

Dear Colleague

Thank you for your enquiry concerning the College's Part 1 Fellowship (FRCOphth) Examination.

Please find enclosed information concerning:

- Registration Information
- Admission Procedure
- Guidance for diagnostic assessment candidates with additional requirements and specific learning difficulties
- Candidate code of conduct
- Policy on Allegations of Cheating in Examinations
- Appeals Procedure
- Language Requirements
- Preparing for Examinations
- Examination Timetable
- Examination Structure
- Standard Setting
- Examination Syllabus
- Reading List

Candidates must hold a medical qualification approved by the General Medical Council of the United Kingdom (GMC) or of Ireland for the purpose of registration.

Please note candidates are required to submit an attested copy of their medical degree in evidence of their eligibility to sit this examination. Medical degree certificates may be attested by a Fellow of *this* College or your embassy, a solicitor or the university issuing the certificate. Candidates who are registered with the General Medical Council (GMC) are not required to submit an attested copy of their medical degree but should include their GMC number in the appropriate place on the application form for verification and candidates with the Irish Medical Council (IMC) should do the same with their IMC number.

No previous experience in ophthalmology is necessary for candidates to sit the Part 1 FRCOphth, but trainees in ophthalmic specialist training are required to pass this examination before they enter into the **third** year specialist training. Please note that as of 1 August 2013, candidates are permitted a maximum of six attempts in which to pass this examination. Examination attempts prior to August 2013 do not count towards the number of attempts available.

The structure of this examination is based on learning outcomes from the first two years of training of the Curriculum for Ophthalmic Specialist Training. This curriculum is only available in web-based format at: <http://curriculum.rcophth.ac.uk>. The syllabus is assessed by written examination.

The above information has been agreed by the Council of The Royal College of Ophthalmologists.

This information is subject to variation at the discretion of the Council.

Yours sincerely

Dylan Costello  
**Head of the Examinations Department**

## **REGISTRATION INFORMATION**

Candidates wishing to confirm the eligibility of their medical degree for the purpose of registration with the General Medical Council may do so by the following means:

You can access the World Directory of Medical Schools at the below link:

<https://search.wdoms.org/>

Candidates are required to submit an attested copy of their medical degree or details of their GMC registration in evidence of their eligibility to sit this examination.

## How do I book the exam?

Booking the exam will depend on whether you are already an RCOphth member or previous exam applicant - or whether you are a first-time exam applicant:

- If you are already an RCOphth member with an online log in, you can [book your exam here](#).
- If you have not registered with us previously, are sitting one of our exams for the very first time or are an overseas candidate you must instead use this [Online Part 1 Exam Application Form](#)

All candidates must hold a medical qualification approved by the General Medical Council of the United Kingdom (GMC) or Ireland (IMC) before registering.

Once the closing date for entries has passed, the candidate will receive a confirmation email from the College which will contain the following information:

- Confirmation of their exam place
- Their candidate ID number
- Their exam date and time slot based on their location in the world
- ID requirements and computer requirements in order to take the exam
- A link to practice questions on the RCOphth exams website
- Notes on what candidates can expect on the examination day
- The examination rules and regulations

## Overseas Candidates

If you have an overseas medical qualification and you are not registered with the GMC already, you must register for the exam via this [Online Part 1 Exam Application Form](#).

You must do this the first time you want to book an exam. As part of the online application form, you must upload an *attested* copy of your certificate which will then be verified and approved by the exams team before you can finalise registration and payment for the exam.

DO NOT submit any attested documents via email, they must only be uploaded via the [Online Part 1 Exam Application Form](#).

## Candidates with GMC registration or those on an official OST programme

If you don't currently have an online account you must follow the instructions to create an account. All applications to sit exams are assessed by the Exams department. Once your eligibility has been assessed you will be emailed to confirm if your place has been reserved to sit the exam.

## Regulations

The following notes on the regulations concerning applications for admission to the examinations are published for the guidance of candidates:

1. Completed applications for admission to an examination must reach the Examinations Department **no later than 5.00pm on the closing date**, namely approximately **eight weeks** before the exam is held. It is not possible to accept applications received after the closing date.

2. The application forms must be accompanied by **the fee** and **such certification as is required by the regulations**. If you cannot supply all the relevant certification **you must contact the Examinations Department or supply a covering letter as to the reasons why**. All outstanding certification must be received **BEFORE the closing date**, otherwise the candidate will be withdrawn from the examination and forfeit their examination fee. Applications submitted without the required fee will not be accepted.
3. Upon receipt of application the Examinations Department will send all candidates a written receipt. Detailed instructions including written and clinical examination dates will be dispatched to all candidates within ten days after the closing date for receipt of applications.
4. Applicants wishing to withdraw their entry for an examination must notify the Examinations Department in writing by 5.00pm on the closing date for receipt of applications. Fees cannot be refunded or transferred after this time.
5. Applicants must apply for entry visas for the United Kingdom in good time prior to the date of the examination. In exceptional circumstances, if written evidence of the refusal of a visa is provided, the Examinations Committee will consider requests for candidates to withdraw their examination entry, subject to the receipt of a 20% administration charge.
6. Candidates unable to attend an examination will forfeit their examination fee. In exceptional circumstances, the Examinations Committee will consider requests to withdraw a candidate's entry from the examination sitting subject to receipt of written supplementary evidence (e.g. a detailed medical certificate, a death certificate for a close family member) and subject to a 20% administration charge. Please note that lack of preparation is not considered a suitable reason to withdraw from an examination.
7. If a candidate cancels their examination within 4 working days of the examination, with the evidence provided as in point 6 above, the 20% administration charge will apply + a 50.00 GBP late cancellation fee levied by the proctoring provider.
8. If a candidate fails to turn up for their examination, they will lose 100% of their exam fee.
9. All candidates will receive feedback regarding their individual performance in the examinations.
10. Results are sent via email with the Pass List being displayed on the College Website. Results are only released upon approval of the Senior Examiner. We regret that examination results are not available by telephone.















## **CODE OF CONDUCT FOR EXAMINATION APPLICANTS AND CANDIDATES**

The College's code of conduct can be found on our website, at the following link:

<https://www.rcophth.ac.uk/wp-content/uploads/2014/11/Code-of-Conduct-Examination-candidates-and-applicants-20170404.pdf>

## **ALLEGATIONS OF CHEATING AND MISCONDUCT IN EXAMINATIONS**

Further information regarding the College's Policy on Allegations of Cheating and Misconduct in Examinations can be found on our website, at the following link:

<https://www.rcophth.ac.uk/wp-content/uploads/2018/11/Policy-on-Allegations-of-Cheating-and-Misconduct-20181008.pdf>

## **Appeals Procedure**

The College's appeal procedure is available online at <https://www.rcophth.ac.uk/examinations/appeals-procedure/>

## **Language Requirements**

All examinations run by the Royal College of Ophthalmologists are conducted in English.

Although candidates are not expected to undertake examinations such as IELTS or PLAB it is expected that candidates should be equivalent to IELTS Level 7.

## **Preparing for the examinations**

The Royal College of Ophthalmologists recommend that candidates preparing for examinations should:

- Read the appropriate text, syllabi and curriculum for the relevant examination.
- Gain clinical experience in ophthalmology in hospitals this may also include working within other specialties such as Medicine and Pathology.
- Attend courses – A list of courses for examinations can be found on the College website (the College does not run or endorse any of the listed courses: <https://www.rcophth.ac.uk/events-and-courses/non-rcophth-events/>).
- Ensure they are familiar with principles and values of the General Medical Council's Good Medical Practice (<http://www.gmc-uk.org>).

Candidates may also find useful information from the National Advice Centre for Postgraduate Education. (<http://www.nhscareers.nhs.uk/nacpme/>)





























