreshments will be provided.

Examiners:

Chris Haines at ICBSE will liaise with co-Chairs about the number of examiners required and will provide you with a list of the examiners names and their email addresses. The co-Chairs are Christine MacAndie (cmacandie@gmail.com) and Murray Stewart (murstew@hotmail.com).

You will need approximately 25, some of whom will be trainees (new examiners). The new examiners will be trained the day before the examination take place by an experienced examiner (probably the chairman) and will observe the exam the following day. Training only takes place if there are sufficient new examiners to make the exercise worthwhile and therefore does not happen prior to every exam. The Chairman and/or ICBSE will notify the College if they are to hold a training day prior to the exam

Arrange hotel accommodation for the examiners. Usually they stay for two nights, the night before the exam and the night of the exam.

They arrange their own travel and claim it back.

When everything is arranged, write to them with details of their hotel booking (Name and address of Hotel, link to webiste of hotel, arrival date, departure date, confirmation booking number from hotel).

OSCE Scenarios
Approximately 6-8 weeks prior to the exam, ICBSE will forward the OSCE scenarios. Ensure these are printed well before the exam date.

Actors and real patients:
Liaise with your usual acting agency or patient source.

Helpful person for advice on medical matters:
There should be someone at each College who will be able to help with any queries. If not, contact the ICBSE office with your query and they can find a solution for it.

Rooms:

The following is an exmple depending on the exam schedule/timetable:

Day before exam

Venue	Use	Time	Requirements
	Examiner Induction	All day (check if they only need it all day or just aftrenoon)	Projector
Exam Hall	Set up	All day	Instruct porters on set-up requirements for each station. Sample instructions below.

Day(s) of the examination – usually runs over 1.5 days depending on candidate numbers

A room large enough for 30 people	Morning candidates register. Given name badges with their numbers. They are briefed (outline of briefing below), are given their document wallets (into which they put their answers). They are lined up in order of station to be brought into the exam hall.	08.00-13.00	
A room large enough for 30 people	Afternoon candidates register. They need to be kept apart from the other candidates. So once they reigster, they may not leave the room. They may be given a light lunch. They are briefed, are given their document wallets (into which they put their answers). Given name badges with their numbers. They are lined up in order of station to be brought into the exam hall.	12.30 (approx start time should be 30 mins before expected end-time of morning session-18.00	
Exam Hall	Examination Need OSCE timer.	All day (07:00 to 19:00.) Provide water for candidates. And tea and coffee for examiners and actors.	
	Question writing room for examiners. Check with Chief Examiner if they need a question writing room.		
	Examiner briefing room	All day 08.00-17.00	

	Examiners need a room for coffee at about 10:00. They will need to work at calculating Angoff, correcting scripts and writing new exam questions. Need a big table with enough chairs for everyone.	
	Examiners' Lunch (sandwiches, tea and coffee for all examiners)	12.00-14.00
	Examiners' Dinner All the examiners plus the 4 staff.	19.00-22.00

Day after exam

	Depending on candidate numbers, the exam may run over two days. Therefore examiner marking may be completed in the afternoon of exam day 2. Examiner marking They will be marking the afternoon papers on morning after exam, then having a feedback session to review all the questions. Should be finished at lunchtime. They need lunch (sandwiches, tea and coffee.). Chief Examiner then needs to collate the marks and work out the pass mark.	(Times mat vary depending on whetehr the exam is over 1 or 2 days) 08.00-13.00
	Coffee break	10:00
Boardroom	Examiner Lunch	12.00-14.00

Outline of briefing for candidates:
Outline the structure of the exam. Tell them how long it will last.
Explain what a prep station is.
Explain that they have been alloctd a start station.
What to do if alarm goes off.

Exam materials:
A suitcase containing the 'hard' props (e.g. the resus doll) will be delivered. It is sent by the ICBSE office (there will be a letter enclosed with a list of contents so you can check that everything has been delivered and confirm this to the ICBSE office).

The scenario documents themselves, as well as the 'soft' props (e.g. X-rays, photographs and audiograms) will be sent electronically by the ICBSE office.

ICBSE office will arrange for the hire and delivery of the Nasendoscopes.

Laminate instructions for stations.

Laminate actors' instructions.

Answer sheets for candidates need to be printed. They are left at each station. Print marking box on reverse of each answer sheet (some "answer" sheets are just instructions so check them carefully). Some X-rays and other images will need to be printed in colour.

Some stations may need blank sheets.

Wallets for candidates labelled (with **candidate number and station station number**). These are given to the candidates when they register.

Labels with candidate number for **candidates' name badges**.

Sign-in sheets for candidates. Use for registration. Candidates provide their admit letter and their passport.

Feedback questionaires for candidates (given to candidates after the exam).

Signs for stations need to be laminated.

About a week before the exam, **send the Examiners**:
1. Copy of the programme
2. Examiner Guidelines
3. Code of conduct

Examiners' packs: For each examiner, need to provide
1. Cover sheet with the list of names of all examiners
2. Angoff Sheet
3. Exam question, answers and mark sheets for each station.
4. Expense claim forms

Put everything in **ring binders** with dividers and **provide pens**. Put name of examiner on cover of ring binder.

Name badges for examiners.

Timer for exam.

Send scenarios to actors.

Catering:
On day of exam:
Break for examiners: tea and coffee, biscuits/scones (in Examiners' briefing room)

Lunch for afternoon candidates: sandwiches with tea, coffee and water (in the registraion room for the afternoon candidates). Include the invigilators as they will be working through lunch.

Lunch for actors (sandwiches with tea, coffee and tap water).

Lunch for examiners (sandwiches with tea, coffee and tap water).

Examiners' dinner: three-course dinner with wine for all the examiners (plus up to four staff).

Examination Station set-up: paperwork:
1. The **examiner pack** can go in ring-bound folders, one for each examiner with their name on the front. They are collected after the exam. They contain:

   a) List of names of all examiners
   b) Angoff sheet

c) A copy of candidate instructions, actor instructions and mark sheet for each station (these are to be referred to during marking and for the Angoff)

2. For the manned stations, there needs to be 1 **mark sheet** for each candidate in a ring folder **FOR THE EXAMINER**, who puts the candidates number at the top (and their own number), and marks the station.

Provide pencils for examiners at the manned stations.

3. For the unmanned stations, the **ANSWER sheets for candidates** need to go on the desks, enough for all candidates. They are put by the candidates into their folder, and should if possible have a mark box printed on the back. The MARK sheets are only needed for the examiner packs and don't need to be copied for each candidate.

4. Each candidate therefore needs a document wallet, with their number printed on the outside, into which they put their answer sheets. These are handed in at the end of the exam for marking by the examiners.

Provide pencils for candidates, one at each station.

5. A feedback questionnaire (one copy per candidate to fill in before they leave).

Examiner Induction (Training):
This will be held on the day before the exam. You will need a room with a screen and a projector into which the chairman can plug his laptop.

You will also need three handouts: one set for each person attending, and one set for the chairman with the following:

1. Examiners' Code of Conduct
2. DO-HNS Examiners' Guidance notes
3. Regulations for the Intercollegiate Diploma in Otolaryngology – Head and Neck Surgery (DO-HNS)

Compile the timetable:
Each circuit lasts about 3.5 hours.

Allow seven minutes per station. There is no gap between stations, so candidates just go to the next station at the bell - they don't have to wait outside the station.

The timetable can be used to generate a list of candidates by start-station. The invigilators will need this to line them up in order outside the exam hall.

At the end of each circuit
Examinations staff should check off each candidates marksheet, in front of the candidate, to ensure no marksheets have been omitted. The candidate should be asked to sign to confirm they have submitted all marksheets or to specify some are missing.

Summary of Recharge by College

They send invoices which we send to the Colleges by post. Send them to each of the following:

College	Name and address of contact person
The Royal College of Surgeons of Edinburgh	Mr. Duncan McArthur

	Director of Professional Activities The Royal College of Surgeons of Edinburgh Nicolson Street Edinburgh EH8 9DW Scotland
Royal College of Physicians and Surgeons of Glasgow	Mrs. Valerie Hogg Head of Examinations and Assessment Royal College of Physicians and Surgeons of Glasgow 232 - 242 St Vincent Street Glasgow G2 5RJ Scotland
The Royal College of Surgeons of England	Mr. Stephen Hills Director of Dental and Surgical Examinations The Royal College of Surgeons of England 35-43 Lincoln's Inn Fields London WC2A 3PE England
The Royal College of Surgeons in Ireland	Mr Martin Cunningham Academic Operations Manager Student, Academic & Regulatory Affairs (SARA) Royal College of Surgeons in Ireland 123 St. Stephen's Green Dublin 2 Ireland

Input results and send out Results Letters.
The results are to be input during the exam or directly after and sent to ICBSE as soon after the exam as possible (ideally within two days due to the tight results deadline). Examination results are released to candidates within 7 working days of the exam and ICBSE are required to calculate the pass mark, pass/fail list and feedback to candidates within those 7 days before the results are sent to the Colleges.

When the results arrive from ICBSE, post the results notice on the web page. The Colleges can follow their own procedures for the release of their results.