Online Application forms for written exams – Guidance notes for Candidates Applying to the Hong Kong centre
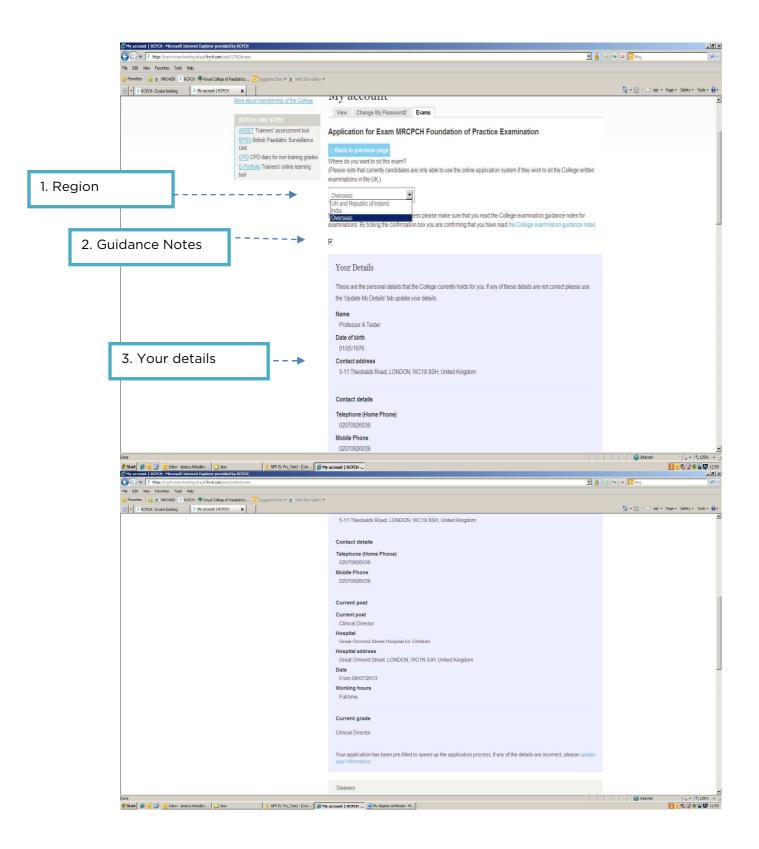
ONLINE APPLICATION PROCESS RULES

- All candidates applying for a written examination in Hong Kong must apply using the online application system.

- All candidates must adhere to the set application dates and times. Applications for all exams will open at **9.00am** on the first day of the advertised application period and close at **4.30pm** on the last day. Please note these times are UK local time and will apply to all centres both in the UK and Overseas.

- Online applications can not be submitted before or after the published deadlines.

- You cannot submit a paper form if you miss the deadline for any examination application period. Any paper form received will be returned back to you.

- If you have saved your application but not submitted it before the closing date, you will not be able to do so until the next application period.

- You will be able to track the status of your application via the 'My Next Exam' or 'My Exam Applications' section found under your exams tab.

Please note to access the online application form you need to have logged into your member account on the College website. For information on how to create an account please refer to the guide notes 'Registering with the College'. Once logged in you will need to select the 'Exams' tab.

The application form

Once you have chosen an exam and clicked 'apply now' you will be taken to the following screens. Please note all sections of this form are mandatory, with the exception of the post date *'to'* field and the *'special requirements'* box.

1. Region

2. Guidance Notes

3. Your details

1.Region: Select the Overseas region

2. THE GUIDANCE NOTES

- All candidates must tick that you have read and understood this document before an application can be submitted.

3.YOUR DETAILS

- This section shows the personal details and employment information that the RCPCH already holds about you
- If the information is incorrect you must click on the *'update your information'* link at the bottom.
- If some of this information is NOT held on our database the system will ask you for it.
- The system has a list of hospitals. If your current place of work is not displayed you can overwrite this. Candidates can also choose what site they are at via a drop down or overwrite this if required.
- Please note that the date 'from' box is mandatory **but the date 'to' box is not.**

4.EXAMINATION CENTRES

- Candidates will see the Hong Kong centre from the drop down list.

5.Additional Requirements

- You must state any reasonable adjustments that the college may need to make in order for you to sit the exams. A medical certificate or consultant's report is required in support. This must be sent at the time of submitting your online application, to the details below:
  RCPCH, Examinations Team, 5-11 Theobalds Road, London, WC1X 8SH
- If you do not require any reasonable adjustments please leave this blank.

6.DATA PROTECTION

- All candidates must tick that you have read and understood this document before an application can be submitted. This can be found on the link next to the tick box.

SAVE APPLICATION/CHECK/SUBMIT BUTTONS

- At the bottom of the page you will see a *'Save application'* button and a *'Check'* button
- The *'Save application'* button will allow you to save your application form and come back to it at any time during the application period. Alternatively you will also be able to remove it.
- **If a candidate saves an application after choosing a centre but before paying, this seat and choice of centre has not been held for them and could be taken up by someone else.**

I hereby declare that the information I have provided is true and accurate and I agree to abide by the RCPCH Rules and Regulations. I understand that any false information provided in any part of this form may result in my application being withdrawn. This information may be used and shared with or transferred to other organisations and individuals, including Deaneries, educational supervisors and other organisations involved in the planning, management and delivery of training. This information will subsequently be transferred to a trainees individual ePortfolio account to assist with their ongoing assessment.
I understand the colleges Data Protection policy.

If you are ready to make a payment for your exam please click 'check' this will then provide you with an opportunity to check all the details you have given in your application so far. You will need to do this before going through to the payment screen. Once you have checked your details you will be asked to submit your application. Please only submit an application if you are ready to pay.

If you wish to save your application and provide more details or pay at a later stage please select 'save application'.

Save application Check

The *'Check'* button means that you are ready to submit your application for payment. By clicking on the '*check'* button the system will check the application to make sure all mandatory fields have been filled in. If they haven't the '*submit'* button will not appear as you will need to go back over the form and correct anything that is marked in red. Once these have been rectified you will need to click the *'check'* button again.
The *'submit'* button should only be clicked once you are happy with your application form. Once clicked you will be taken to the payment details.

If you are ready to make a payment for your exam please click 'check' this will then provide you with an opportunity to check all the details you have given in your application so far. You will need to do this before going through to the payment screen. Once you have checked your details you will be asked to submit your application. Please only submit an application if you are ready to pay.

If you wish to save your application and provide more details or pay at a later stage please select 'save application'.

Save application Submit

PAYMENT

Candidates taking the examination in Hong Kong must pay via bank draft to the organiser in Hong Kong and will see the below screen with details regarding this process.

My account | RCPCH - Microsoft Internet Explorer provided by RCPCH

https://rcpch-exam-booking-drupal.fry-it.com/user/12392/exams

File Edit View Favorites Tools Help

Favorites | MPOWER | RCPCH | Royal College of Paediatrics... | Suggested Sites | Web Slice Gallery

RCPCH - Exams booking | My account | RCPCH

More about membership of the College

RCPCH LINK SITES
ASSET Trainees' assessment tool
BPSU British Paediatric Surveillance Unit
CPD CPD diary for non training grades
E-Portfolio Trainees' online learning tool

My account

View | Change My Password2 | **Exams**

Hong Kong application

Candidate name
Professor A Tester
RCPCH number
228847
Date of birth
01/05/1976

Thank you for submitting your application for the MRCPCH Foundation of Practice Examination in Hong Kong on 31/01/2014. In order to pay for this examination you need to submit a cheque directly to the organiser in Hong Kong. Payment needs to be received within 5 working days and until your cheque has been received your place on the examination **is not** confirmed.

The exam fees for the MRCPCH written examinations in Hong Kong in 2014 are:

Exam	Fee (HK$)
Foundation of Practice & Theory and Science (both papers)	7,250
Foundation of Practice (single paper)	4,500
Theory and Science (single paper)	4,500
Applied Knowledge in Practice	8,400

Cheques need to be sent, along with a print out of this page to:

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Ms Vanessa Wong
College Secretary
Hong Kong College of Paediatricians
Room 801, Hong Kong Academy of Medicine
Jockey Club Building
99 Wong Chuk Hang Road
Aberdeen
Hong Kong
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For further help or information please contact the RCPCH examinations team on 020 7092 6000 or on exams.applications@rcpch.ac.uk.

- Until the organiser in Hong Kong receives your bank draft and places you on the examination your application has not been approved. Once approved you will receive an email <u>confirming successful payment</u>.