

# THE CONSORTIUM

## Overseas Registration Examination Part 2

### Late Arrival

### Policy and Procedures

#### Introduction

This Policy document sets out the policy and process for when a candidate arrives late at an Examination Centre.

#### Late arrival at the Examination Centre

Candidates must attend the appropriate examination centre at the time specified in the Joining Instructions sent out to them by the Consortium. If the candidate arrives after the registration has closed for that sitting of the examination, the Lead Examiner will decide whether to permit the candidate to register and enter the examination.

The Lead Examiner will take into account that:

- Doing so may cause disruption to the examination when introducing the candidate into the track or circuit.
- There is risk that the candidate has had contact with candidates from an earlier cohort and so may gain advantage.

#### 1. Candidates who arrive after the start of the candidate briefing<sup>1</sup>:

If a candidate arrives after the start of the candidate briefing the Lead Examiner will decide if they will be permitted to register and enter the examination.

- 1.1 If a candidate is allowed to sit that component of the examination the candidate:
  - 1.1.1. will where possible receive a summarised briefing at the expense of examination time.
  - 1.1.2. may not subsequently claim that they were at a disadvantage from not attending the full candidate briefing.
  - 1.1.3. will have their marks scrutinised to inform the Examination Board as to whether they might have gained advantage through their late arrival. If this is suspected it will be considered under the Consortium's Malpractice Policy (<http://www.orepart2.org.uk/policy-docs>).

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<sup>1</sup> **Examination Briefing.** This term is used for the oral and other information presented to the candidates after registration and before their examination proper has started. In the DTP & ME candidates having received their briefing will be held in readiness to be escorted to the rooms where the examination is to take place.

## 2. Candidates who arrive after the start of the examination<sup>2</sup>:

- 2.1 **DM component:** Where a candidate arrives and registers within 30 minutes of the start of the examination they may be permitted to enter the examination on the agreement of the Lead Examiner.

If a candidate is allowed to sit that component of the examination the candidate:

- 2.1.1 may not subsequently claim they were at a disadvantage from not attending the candidate briefing.
- 2.1.2 may not claim that they were at a disadvantage for the lost examination time and will not be given additional time by way of compensation for this lost time.

- 2.2 **OSCE, DTP and ME: components.** These components are closely scheduled with candidates entering their examination at set times. The Lead Examiner may not therefore be able to include a late arriving candidate into this tight schedule without serious disruption to the examination. The candidate would then be excluded from the examination.

## 3. Candidates who are excluded from the examination because of their late arrival at the examination centre

- 3.1 Will be considered to have been withdrawn from the examination.
- 3.2 Will not be permitted to sit any outstanding component of the examination.
- 3.3 Will be able to request feedback on those components of the examination already completed.
- 3.4 A decision to exclude a candidate from the examination may not be contested at this time but may be contested through the Complaints procedures (see 4.).
- 3.5 If a candidate believes that the cause of their late arrival was not of their own doing, but rather the result of an outside agency or event:
  - 3.5.1 They must notify the Consortium's ORE Examinations Team within 5 working days of the end of the examination by completing the standard form at the end of the Mitigating Circumstances document on the Consortium's Website ([www.orepart2.org.uk/policy-docs](http://www.orepart2.org.uk/policy-docs)) and send it electronically to the Consortium's Examination Team ([dentalexams@rcseng.ac.uk](mailto:dentalexams@rcseng.ac.uk)) or by post (to: ORE Examinations Team, [The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE](#)). Cases **must** be supported by documentary evidence as to the nature of the event(s) which caused the late arrival at the examination centre.

4. A complaint against the exclusion from the examination must be made in writing using the form obtained from the Consortium's website ([www.orepart2.org.uk/policy-docs](http://www.orepart2.org.uk/policy-docs)) and must be received within 5 working days of the end of the examination. Complaints may be submitted electronically (to: [orep2complaints@rcseng.ac.uk](mailto:orep2complaints@rcseng.ac.uk)) or by post (to: ORE Examinations Team, [The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE](#))

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<sup>2</sup> **Start of the examination.** This is taken to be when a signal is given that the examination has begun or when any candidate(s) enters an exam room(s) to be assessed by the examiner(s).