

Joint Surgical Colleges Fellowship Examination

Guidance Notes for Applicants

Examination Regulations 2015:

It is the responsibility of the candidates to ensure they present themselves fit and prepared for the examination. Candidates have up to a maximum of 7 years to complete the examination process as follows:

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

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

Examination Format

Section 1: Paper 1 (2h): Single Best Answer (SBA) and Paper 2 (2h 30min): Extended Matching Items (EMI). These papers are carefully prepared to cover the curriculum content. A process of standard setting is performed by trained and experienced examiners to set the pass mark. Section 1 examinations are delivered via computer based testing at pre-selected world-wide Pearson VUE Test Centres.

Section 2: Clinical component consisting of a series of carefully designed and structured interviews on clinical topics, some being scenario based (structured orals) and some being patient based. The Section 2 examinations will be held in pre-selected world-wide host centres.

The online examination application/payment system

Debit/Credit cards are accepted for payment of examination fees

1. Section 1 Applicants

To be considered for eligibility to sit Section 1 of the Examination, you are required to submit an online application and payment by 1700h GMT on the published closing date for the examination.

You will be informed by email of your eligibility status for entry to Section 1 of the Examination four weeks after the closing date.

a) Please take note of the Closing Date for Online Registration/Application & Payment

- A full application, payment and supporting documentation must be submitted via the JSCFE website (www.jscfe.co.uk) no later than 1700h GMT on the published closing date

b) Please Register to create your own Personal Profile

- For clear communication it is important that you keep your Personal Profile up to date making any relevant changes to your email address
- By creating your own Personal Profile you will be able to track your application and view your payment transaction(s)

c) What you will need at the time of application:

- Debit/Credit Card
- Medical Qualification – year/country obtained
- MRCS – month/year obtained [if applicable]
- Pearson VUE test centre – at the time of application you will be asked to select your preferred test centre Country location from a drop-down option list

www.jscfe.co.uk enquiries@jscfe.co.uk

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- You must attach the following at the time of application:
 - Your three signed Structured References [see 2. below] (pdf format)
 - Curriculum Vitae (pdf format)
 - Summary of Operative Experience (pdf format)
 - Photocopy of your passport (identification page)

2. Structured References

You must complete Section A of the Structured Reference Form. You must then give each referee a copy of your Structured Reference form and the Guidance Notes for Referees. Sponsoring referees must return the reference to you. **It is your responsibility to ensure that all 3 references are submitted at the time of application; incomplete applications cannot be accepted.**

- 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

Eligibility will be granted by the Joint Surgical Colleges Fellowship Examinations Specialty Board based on you having met all entry criteria and having submitted three supportive structured references as outlined above.

3. Section 1 [resit candidates]

- As you are already on our system you will still have a Personal Profile
- For clear communication, however, it is important that you keep your email/contact details up to date on your Personal Profile
- Candidates re-sitting Section 1 who are still within the eligibility period (max 4 attempts) are not required to submit 3 Structured References or Summary of Operative Experience
- The examination will close at 17:00hrs GMT on this published date
- The examination fee must be paid at the time of application

4. 'Eligibility to Proceed' to Section 2

Candidates who pass Section 1 and are granted eligibility to proceed to Section 2 will be advised of such by email.

Successful candidates will be sent an automatic payment request for Section 2. Payment will be 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.

February 2017

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