

# THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH



## REGULATIONS RELATING TO THE DIPLOMA OF MEMBERSHIP IN ORTHODONTICS (M ORTH RCSED)

January 2009

### Regulations

### Contents Page

1. Introduction
  2. Purpose of the examination
  3. Structure of the examination
  4. Entrance requirements
  5. Eligibility for the award of the Diploma
  6. Application for admission to the examination
  7. Results
  8. Feedback
  9. Limitations on the number of attempts
  10. Infringement of the Regulations
  11. Appeals and complaints
  12. Withdrawal from the examination
  13. Candidates with Special Circumstances
  14. Exemptions
  15. Proof of Identity at the Examination
  16. Diploma certificate
  17. Curriculum
  18. Learning outcomes
  19. Blueprint
  20. Guide to Candidates
  21. Declaration form
- Appendices

**IMPORTANT NOTE: THESE REGULATIONS ARE UNDER CONTINUAL REVIEW THEREFORE IT IS RECOMMENDED THAT CANDIDATES KEEP IN REGULAR CONTACT WITH THE COLLEGE TO ENSURE THAT THEY HAVE THE MOST UP-TO-DATE INFORMATION. THE EXAMINATION SECTION WILL BE ABLE TO ADVISE (00 44 (0) 131 527 1600) OR YOU MAY VISIT THE COLLEGE WEBSITE: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)**

## **1. INTRODUCTION**

**1.1** This document contains the Regulations for the Diploma in Membership in Orthodontics of the Royal College of Surgeons of Edinburgh

Further information can be obtained from the Examination Section:

Examination Section  
The Royal College of Surgeons of Edinburgh  
3 Hill Place  
Edinburgh EH8 9DS  
Phone +44 0131 527 1600  
Fax +44 0131 668 9231  
dental.exams@rcsed.ac.uk  
[www.rcsed.ac.uk](http://www.rcsed.ac.uk)

**1.2** All parts of the examination are conducted in English.

## **2. PURPOSE OF THE EXAMINATION**

**2.1** The Diploma of Membership in Orthodontics of the Royal College of Surgeons of Edinburgh is a summative assessment of core knowledge and competence in the field of orthodontics as defined in the Learning Outcomes. It is intended to test the candidate's competency at a level expected of a specialist practitioner.

### **Aims**

- To allow the candidate to demonstrate a core knowledge of Orthodontics.
- To allow the candidate to demonstrate a level of competence in the planning and provision of orthodontic treatment.

## **3. STRUCTURE OF THE EXAMINATION**

**3.1** The Examination consists of five parts. All parts should normally be passed at the same time. For exemptions please view item 14 of these Regulations.

The examination will be held in the UK and overseas according to demand.

**3.2** The Examination will consist of:

**3.2.1** a three hour written paper in Orthodontics;

**3.2.2** a two hour diagnostic examination (in two sections) related to treatment planning and patient care with four sets of patient records;

**3.2.3** a fifteen minute oral examination on aspects of communication relating to orthodontic treatment;

**3.2.4** a thirty minute oral examination on any aspect of orthodontics;

**3.2.5** a thirty minute oral examination based on five fully documented clinical case histories each describing a patient personally treated by the candidate.

#### **4. ENTRANCE REQUIREMENTS**

**4.1** To be eligible to enter for the Diploma examination all candidates **must** provide certified evidence of:

**4.1.1** Possession of a primary dental qualification that is acceptable to the Council of the Royal College of Surgeons of Edinburgh.

**4.1.2** Award of the Membership in Orthodontics RCSEd is dependent on evidence that the candidate will have completed a period of three years full-time (or part-time equivalent) in appropriate approved posts, courses and programmes of training. Candidates may, however, enter themselves for examination after two and a half years (or part-time equivalent). The training should preferably be continuous but in some cases breaks in training may be permitted. The total training period should not normally exceed six years. Part-time posts, courses and programmes will not normally be approved if they are less than half-time.

**4.2** Candidates who do not exactly fulfil the above requirements may apply for special consideration of their experience provided they submit the full details to the Examinations Section of the College.

#### **5. ELIGIBILITY FOR THE AWARD OF THE DIPLOMA**

**5.1** To be eligible for the award of the Diploma all candidates **must** provide evidence of having complied with all the parts of the Regulations and passed the examination.

#### **6. APPLICATION FOR ADMISSION TO THE EXAMINATION**

**6.1** Applications for admission to the examination must be fully completed with the required certified evidence and accompanied by the full amount of the fee payable for the examination.

**6.2** Applications for the examination must be received by the closing date specified in the examinations' calendar. Applications received after the closing date will not normally be processed.

**6.3** Applications for the examination should be sent to the Examination Section of the College; application can also be made on-line on the College website. Further information regarding the examination can be downloaded from the College Website [www.rcsed.ac.uk](http://www.rcsed.ac.uk) or obtained from this address:

Examination Section, The Royal College of Surgeons of Edinburgh, The Adamson Centre, 3 Hill Place, Edinburgh, EH8 9DS, Scotland: Telephone No +44 0131 527 1600; Fax No +44 0131 668 9231; [dental.exams@rcsed.ac.uk](mailto:dental.exams@rcsed.ac.uk); [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

#### **7. RESULTS**

**7.1** Results will be posted on the College website and distributed by post.

## **8. FEEDBACK**

**8.1** Candidates will be given written feedback on their performance as appropriate and where requested.

## **9. LIMITATIONS ON THE NUMBER OF ATTEMPTS**

**9.1** Under normal circumstances the maximum number of times a candidate may sit the examination is three unless there are extenuating circumstances.

## **10. INFRINGEMENT OF THE REGULATIONS**

**10.1** The College may refuse to admit to the examination, or may not allow to proceed with the examination, any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behavior prejudicial to the proper management and conduct of the examination. Examples of such infringements are as follows:

**10.1.1** Entry to the examination being attempted by making false claims about eligibility or falsifying entry documentation, including the submission of case presentations or a log book containing plagiarised or incorrect content. The College reserves the right to make checks to validate any information or documents supplied by the candidate;

**10.1.2** Unfair advantage being sought or obtained: by possession of material or devices during an examination that might give advantage; by plagiarism of any description; by communicating or attempting to communicate with another candidate once the examination has commenced; or by refusing to follow instructions given by examiners or examinations staff regarding the conduct and procedure of the examination;

**10.1.3** Removal of, or an attempt, to remove from the examination room, any confidential examination material;

**10.1.4** Any attempt to obtain confidential information relating to the examination from an examiner or examination officials;

**10.1.5** Passing confidential information on the content of the examination to a third party.

**10.2** This list is not exhaustive. Further information can be obtained from the guidelines on suspected malpractice available on the College Website: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

## **11. APPEALS AND COMPLAINTS**

**11.1** Candidates who wish to make an appeal about the conduct of their examination must address it to the Examinations Section within 28 days of the publication of results. Appeals will be considered which allege maladministration or bias or impropriety of some kind, whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgement of the examiners will not be allowed. Details of the appeals process can be found on the College website: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

## **12. WITHDRAWAL FROM THE EXAMINATION**

**12.1** Any candidate who wishes to withdraw an application for admission to any part of the examination must submit a request in writing to the College. A refund of the fee paid may be made (less an administrative fee of 20%), provided that notice of an intention to withdraw is received by the Examinations Section before the closing date by which applications are due, as shown in the examinations calendar. Refunds are not normally made to any candidate who withdraws after the closing date. Candidates should refer to the document "Advice to Candidates" which can be downloaded from the College Website or obtained from the Examination Section.

**12.2** Any candidate who wishes to withdraw an application for admission to any part of the examination on medical grounds and request a refund must submit a request in writing to the College, accompanied by a medical certificate. An application for consideration of a refund on compassionate grounds should be supported by full details, plus a supporting letter from an appropriate professional. Each such application must be submitted to the Examinations Section within 28 days following the date of the candidate's programmed examination date.

**12.3** The College reserves the right to review admission to the examination on an individual basis in exceptional circumstances.

## **13. CANDIDATES WITH SPECIAL CIRCUMSTANCES**

**13.1** Special examination and other assessment arrangements may be made for candidates with permanent or temporary disability. These arrangements are intended to allow candidates to perform to the best of their ability. It is the responsibility of the candidate to notify the Examinations Section when they submit their application of any special circumstances. Applications for special consideration must be supported by written evidence in the form of a medical report from their General Practitioner for medical conditions (an educational psychologist's report is required for requests for extra time because of dyslexia). Details can be found on the College website: [www.rcsed.ac.uk](http://www.rcsed.ac.uk)

## **14. EXEMPTIONS**

**14.1** Exemption from the written component of the M Orth RCSEd Examination will be granted to candidates who present evidence of successful completion of the written component of the Bi-Collegiate Membership in Orthodontics Examination of the Royal College of Surgeons of England and the Royal College of Physicians and Surgeons of Glasgow. Exemption from this component may also be granted to candidates who present evidence of successful completion of written examination papers for an approved university qualification in Orthodontics at a centre recognised by the Royal College of Surgeons of Edinburgh;

**14.2** Exemption from that part of the examination which relates to the five fully documented case histories will only be granted to candidates who fail the Membership in Orthodontics Examination of the Royal College of Surgeons of Edinburgh or the Bi-Collegiate Membership in Orthodontics Examination of the Royal College of Surgeons of England and the Royal College of Physicians and Surgeons of Glasgow if their presented material and subsequent performance in the related oral examination has satisfied the examiners. This exemption will be restricted to two diets of the candidate's choice.

## **15. PROOF OF IDENTITY AT THE EXAMINATION**

**15.1** Candidates must bring their passports to each part of the examination. Exceptionally, candidates who are not in a position to provide a passport must produce an official document that includes their name, signature and a current photograph e.g. current photographic driving licence.

## **16. DIPLOMA CERTIFICATE**

**16.1** A candidate who passes the Examination shall be entitled to the designation of Member in Orthodontics of the Royal College of Surgeons of Edinburgh (M Orth RCSEd) and shall receive a diploma bearing the seal of the College signed by the President, the Dean of the Faculty of Dental Surgery and the Secretary to the College. The form of the diploma shall be as follows:

"The President and Fellows of the Royal College of Surgeons of Edinburgh hereby grant the Diploma of Membership in Orthodontics to ..... who has completed the required form of study and passed the necessary Examination."

Successful candidates will be granted Membership of the Faculty of Dental Surgery of the College on payment of such election fee and annual subscription as may be determined from time to time by the Council of the College. Members of the Faculty of Dental Surgery may participate in Faculty and College educational and social activities.

## **17. CURRICULUM**

**17.1** The curriculum for the Examination is defined by the Learning Outcomes (Appendix A).

**18. LEARNING OUTCOMES** (Appendix A)

**19. BLUEPRINT** (Appendix B)

**20. GUIDE TO CANDIDATES** (Appendix C)

**21. DECLARATION FORM** (Appendix D)

**22. CONSENT FORM** (Appendix E)