Additional Examination Attempt Applications

Please note this form is for requesting **one final additional examination attempt** only after the limit on previous attempts has been reached:

GMC policy states: "No candidate will normally be allowed more than six attempts at an examination."

"After six failed attempts, a candidate must provide evidence of additional educational experience to the royal college or faculty for each re-sit."

The GMC have confirmed that the expectations around national professional examinations allow flexibility for colleges to make exceptions to the guidelines or to apply more stringent rules if they see fit, meaning they are permitted to implement their own limit to the number of additional exam attempts permitted.

The RCOphth will allow only ONE additional attempt after the limit on previous attempts has been reached.

NB: For the Part 1 FRCOphth, Refraction Certificate and the Certificate in Laser Refractive Surgery examinations, the maximum number of attempts is 6. For the Part 2 FRCOphth Written and Oral examinations, the maximum number of attempts is 4.

For RCOphth examinations, candidates who have had the maximum number of attempts will not be eligible to attempt an examination again unless evidence of additional educational experience is provided. To be considered for a maximum of **one additional attempt** only, the following criteria must be met:

1) The candidate's previous examination attempts must demonstrate **a clear sequential improvement with each attempt**, preferably with their most recent performance showing improvement to within a very close margin (within 1 SEM of the pass mark). ** SEM is a standard error of measurement that is identified during the pass mark setting process (this will vary with different exams, but is commonly about 3%)*

2) The candidate's Educational Supervisor (if in OST) will be required to confirm, via a supporting letter, that the candidate has had additional educational experience and has demonstrated an improvement in knowledge and skill. For candidates outside of the UK, or formal OST, then this should be confirmed by the Education/Training Lead within their department.

3) A Personal Development Plan (PDP) must be provided identifying areas of persistent weakness with evidence that the PDP designed to target these weak areas has been completed. The PDP steps are as follows:

- The candidate fills out the details of their proposed PDP on the application form for the additional attempt.
- The application for an additional attempt is sent to RCOphth before the PDP is completed.
- The candidate completes the PDP and provides evidence as such, along with their Education Supervisor (if applicable) confirming completion.
- Once this confirmation has been received, the candidate will be approved for the one final additional attempt.

4) The candidate's Educational Supervisor or Training Programme Director (if applicable) must sign the PDP confirming that the candidate has demonstrated an improvement in knowledge and skill.

5) We can only consider additional attempt requests from candidates whose final attempt was within the last 7 calendar years.

6) Only one final additional attempt will be granted and by signing the application form, the candidate agrees to this and cannot ask for further additional attempts.

7) Please make sure to submit your completed "Additional Examination Attempt Application Form" along with PDP and supporting documentation to exams@rcophth.ac.uk for the attention of the Director of Examinations.

8) The application must be approved by the Chair of Examinations, the Director of Examinations, the Director of Education, Training and Events Department and Chair of the Training Committee.

9) Sending in an application for an additional attempt does not guarantee acceptance. All the requested evidence will be assessed by the relevant parties at RCOphth before a decision is made.

10) There is no right of appeal against the final decision.