

## Policy

**Subject: Oral Examinations**  
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Oral examinations are undertaken only at one venue. The only exception to this would be on grounds as detailed in Policy 3/2001 Examination Candidates in Need of Consideration.

In order to maintain the transparency and fairness of oral examinations across all disciplines, the following procedures will be observed:

1. Each candidate will be examined in the presence of at least two members of the relevant examiners' panel. At least one of whom must be an experienced examiner.
2. One observer (eg examiner "in training", Chief Examiner or delegate) may be present.
3. Mark sheets will be completed following the oral examination and examiners are required to reach a consensus on whether the candidate has been successful or not. Detailed comments are required for unsuccessful candidates. The mark sheets are the property of the College and must be returned to the College.

### Telephone or Videoconference Oral Examinations

Teleconference or video conference oral examinations will only be agreed under exceptional circumstances and are granted at the discretion of the Chief Examiner. The following conditions additionally apply:

1. The candidate must request a telephone or videoconference oral examination at the time of application for examination or as soon as they are aware they may not be able to attend the scheduled examination.
2. This request must be approved by the relevant Chief Examiner.
3. The teleconference or videoconference must take place at an identical time to the scheduled examination or repeat examination where available, and contain the same questions.
4. The candidate must be invigilated by a Fellow of the College, or other approved invigilator.
5. The candidate is liable for teleconference or videoconference costs incurred.
6. Marking sheets will be completed as above and the marks collated with those of the rest of the cohort.

### Related Policies and Guidelines

Policy 3/2001 Examination Candidates in Need of Consideration for Illness, Accident, Disability or Compassionate Grounds  
Guideline 4/2002 Invigilators-Examination Procedure  
Guideline 3/2015 Quality Framework for RCPA Examinations – Written, Practical and Oral