Protocol for piloting new scenarios on official College courses

1. The scenario being piloted can only be used on one course. All copies of the scenario (electronic or paper) should be deleted or destroyed after the course

2. It is the College's responsibility to ensure that the scenario material is retained and does not leave the venue. A process of auditing the material upon issue and collection should be introduced

3. Only trained examiners should examine the scenario when it is being piloted.

4. A feedback form should be completed for the scenario that is piloted and this form should be returned to the ICBSE office

5. The scenario should be piloted as though it were a live exam – course participants can be given general feedback on their performance

6. The scenarios provided to courses will be based on what needs to be piloted rather than based on requests for particular scenarios

7. Mobile phones will have to be handed in before the pilot scenarios are examined so that photographs cannot be taken of the pilot scenario materials, so that information about the scenario cannot be retained by course participants or shared with others

8. Scenarios piloted on courses should not be used in a live exam for two diets

9. There should be no mention of there being live scenarios on the course. The presence of MRCS pilot scenarios on a course should not be used as a selling point for the course

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Greg Ayre