

Joint Surgical Colleges Fellowship Examinations

Guidance Notes for Applicants

[please read carefully - these relate to new applications for examinations taking place from 1 January 2023]

JCIE 2015 Regulations

Candidates will have up to a maximum of 7 years to complete the examination process as follows:

Section 1 – Candidates have a maximum of 4 attempts with no re-entry.

Section 2 – Candidates have a maximum of 4 attempts with no re-entry.

Candidates will have a maximum of 4 attempts in totality at each Section across both the Intercollegiate Specialty Examinations and the Joint Surgical Colleges Fellowship Examinations i.e. the total of 4 attempts applies to the Intercollegiate Specialty Examinations and the Joint Surgical Colleges Fellowship Examinations alone or any combination of the two.

Examination Format

Section 1 is a written test composed of two Single Best Answer papers. These papers are carefully prepared to cover the curriculum content which can be best assessed in this way. A process of standard setting is performed by trained and experienced examiners to set the eligibility to proceed mark. Section 1 examinations are delivered via computer-based testing at pre-selected worldwide Pearson VUE Test Centres.

Paper 1 120 Single Best Answer [SBA] (2 hours 15 mins)

Paper 2 120 Single Best Answer [SBA] (2 hours 15 mins)

Candidates must meet the required standard in Section 1 in order to gain eligibility to proceed to Section 2.

Section 2 is the clinical component of the examination. It will consist of a series of carefully designed and structured scenario-based interviews on clinical topics. The Section 2 examinations will be held in pre-selected host centres outside the UK/Ireland.

The standard of the pass mark is set at the level of a day one consultant in the generality of the specialty.

Section 1 – First Time Applicants

To be considered for eligibility to sit Section 1 of the Examination, applicants are required to submit an online application by 5pm UK time on the published closing date for the relevant examination. Applicants will be informed by email on their eligibility status within a few weeks of the closing date.

You will need to create a Personal Profile. The Guidance Notes for the Application System are available on the Application page of the JSCFE website.

a) Important Date - Deadline for Registration/Application/Upload of Mandatory Documentation & Payment

- The examination will close at 5pm UK time on the date published on the JSCFE website
- Applications which are not complete by this closing date will automatically be transferred to the next diet of Section 1

b) What you will need at the time of application

- Debit/Credit Card for payment of examination fees
- Medical Qualification – year/country obtained
- MRCS – month/year obtained
- Preferred Pearson VUE test centre country; an option list is available at the time of application
- PDF or Word format of your 3 completed structured reference forms – these must be attached at the time of online application
- PDF or Word format of your Curriculum Vitae and Operative Summary – both documents must be attached at the time of online application
- PDF format of a copy of your photographic identification

c) Your own Personal Profile will be created when you have completed Registration

- You will have access to your Personal Profile at any time
- You will be able to track your application and view your payment transaction(s)
- For clear communication please keep your Personal Profile up to date making any relevant changes to your email and postal address

Structured References – First Time Applicants only

Eligibility will be granted by the relevant Board based on the applicant meeting all entry criteria and having submitted 3 supportive structured references detailed below.

- The Principal Referee
This referee must be your current Head of Department or Head of a Recognised Training Committee / Programme in which you have participated
- The Second Referee
This referee must be a senior clinician who has worked with you, and has knowledge of your work in your specialty, within the last two years
- The Third Referee
This referee must be a senior clinician who has worked with you, and has knowledge of your work in your specialty, within the last two years

It is the applicant's responsibility to ensure that each referee receives the Guidance Notes for Referees and the Structured Reference Form. The applicant must complete Section A of the Structured Reference Form. You must give each referee a copy of your Structured Reference Form and the Guidance Notes for Referees. Sponsoring referees must return the completed reference to the applicant.

It is the applicant's responsibility to ensure that all 3 references are uploaded at the time of online application.

Section 1 – Resit Candidates

As you are already on our system you will still have access to your Personal Profile but please ensure that you keep your email and postal address up to date.

Candidates re-sitting Section 1 who are still within the eligibility period (max 4 attempts) are not required to submit 3 new Structured References or Summary of Operative Experience

a) Important Date - Deadline for Registration/Application & Payment

- The examination will close at 5pm UK time on this published date
- Applications which are not complete by this closing date will automatically be transferred to the next diet of Section 1

b) What you will need at the time of application

- Debit/Credit Card for payment of examination fees

'Eligibility to Proceed' to Section 2

Candidates who have completed Section 1 and who have gained eligibility to proceed to Section 2 will be advised by email.

With effect from January 2023, the candidate achieving the standard as eligible to proceed from JSCFE Section 1 has two options.

1. Continue to JSCFE Section 2 with the clear understanding that success in JSCFE Section 2 is not recognised by the General Medical Council (GMC) in the UK or the Medical Council in Ireland for entry to the Specialist Register.
2. Apply to take the UK/Ireland Intercollegiate Specialty Board (ISB) Section 2 in the same specialty but to do so candidates must meet the entry criteria required of candidates in the UK and Ireland who are not aligned to a GMC approved training programme. This includes the requirement for a new Principal Referee statement as defined in the linked criteria. For the criteria, please visit:
[Candidate Applications \(jcfe.org.uk\)](http://jcfe.org.uk) – document G43 Applicants 2023 'Structured References – First Time Applicants only', item b)

Successful candidates will be sent an automatic payment request for Section 2. Payment is required within 5 working days. It should be noted, however, that places in Section 2 may be restricted and entry will be granted strictly in order of date of receipt of application for Section 2. Please be assured that every effort will be made to accommodate all candidates but **this cannot be guaranteed** and an alternative date may have to be given.

Professionalism and Probity

It is the responsibility of candidates to ensure they present themselves fit and prepared for the examination.

Candidates who wish to withdraw prior to an examination

A request to withdraw prior to an examination will normally incur penalties. The Fees and Penalties document is at: [JSCFE, Joint Surgical Colleges Fellowship Examination - Application](#)

Medical Conditions including pregnancy-related illness

A candidate who develops a medical condition or pregnancy-related problems close to the date of the examination should withdraw from the examination where it is felt that the condition would have a detrimental effect on performance. A Medical Certificate would be required.

Candidates who withdraw during an examination

Withdrawal during an examination, for whatever reason, **will be counted as an attempt** and candidates would normally be **deemed to have failed** the examination unless they fall into the category immediately below.

Candidates who take ill during an examination

If a candidate takes ill during an examination and is unable to complete the examination:

1. The candidate must report the illness immediately and explain the reason for leaving.
2. A Medical Certificate must be provided and must be dated on the day of withdrawal from the examination. The Medical Certificate must be sent to the Specialty Manager within five working days of the date of withdrawal. The JCIE cannot accept Medical Certificates dated after the date of withdrawal from the examination.

Candidates who fail to get to the Examination at the right time and/or on the right day

No allowance will be made for a candidate who is late for an examination or who is absent from an examination as a result of misreading the instructions or timetable. However, this **would not be counted as an attempt**. The candidate would normally lose the examination fee and must re-apply for a future diet of the examination.

Requests for Reasonable Adjustment

Please ensure you read the JSCFE Reasonable Adjustments Policy. The Policy and submission form are at: [JSCFE, Joint Surgical Colleges Fellowship Examination - Application](#)

Appeals

Please ensure you read the JSCFE Appeals Policy. The Policy and a submission form are at: [JSCFE, Joint Surgical Colleges Fellowship Examination - Application](#)

Complaints

Please ensure you read the JSCFE Complaints Policy. The Policy and a submission form are at: [JSCFE, Joint Surgical Colleges Fellowship Examination - Application](#)

Consideration of Mitigating Circumstances

Please ensure you read the JSCFE Mitigating Circumstances Policy. The Policy and a submission form are at: [JSCFE, Joint Surgical Colleges Fellowship Examination - Application](#)