

# THE CONSORTIUM<sup>1</sup>

## Overseas Registration Examination Part 2

### Additional Checking of the Calculation and Transcription of ORE Part 2 Results

### Policy and Procedures

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<sup>1</sup> THE CONSORTIUM is made up from the following organisations:

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London WC1E 6DE

UCLH Eastman Dental Hospital  
47-49 Huntley Street  
London WC1E 6DG

Bart's and the London Institute of  
Dentistry  
Queen Mary University of London  
Turner Street  
London E1 2AD

The Royal College of Surgeons of  
England  
35-43 Lincoln's Inn Fields  
London WC2A 3PE

# Policy and Procedures of the Additional Checking of the Calculation and Transcription of ORE Part 2 Results

## 1. INTRODUCTION

- 1.1. This document sets out the Consortium's Policy and Procedures for the Additional checking of results calculation and transcription for the ORE Part 2.
- 1.2. The examinations are subject to rigorous quality assurance. Therefore, mathematical and reporting errors in results are highly unlikely. However, if a candidate considers that their examination result does not accurately reflect their performance in the examination, then they may request an additional check of their results. This process will only check that the results have been correctly recorded, transcribed, aggregated, weighted and summated. In effect this provides a re-calculation of the marks already given and so confirms the overall outcome for the examination.
- 1.3. Exclusions from this Policy:
  - 1.3.1. Candidates may not appeal against the academic judgement of examiners.
  - 1.3.2. The marks given to a candidate by an examiner will not be reassessed or altered as part of this additional checking of results.
  - 1.3.3. Complaints made on the grounds of serious defect(s) in the provision of the examination or in the administrative process must be considered under the Consortium's Complaints Policy and Procedures which may be found on the Consortium's website (<http://www.orepart2.org.uk>). Such a complaint must be made within 5 working days of the end of the examination and will not be considered after this time or in light of the results received.
- 1.4. The decision of the Consortium's Head of Examinations (or delegated authority) will be binding upon all parties and cannot be challenged.

## 2. PROCEDURES FOR ADDITIONAL CROSS CHECK OF CALCULATION AND TRANSCRIPTION OF RESULTS

- 2.1. Applications for an additional checking of a result must be lodged in writing using the form at the end of this document or obtained from the Consortium's website (<http://www.orepart2.org.uk/policy-docs>).
- 2.2. The application must be submitted electronically (to: [orep2enquiries@ucl.ac.uk](mailto:orep2enquiries@ucl.ac.uk)).  
**IMPORTANT: To enable us to adhere to timelines, please enter RESULTS CHECK as the subject line for your email.**
- 2.3. The application must be received no more than 10 working days after receipt of written feedback from the GDC.
- 2.4. There will be a fee of £300 for each additional checking requested. Credit card payment details must be provided with the application for additional checking. This £300 fee will be refunded to the candidate if their result changes as a result of the additional checking.
- 2.5. The Consortium's Examinations Team will, on receipt of the application and the fee,

acknowledge receipt and forward the details to the UCL Head of Examinations (or delegated authority) and process payment.

- 2.6. The Head of Examinations (or delegated authority) will for each of the requested components of the examination check:
  - 2.6.1. each individual mark sheet for that candidate to ascertain that all marks for each station / scenario / question have been awarded and accounted for;
  - 2.6.2. that the overall mark for the candidate has been correctly calculated;
  - 2.6.3. that the candidates' mark has been correctly compared to the pass mark.
- 2.7. The Head of Examinations (or delegated authority) will respond to the candidate with the outcome of the additional check. This response will be either:
  - 2.7.1. no error was found in the results
  - 2.7.2. there was an error in the results but this did not alter the overall outcome of the examination, however it did change the outcome of a component or components, then:
    - 2.7.2.1. the candidate will receive an apology from the Consortium
    - 2.7.2.2. have their £300 fee refunded
    - 2.7.2.3. the GDC will be informed of the error
    - 2.7.2.4. the Consortium will ensure that the error is isolated and if not, take appropriate action.
  - 2.7.3. there was an error in the results which alters the overall outcome, then:
    - 2.7.3.1. the candidate will receive an apology from the Consortium
    - 2.7.3.2. have their £300 fee refunded
    - 2.7.3.3. refer this to the Examination Board for correction of the candidate's results and inform the GDC of the error and request that the GDC amend their records accordingly
    - 2.7.3.4. the Consortium will ensure that the error is isolated and if not, take appropriate action.
- 2.8. The decision of the Head of Examinations (or delegated authority) will be binding upon all parties and cannot be challenged.
- 2.9. The marks given to a candidate by an examiner may not be reassessed or altered as part of this additional check of the results.

**ORE Part 2**  
**APPLICATION FOR AN ADDITIONAL CHECK OF THE CALCULATION AND  
TRANSCRIPTION OF EXAMINATION RESULTS**

To enable the Consortium to consider your application for an additional check of your result please complete the following form.

Once completed, the application for an additional check must be received no more than 10 working days after receipt of written feedback from the GDC.

This application may be submitted electronically (to: [orep2enquiries@ucl.ac.uk](mailto:orep2enquiries@ucl.ac.uk)). Please complete credit card details for payment of the fee of £300. The fee will be collected prior to the additional checks being undertaken.

**Please ensure that you retain a copy of all documentation.**

**CANDIDATE NAME:** \_\_\_\_\_

**CONTACT DETAILS: (phone/email)**

\_\_\_\_\_

**COMPONENT OF THE EXAMINATION COMPONENT TO WHICH THE  
APPLICATION FOR RESULTS CHECKING APPLIES (If all, state 'ALL'):**

\_\_\_\_\_

**Date(s) of Examination:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please read the following carefully and then sign the declaration:*

*I am aware that under the Additional Checking of Results Policy:*

- *The outcome of the check will be binding and cannot be challenged*
- *Candidates may not appeal against the judgement of examiners*
- *The marks given to a candidate by an examiner will not be reassessed or altered*
- *Complaints on the grounds of serious defect(s) in the provision of the examination must be considered under the Complaints Policy and within 5 working days of the examination, not in the light of results received. Such a complaint **cannot** be considered as part of this additional check of the results.*
- *The additional check can **only** check that, based on the marks shown on your mark sheet, the result awarded to you was correctly calculated and recorded.*

Signed .....

Date .....

**PLEASE COMPLETE PAYMENT DETAILS ON THE FOLLOWING PAGE. PAYMENT  
WILL BE TAKEN BEFORE THE ADDITIONAL CHECK OF RESULTS IS CARRIED  
OUT.**

**Payment for Additional Check of ORE Part 2 Calculation and Transcription of Results**

By Credit / Debit Card

Fill in your Credit / Debit Card details below:

I wish to pay amount £.....

by: VISA / MASTERCARD / SWITCH / DELTA / SOLO (delete where not appropriate)

Name of candidate (BLOCK CAPITALS) .....

Five-digit candidate number for ORE Part 2 .....

Examination date .....

Components of the exam for which results to be checked .....

Card No: 

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Start Date 



      Expiry Date

Three-digit security number..... (found on back of card)

Switch Card Issue Number:..... (if relevant)

Name of card holder: .....

Signature: .....      Date: .....

**This information will be securely disposed of by the Examinations Department**

Please confirm current email address:

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