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Revision

<table>
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<th>Date</th>
<th>Description</th>
<th>Author</th>
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<td>Draft User Guide</td>
<td>AM</td>
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<td>22 Mar 13</td>
<td>Updated Terms and Conditions</td>
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<td>2.0</td>
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<td>17 Feb 14</td>
<td>Page 10 – added details</td>
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<td>29 Jan 18</td>
<td>Update screenshots to reflect updated process</td>
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Register a profile

Welcome

An Introduction to JSCFE Examinations

Welcome to the UK and Ireland Joint Surgical Colleges Fellowship Examinations (JSCFE) website.

The four surgical Royal Colleges (Edinburgh, England, Glasgow & Ireland) have introduced a new suite of Intercollegiate Fellowship Examinations for the international surgical community.

The application process for the following specialties is live:

- Cardiothoracic
- General Surgery
- Neurosurgery
- Trauma & Orthopaedics
- Urology

Full details regarding the subsequent launch of other specialties will be posted on the JSCFE and all four surgical college websites.

The JSCFE has parity of standard with the existing UK/Ireland Intercollegiate Fellowship Examinations and will assess to this standard. As such it carries the international reputation of the existing UK/Ireland examination and has the value that patients and the public can be reassured that a surgeon achieving this standard has the knowledge and skills to practice independently. It is aimed at those in the international community who are about to, or who have recently completed their training. Whilst it is not currently mandatory for applicants to have passed the MRCS, MRCS holders have been more successful in both Section 1 and Section 2 of the JSCFE examinations held to date.

We recommend that surgeons who meet this standard, and who are seeking a prestigious international qualification, apply for the examination. On successful completion of the examination, candidates will be eligible to apply for election to the Fellowship of any of the four Royal Colleges. Once such an application has been processed, the successful candidate will then be entitled the use of the Colleges’ associated post-nominal MRCS (Collage).

What you will need at the time of application:

You are advised to read the following before making your application:

1. Examination Regulations
2. Published Syllabus
3. Applicant Guidance Notes

You will need the following to make your application:

1. Debit/Credit Card
2. Medical Qualification - year/country obtained
3. MRCS - month/year obtained (if applicable)
4. Three signed Structured References (pdf format)
5. Curriculum Vitae (pdf format)
6. Operative Summary (pdf format)
7. Photocopy of your passport (pdf format)
8. Pearson VUE test centre - you will be asked to select your preferred test centre location from a drop-down option list

You are advised to read the examination regulations and refer to the published syllabus before making your application.

Click to view the calendar:

Applicant Guide for online application
**REGISTRATION**

All fields marked * are mandatory.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Email address *</td>
<td></td>
</tr>
<tr>
<td>Choose a password *</td>
<td></td>
</tr>
<tr>
<td>Confirm password *</td>
<td></td>
</tr>
<tr>
<td>Security question:</td>
<td>What is your town of birth?</td>
</tr>
<tr>
<td>Security answer *</td>
<td></td>
</tr>
</tbody>
</table>

[Create Account]
Populate the profile

Private Area

Enter your surname/last name as you wish them to appear on a certificate

Enter your surname/last name as they appear on your passport

Nominate 3 preferred test centre country locations for the Section 1 exam here, in order of preference

If you choose ‘Yes’, a new question will appear.

If you choose ‘Yes’, an input box will appear allowing an adjustment summary to be entered. A new link to a document must be completed and returned to the JSCFE.
### MY PROFILE - CONTACT DETAILS

Please complete the form below with your contact details. All fields marked * are mandatory.

**Correspondence Address**
- Address1 *
- Address2
- Address3
- Address4

**City**

**Region**

**Post Code** *

**Country** Please Choose...

**Tel** *

**Mobile**

**Fax**

**Email** testing@gmail.com

Continue...

---

### MY PROFILE - HOSPITAL DETAILS

Please complete the form below to update your details.

**Hospital Name** *

**Department** *

**Address 1**

**Address 2**

**City** *

**Region**

**Post Code** *

**Tel**

**Fax**

Continue...
Applicant Gui

For online application

Selecting a college enables the next part of the page

Unticking the box presents the option to select a different college to register with after successful completion of the exam (see next page)
Selecting "None" displays a statement regarding affiliation.

Applicant Gui de for online application

Selecting "None" displays a statement regarding affiliation.

Select college to register with after successful completion of the exam.
Examination Application

To proceed with an application, please click the ‘Calendar’ button on the top banner.
CONFIRM EXAM (1/14)

Please do not click the browser's Back button.

You have chosen the following examination. If this is not correct, please refer to the calendar.

Exam: General Surgery Section 1
Closing Date: 23 May 2018
Exam Date: 16 October 2018
Duration: 1 Day(s)
Location: PV Test Centre

First Time Candidate

Rest Candidate

back to exam calendar

APPLYING FOR THE EXAMINATION (2/14)

Please do not click the browser's Back button.

Applying for the Examination

Eligibility

In order to be considered for eligibility, three structured references must be submitted as follows:

1. Principal referee: this should be the Head of Department or Head of the Recognised Training Committee/Programme in which you have participated.
2. Reference 2: must be a senior clinician who has worked with the applicant and has knowledge of the applicant’s work in his/her specialty within the last 2 years
3. Reference 3: must be a senior clinician who has worked with the applicant and has knowledge of the applicant’s work in his/her specialty within the last 2 years

Registration and Proof of Identity

Candidates are required to present a current and valid passport. This ID must be valid on the date of the examination in question. Candidates who are unable to produce valid documentation will NOT be permitted into the examination.

Privacy

All personal information held by the Joint Surgical Colleges Fellowship Examinations (JSCFE), on behalf of the four Surgical Royal Colleges of Great Britain and Ireland, will be held in accordance with the Data Protection Act of 1998. Any data collected may be exchanged between the four Surgical Royal Colleges. Data collected will not be released elsewhere without your permission.

Withdrawal from an examination

Please refer to the section on fees and penalties

☐ I confirm that I agree to the above statements.

Continue...
EXAMINATION TERMS & CONDITIONS (3/14)

Please do not click the browser’s Back button.

Examination Terms & Conditions

The material, questions, structure and content (the ‘Examination Materials’) of the examinations are confidential and the written material is also protected by copyright owned by the Joint Surgical Colleges Fellowship Examinations (JSCFE).

By applying for this examination and by accepting the Regulations and Conditions relevant to the JSCFE you confirm that if granted eligibility to enter the examination:

- You will not publish, record, reproduce or transmit all or any part of the Examination Materials and that you will not disclose any of the Examination Materials or other details of the examination to any other person without the express written prior permission of the JSCFE.
- You accept that you are strictly forbidden to be in possession of any mobile communication or recording device at the time of the examination and you understand that any breach of this undertaking would be deemed an examination offence and that you would be removed from the examination and deemed to have failed the examination.
- The JSCFE endeavours to ensure that all reasonable measures are taken to successfully deliver its Section 1 examinations via computer based testing. It cannot, however, accept any liability for any system/power failures that may arise in exceptional circumstances.
- All personal information held by the Joint Surgical Colleges Fellowship Examinations (JSCFE) on behalf of the four Surgical Royal Colleges of Great Britain and Ireland will be held in accordance with the Data Protection Act of 1998. Any data collected may be exchanged between the four Surgical Royal Colleges. If you are registered or anticipate being registered with the General Medical Council (GMC) then your personal data, including data about your exam results, will be passed to the GMC for quality assurance and research purposes and to facilitate the awarding of certificates of completion of training (CCTs). Data collected will not be released elsewhere without your permission.

☐ I agree to the Terms and Conditions.

Continue...
**QUALIFYING MEDICAL DEGREE (6/14)**

*Please do not click the browser’s Back button.*

All fields marked * are mandatory.

<table>
<thead>
<tr>
<th>Country</th>
<th>United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>University *</td>
<td>Please select a University...</td>
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<tr>
<td>Degree obtained *</td>
<td></td>
</tr>
<tr>
<td>Date obtained *</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER DEGREES (7/14)**

*Please do not click the browser’s Back button.*

| Qualification Name |  |
| University |  |
| Date obtained |  |

Qualification name is entered here
### APPLICATION DETAILS (8/14)

*Please do not click the browser's Back button.*

All fields marked * are mandatory.

<table>
<thead>
<tr>
<th>Field</th>
<th>Option</th>
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<tbody>
<tr>
<td>Passport country of issue *</td>
<td>Please select...</td>
</tr>
<tr>
<td>Please enter your Passport Number *</td>
<td></td>
</tr>
</tbody>
</table>

### Section 1 Examination - test centre country location (in order of preference):

- **First choice *:** Choose a Test Centre............
- **Second choice *:**
- **Third choice *:**

[Continue...]
**Structured References**

In order to be considered for eligibility, three structured references must be submitted as follows:
1. Principal Referee: this should be the Head of Department or the Head of your Recognised Training Committee/Programme in which the applicant has participated.
2. Referee 2: must be a senior clinician who has worked with the applicant and has knowledge of the applicant’s work in his/her specialty within the last two years.
3. Referee 3: must be a senior clinician who has worked with the applicant and has knowledge of the applicant’s work in his/her specialty within the last two years.

---

**Principal Referee**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials *</td>
<td></td>
</tr>
<tr>
<td>Surname *</td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
</tr>
<tr>
<td>I confirm this referee is the Head of Department or Head of the Recognised Training Committee/Programme in which I have participated *</td>
<td>☐</td>
</tr>
</tbody>
</table>

---

**Referee 2**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials *</td>
<td></td>
</tr>
<tr>
<td>Surname *</td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
</tr>
<tr>
<td>I confirm this referee is a senior clinician with whom I have worked in the last two years. *</td>
<td>☐</td>
</tr>
</tbody>
</table>

---

**Referee 3**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials *</td>
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<tr>
<td>Surname *</td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
</tr>
<tr>
<td>I confirm this referee is a senior clinician with whom I have worked in the last two years. *</td>
<td>☐</td>
</tr>
</tbody>
</table>
Please do not click the browser’s Back button.

All fields marked * are mandatory.

The following documents now need to be uploaded:
(PDF, Word, JPG or GIF files only. 2Mb max individual file size)

- Operative Summary
- Curriculum Vitae
- Principal Referee
- Referee 2
- Referee 3
- Copy of photo ID

Please upload the required documents

Continue

Click ‘Browse’ to find your saved documents
Applicant Guide for online application
Please do not click the browser's Back button.

The JSCFE's default position is to send a copy of your examination feedback to you and your Principal Referee (as identified by you at application). You do, however, have the right to withdraw your consent.

However, the JSCFE feels that it is very much in your own interests to share this feedback as it stimulates a discussion around areas for development either to optimise your practice as a senior trainee and Consultant, or to maximise your chances in the event of a retit. It also allows your Principal Referee to facilitate actions (for example, allocation of specific training jobs) to assist you in your development.

I agree to my feedback being shared with my Principal Referee ✔

PAYMENT (13/14)

Please do not click the browser's Back button.

Exam Code: 48
Exam Name: General Surgery Section 1
Exam Location: PV Test Centre
Exam Start Date: 16/10/2018
Exam End Date:
Payment Required (pounds sterling): 520.00

Make Payment
Order Confirmation

Payment Details

Details of Product:
48 General Surgery Section 1

Total Cost (GBP): £20.00

Billing Address:
Mr J W
1 Main Street
Glasgow
KY7 6HH
GBR

Payment Contact Details:
Joint Surgical Colleges Fellowship Examination
International Examinations Office
The Royal College of Surgeons of Edinburgh
Nicolaus Street
Edinburgh
EH8 9PL
United Kingdom

Your payment will be handled by WorldPay Limited. This name may appear on your bank statement. www.worldpay.com

Payment Help

Telephone:
+44 (0)3 662 9333

E-mail:
enquiries@jsce.co.uk

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Applicant Guide for online application
If the payment is successful then a payment confirmation is displayed.
After payment confirmation, the next page is the “Finalise Application”.

This is the last page of the application process.

After clicking “Complete”, the website redirects back to the profile private area.