



**UKFP 2018**

**Applicants'  
Handbook**



England  
Northern Ireland  
Scotland  
Wales



**UK Foundation  
Programme  
June 2017**

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## Introduction

The purpose of this handbook is to provide information about the national application process to the UK Foundation Programme. The sections of this handbook are set out to follow the stages of the national application process in chronological order as far as possible.

The handbook often refers to a Unit of Application (UoA). A Unit of Application consists of one or more foundation schools that are grouped together for the purposes of processing applications. When considering Academic Foundation Programme (AFP) applications, the foundation school groupings may be different and these are referred to as Academic Units of Application (AUoA).

This handbook refers on several occasions to medical schools and their role. The UKFPO will act as a medical school for all those applying through the UKFPO Eligibility Office.

The online application system is referred to throughout the document as Oriol. Applicants are advised that there are likely to be periods of time when the system is down during the application process for routine maintenance and development work to enhance the system.

## UK Foundation Programme

The Foundation Programme is a two-year, work-based training programme which is intended to bridge the gap between medical school and specialty / general practice training. The foundation programme is part of the continuum of medical education. It ensures that newly qualified doctors develop their clinical and professional skills in the workplace in readiness for core, specialty or general practice training. The foundation programme aims to ensure that all doctors deliver safe and effective patient care and aspire to excellence in their professional development in accordance with GMC guidance.

The four UK health departments determine the number of places available each year based on workforce planning across the continuum of postgraduate medical education and training. The national allocation process allocates the highest scoring applicants to all available places.

### Foundation Year 1

Foundation year 1 (F1) enables medical graduates to begin to take supervised responsibility for patient care and consolidate the skills that they have learned at medical school. Satisfactory completion of F1 will result in the award of the Foundation Year 1 Certificate of Completion (F1CC). Upon satisfactory F1 completion, the relevant university (or their designated representative in HEE, NES, NIMDTA, Wales Deanery or a foundation school) will recommend to the GMC that the doctor can be granted full registration.

### Foundation Year 2

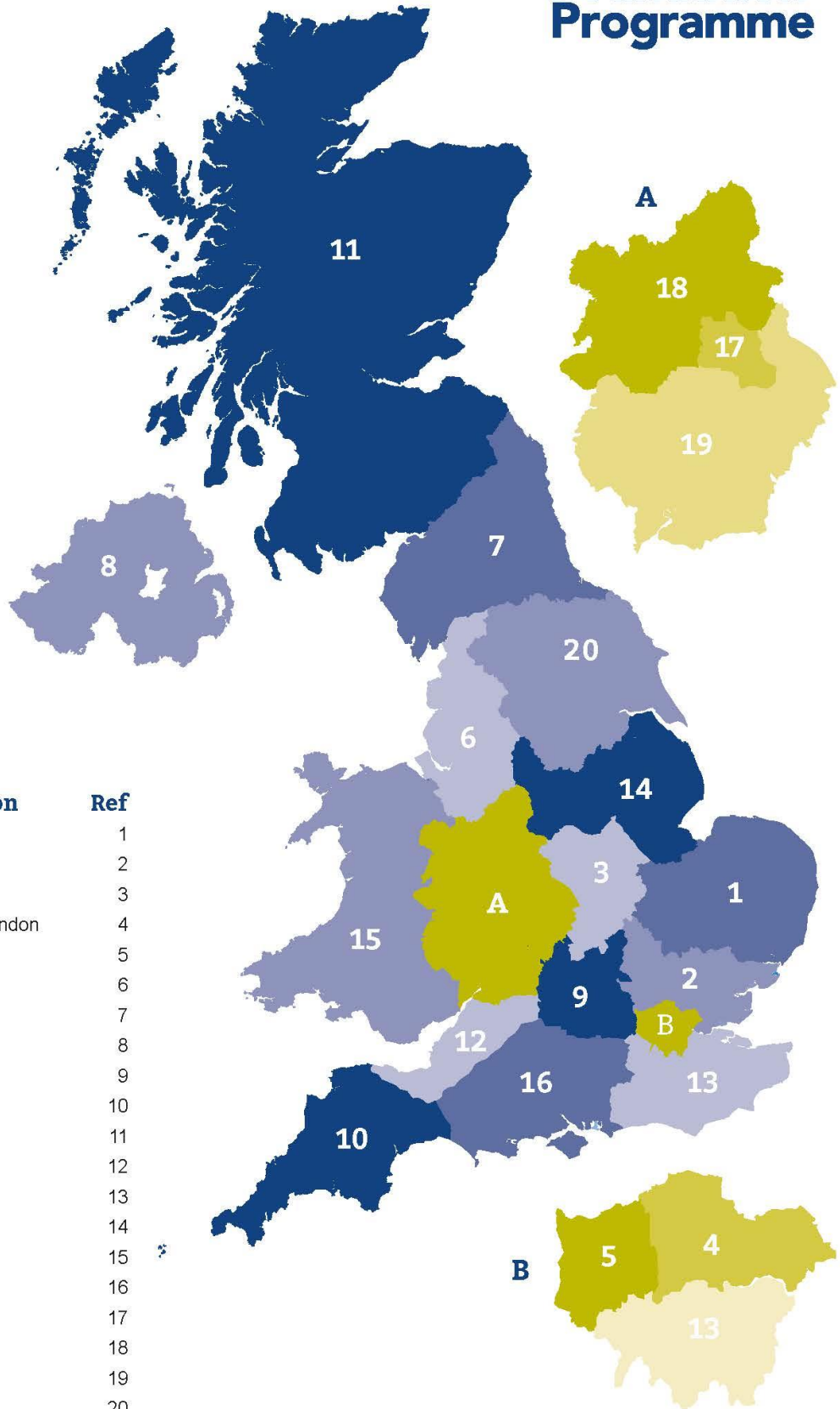
Foundation year 2 (F2) doctors remain under clinical supervision (as do all doctors in training) but take on increasing responsibility for patient care. In particular, they begin to make management decisions as part of their progress towards independent practice. F2 doctors further develop their core generic skills and contribute more to the education and training of the wider healthcare workforce e.g. nurses, medical students and less experienced doctors. At the end of F2 they will have begun to demonstrate clinical effectiveness, leadership and the decision-making responsibilities that are essential for hospital and general practice / specialty training. Satisfactory completion of F2 will lead to the award of a Foundation Programme Certificate of Completion (FPCC) which indicates that the foundation doctor is ready to enter a core, specialty or general practice training programme.

### UK Foundation Programme Office (UKFPO)

The UKFPO manages the national application process for the foundation programme, issues guidance on foundation training and promotes the consistent delivery of the foundation programme across the UK. Working with partners, the UKFPO enables sharing of good practice to help raise the standards of training. It is funded by and is accountable to the four UK health departments.

Map of Foundation Schools

Map of Foundation Schools



Unit of Application	Ref
East Anglia	1
EBH	2
LNR	3
North Central & East London	4
North West London	5
North West of England	6
Northern	7
Northern Ireland	8
Oxford	9
Peninsula	10
Scotland	11
Severn	12
South Thames	13
Trent	14
Wales	15
Wessex	16
West Midlands Central	17
West Midlands North	18
West Midlands South	19
Yorkshire and Humber	20

## High-Level Timeline

26 June – 09 August 2017	Eligibility submission period. If your medical school is outside the UK, or if you qualified from a UK medical school prior to 01 August 2016, you must register on Oriel and submit an eligibility application and supporting documentation by 12 noon (GMT) on Wednesday 09 August 2017. Please refer to separate guidance available on the UKFPO website.
21 August 2017	Academic programmes offered in each AUoA available to view on Oriel.
25 September 2017	Registration on Oriel. Applicants can register at any time during the application window until 12:00 (GMT) on Friday 13 October 2017. Eligibility Office applicants will have already registered as part of the eligibility application process. All programmes available to view on Oriel; EPM decile scores available.
28 September 2017	Deadline for request for reasonable adjustments to the SJT.
02 – 13 October 2017	National application period: complete the online FP application form (including FP preferences, Educational Achievements) and AFP application form(s) for individual AUoA vacancies. Late applications will not be considered under any circumstances.
13 October 2017	Deadline for submission of special circumstances applications to the home medical school. All applications must be submitted by 12:00 (GMT) on Friday 13 October 2017. Late applications will not be considered under any circumstances.
16 October 2017 – 12 January 2018	Local AFP recruitment process (e.g. short-listing and interviews).
23 October 2017	Verified Educational Achievements (EA) and total Educational Performance Measure (EPM) scores viewable to applicants on Oriel.
01 December 2017	1 <sup>st</sup> SJT Date (applicants registered for this date must attend).
08 January 2018	2 <sup>nd</sup> SJT Date (applicants registered for this date must attend).
11 January 2018	Deadline for providing evidence of Right to Work (RTW) for non-EEA applicants. AFP applications will be withdrawn if applicants are unable to provide satisfactory evidence by this time.
17 January 2018 – 14 February 2018	AFP national offers. Successful AFP applicants will receive offers during this period. All offers must be accepted or declined on Oriel by the stated deadline(s).
08 March 2018	FP primary list allocation. Applicants informed of allocation to Foundation School. SJT and total application scores viewable to applicants on Oriel. Applicants who have been allocated to a UoA as part of the initial allocation process, i.e. to the primary list, will be able to view their allocation and will be informed of how to rank groups and / or programmes within the timeline.
09 – 30 March 2018	Applicants are required to preference groups and / or individual programmes on Oriel in accordance with local timelines.
09 March – 09 April 2018	Online references collected. Referees will be asked to provide references as part of the standard pre-employment checks.

05 April 2018	FP primary list applicants notified of match to programme results. Applicants will receive an email containing information about which foundation programme they have been matched to by their allocated UoA.
From April 2018	Reserve list batch allocations. The highest scoring applicants on the reserve list will be allocated to any vacancies that have arisen since the last allocation.
May – August 2018	Pre-employment checks. Employers will also confirm your location of employment, salary, pay banding (if applicable) and your rota.
June 2018	Applicants are required to have provisional GMC registration with a licence to practise before employers will issue a contract of employment. Registering with the GMC is a different process from applying to the foundation programme. Applicants must apply to the GMC directly. The GMC recommendation is for applicants to apply in May 2018 to ensure they are registered before the start of the pre-employment shadowing period.
July / August 2018	Commencement of the 2018 UK Foundation Programme. Newly appointed F1 doctors are required to attend a period of pre-employment shadowing of the F1 doctor they will be taking over from before the start of the programme. Employers will provide details of local arrangements. Applicants who have yet to sit / pass the Prescribing Safety Assessment (PSA) will also be invited to sit the exam.

## Applications and Programmes

Applications for foundation training are to a generic programme. Rotations are designed to ensure all foundation doctors undergo a balanced programme which enables them to meet the competences and outcomes set by the GMC as described in the Curriculum.

A list of programmes will be available for applicants to view on Monday 25 September 2017. Some UoAs will only upload programmes that are typically available based on previous years, and will be subject to change prior to the national allocation to foundation schools. Academic programmes will be available to view on Oriel from Monday 21 August 2017. All UoAs will provide a final list of 2018 programmes viewable on Oriel by Thursday 15 February 2018, before the primary list allocations take place, and before applicants are required to rank individual programmes.

It is important to note that the NHS is a constantly changing system and even after being matched to an individual programme, there will be situations when placements within that programme may change because of service redesign, working time directive regulations or national directives (UK-wide).

## Special Circumstances and Linked Applications

Applicants can apply for pre-allocation to a particular foundation schools on the grounds of special circumstances if they have specific caring responsibilities or a medical condition under the criteria. Applicants are advised to consider local policies for allocation to groups / programmes.

Applicants can link their FP application to that of another applicant to ensure they are both allocated to the same UoA, providing they both score highly enough to be allocated to the primary list.

Please note that applicants can only link to one other applicant. Links will not be considered if either applicant accepts an AFP offer. Applicants cannot link with someone who is applying for special circumstances.



## Accessing Oriel (online application system)

Applicants who qualified or are expecting to qualify from a UK medical school after 01 August 2016 and by 01 August 2018 will be nominated by the medical school. Nominated applicants will be invited to register through Oriel from Monday 25 September 2017. The registration window opens one week prior to the national application window. Applicants will be able to register right up until the close of the application window at 12:00 noon (GMT) on Friday 13 October 2017.

Applicants graduating from a medical school outside of the UK, or from a UK medical school on or prior to 01 August 2016 must complete an online eligibility application form and submit supporting documentation to the UKFPO's Eligibility Office between Monday 26 June and 12:00 (GMT) on Wednesday 09 August 2017. The UKFPO will assess your eligibility to apply to the programme. If deemed eligible, the UKFPO will nominate you and act as your medical school for further national processes.

Eligibility Office applicants will be required to register on Oriel prior to completing their eligibility application. Applicants who applied through eligibility between June and August **will not need to register** again in September / October, but they will need to complete the application during the national window.

### Registration (UK medical school nominees only)

- On Monday 25 September 2017, all applicants nominated by a UK medical school will receive an email with a link to a URL. Applicants who do not receive this email are advised to contact their medical school immediately. Nominated applicants will only be able to access the foundation application process by following the URL provided in the registration e-mail. This is not applicable to applicants who applied through eligibility.
- Applicants will be asked to create a password once they have followed the link through to Oriel.
- The username (email address) and password chosen at this time will need to be used when accessing the system for all future activities. Applicants are advised to keep their password safe.
- Applicants will then be able to log on to Oriel to access the registration pages. Please note that the email address and password must match the original link.
- Applicants should complete the registration pages, which contain a sub-set of the complete application form. Any information recorded on these pages will be copied across to the main application form pages when applicants later apply to FP and / or AFP.
- Once applicants have registered on the system they will be able to apply to FP and AFP when the application window opens on Monday 02 October 2017. Applicants will still be able to register on Oriel once applications open on Monday 02 October 2017.

### Application

All applicants need to apply to the national FP vacancy and any local AFP vacancies through Oriel which can be accessed via <https://www.oriel.nhs.uk>. Applications will be accepted from Monday 03 October 2017 at 09:00 (GMT) until 12:00 noon (GMT) on Friday 13 October 2017. Late applications will not be accepted under any circumstances. Applicants are advised to start their applications early to allow sufficient time to complete the necessary sections of the application form and to gather evidence in support of their application.

Applicants will be able to edit the content of their application prior to submission. Applicants will only be able to amend their personal contact and referee details once they have submitted their application(s).

The Oriel applicant portal is tested for compatibility with Internet Explorer 7+, Chrome, Firefox and Safari. Applicants are advised to use one of those browsers when using the website and where possible the most up to date version of that browser. For technical queries please contact the technical helpdesk on [support@hicom.co.uk](mailto:support@hicom.co.uk).



## IMPORTANT INFORMATION

Applicants must select the **Foundation** STAFF GROUP by clicking on the UK Foundation Programme Office logo from the landing page on Oriel. Applicants will not be able to access the application forms for the UK Foundation Programme by selecting the Medical and Dental Specialties STAFF GROUP.

? Are You Ready? Oriel browser support is changing. [More information](#)



12/06/2017 13:33:37

### Welcome

Welcome to Oriel. Oriel is the UK wide portal for recruitment to postgraduate medical, dental, public health, healthcare science and pharmacy training programmes. Oriel enables applicants to register for training, view vacancies, apply, book interviews and assessment centres and manage offers - all within a single central location.

PLEASE NOTE: Applicants looking to apply for F1 and F2 stand-alone programmes need to select the Medical and Dental Specialties staff group icon below and **NOT** the UK Foundation Programme Office staff group / icon. Applicants must register through the Medical and Dental Specialties icon. You will not be able to access F1 and F2 stand-alone vacancies and application forms through the foundation staff group.



PLEASE LOGIN

If you have already registered on the ORIEL system then please enter your login details below.

Email address:

Password:

[Forgot Password](#)

Sign-in



PLEASE SELECT YOUR STAFF GROUP: ?

<p>UK Foundation Programme</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;">  </div>	<p>Medical &amp; Dental specialties</p> 	<p>Healthcare Sciences</p> 
<p>Pharmacy Programme</p> 	<p>Referees Home Page</p> 	

## Communications

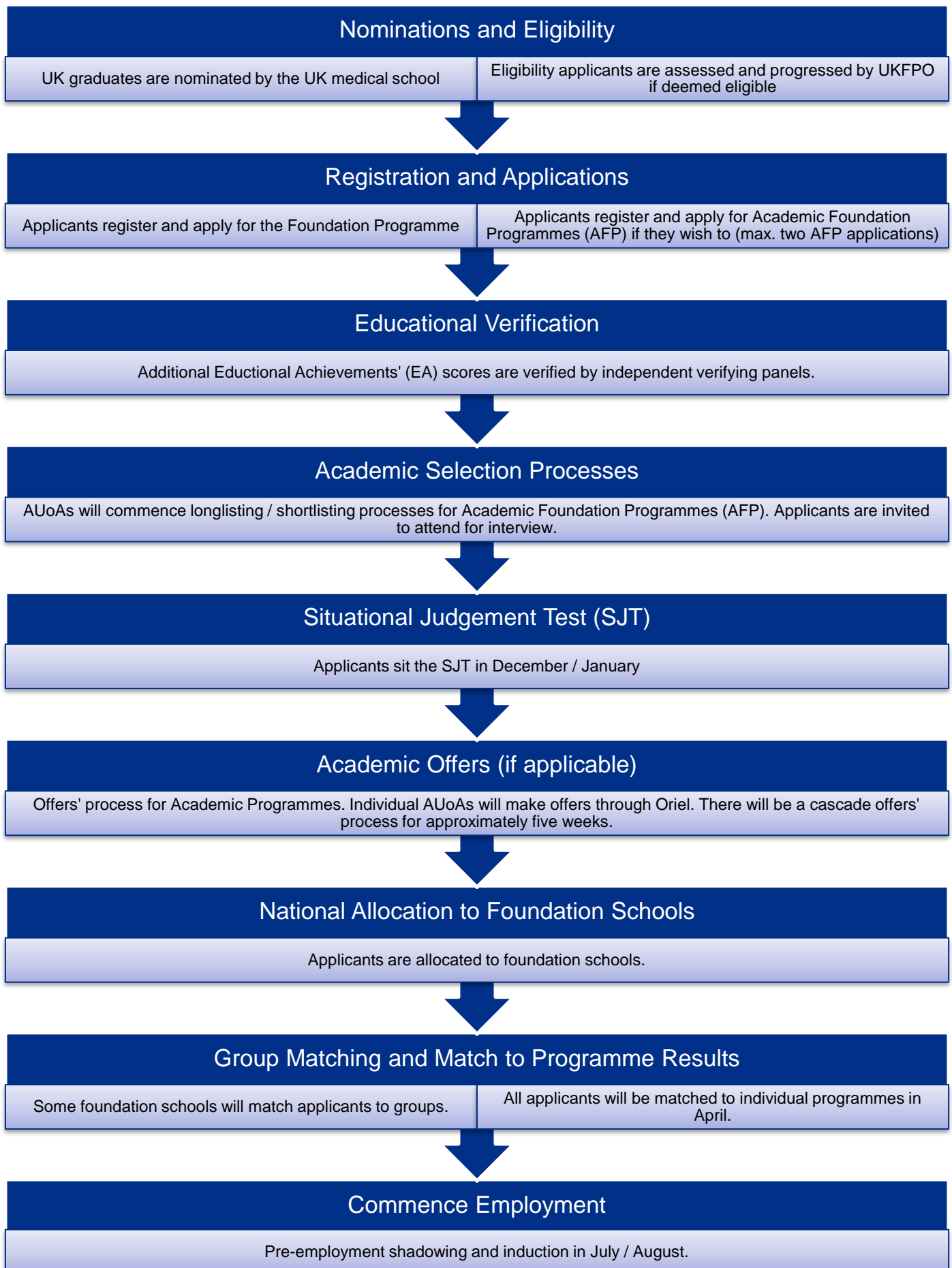
Applicants are advised to check their e-mail and Oriel accounts regularly throughout the application process. Applicants will be prompted via e-mail to check their account for information at relevant times throughout the process. E-mails sent via Oriel are also stored in Oriel accounts. Applicants can amend / change their email address through the "Update Contact Details" option on Oriel.

**Please note:** we strongly advise that applicants **DO NOT USE HOTMAIL** email accounts as they regularly block emails from NHS servers. This means that applicants may not receive important messages about their application. Applicants are advised to regularly check junk mail folders in case any emails are incorrectly filtered as junk / spam.

Application statuses are live on Oriel. At relevant points throughout the process, applicants' statuses will be updated, for example, following the process of longlisting and to inform applicants of their interview outcome for AFP. Applicants will need to log in to their Oriel account to respond to any offers received during the national offers' process.

Allocation to foundation school and match to programme results for FP will be sent by email from Oriel. Applicants are advised to contact [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk) directly for any queries.

## Process Map



## Application Process

All applicants must apply to the national FP vacancy on Oriel through [www.oriel.nhs.uk](http://www.oriel.nhs.uk).

Applicants also have the option to apply for AFP. Applicants can choose to apply to a maximum of two separate AUoA vacancies. Applicants will not be able to start an AFP application until they have applied to the national FP vacancy.

Applications for all programmes must be submitted during the national application window.

Applicants will not be able to cancel applications once they have been submitted.

The national application process comprises a number of key components: -

### Nominations & Decile Scores

Applicants will either be nominated by a UK medical school or by the UKFPO's Eligibility Office (please refer to separate guidance for Eligibility Office applicants). Decile scores will be available.

### Registration

Applicants must register on Oriel to verify their nomination (Eligibility Office applicants will have already registered as part of the eligibility application process).

### Applications

Applicants must apply within the national window. Applicants must submit an FP application and have the option to submit a maximum of two AFP applications. AFP application forms will comprise the standard FP application form, plus additional information required by individual AUoAs.

### Educational Achievements

Applicants have the option to upload evidence of educational achievements as part of their application forms. The scores for additional educational achievements are verified by national independent verifying panels.

### Situational Judgement Test (SJT)

The Situational Judgement Test (SJT) is a test for employment and not a medical school exam. It is used as part of the selection process for entry to the Foundation and Academic Foundation Programme to test the attributes needed to work as a foundation doctor. Military applicants are also required to sit the SJT; these applicants are advised to contact the Defence Postgraduate Deanery with further queries.

### AFP Offers

Successful AFP applicants will receive offers from AUoAs in advance of the FP allocation process. Successful AFP applicants who accept an offer are not included in the FP allocation. Unsuccessful AFP applicants, or those who decline all AFP offers, will be included automatically in the FP allocation. If an applicant accepts an AFP offer and then decides to decline the offer, the applicant will be withdrawn from the entire process, including FP.

### FP Allocations

The national application process is complete once all applicants have been allocated to a UoA. If, at the end of the AFP offers' period, there are more eligible FP applicants than places, the 'n' top scoring applicants will be allocated first (where 'n' equals the total number of FP places available across the UK). Any applicants who have not been allocated at this stage will be placed on a reserve list and allocated to UoAs on pre-determined dates when vacancies arise due to other applicants withdrawing from the process.

The highest scoring applicants remaining on the reserve list will be allocated in each batch. The relevant foundation school will undertake local processes to match its allocated FP applicants to individual foundation programmes.

The online application forms will be available on Oriol from Monday 02 October 2017. The application period closes at **12:00 noon (GMT) on Friday 13 October 2017**. Late applications will not be accepted under any circumstances.

The national application form is divided into 11 sections. Each section will appear across the top of the screen on Oriol: -

1. Personal
2. Eligibility
3. Fitness
4. References
5. Competences
6. Employment (not applicable – page will appear blank)
7. Evidence
8. Supporting (AFP only – page will appear blank for FP)
9. Preferences
10. Equality
11. Declarations

Information provided on the registration pages will be copied across to each application form.

When applicants select 'submit', the page will change on Oriol to state that the application has been submitted. Applicants will only be able to edit contact details and referee details from this point onwards.

## Application Scores

Applications will have a maximum score of 100 points and this will consist of two components: -

- 1) Educational Performance Measure (EPM) – 50 points maximum
- 2) Situational Judgement Test (SJT) – 50 points maximum

### Educational Performance Measure (EPM)

The EPM is a measure of clinical and non-clinical skills, knowledge and performance up to the point of application. The EPM comprises two elements: medical school performance in deciles for which 34-43 points are available, and educational achievements, which are worth up to 7 points. A maximum of 50 points is available.

### Medical School Performance (34 to 43 points)

Your medical school performance score will be calculated by your medical school, which will divide your year group into 10 equal groups (deciles) based on performance in a number of assessments. Each UK medical school has agreed with its students which assessments will be included in this measure. This element of the EPM is known as the EPM decile score. If you are in the first decile (the top 10% of your year), you will receive a score of 43; if you are in the second decile, your score will be 42; the third decile 41 and so on. Students in the tenth decile will be awarded 34 points.

If you are graduating from a UK medical school, these scores will be supplied by your medical school and uploaded onto the Oriol system.

If you are applying through the Eligibility Office, your EPM decile score will be calculated from the medical school ranking information provided on your Dean's Statement. The Eligibility Office will upload your EPM decile score.

Your EPM decile score will be available on Oriol on 25 September 2017. If the score is not as you expect, contact your UK medical school or the Eligibility Office as soon as possible.

## **Educational Achievements (up to 7 points)**

Applicants have the option to provide evidence of additional education achievements as part of the 'evidence' section of their application form.

There are two categories from which applicants can be awarded a maximum of seven points: -

- Additional degrees (maximum 5 points)
- Publications (maximum 2 points; 1 point per publication)

Educational achievements will be machine-marked initially. Oriol will allocate a provisional score based on the information you provide in the relevant boxes. A national verification day will then be held to confirm educational achievements' scores.

Educational achievements can only be awarded if they have been **completed by Friday 13 October 2017**.

Degrees you are currently studying or publications which do not yet have a PubMed ID number, regardless of whether they have been accepted or are in press, will not count. It is the responsibility of each applicant to ensure their evidence meets the requirements specified below.

The UKFPO will not be able to review evidence on an individual basis prior to the submission of applications. Only documents will be reviewed as evidence; web links will not be considered.

All applicants will be notified of their verified score on Monday 23 October 2017. It is important that you check your score in case any anomalies have occurred. Appeals will be considered during the specified window **only**.

### **Additional Degrees (up to a maximum of 5 points)**

Points awarded in this section are for a degree in addition to your primary medical degree qualification.

The degree certificate **MUST** be uploaded in support of the application.

Academic transcripts **will not** be accepted as evidence even if they are on headed paper and signed by the University Registrar.

Applicants must ensure that the following information is contained in the uploaded document: -

- The educational institution
- The name of the degree
- The class of degree (where applicable)
- Your name
- The date of the award
- The signature of awarding officer

This information must match the information declared on the application form.

Points will not be awarded for postgraduate certificates such as a PGCE or diplomas.

**IMPORTANT:** Applicants can only be awarded points for a degree if the degree and, if appropriate, the degree classification, has been ratified by the examination board before the application is submitted (i.e. by Friday 13 October 2017 at the latest).

Applicants must choose one of the options listed in the table below when competing their application on Oriol. If an applicant has more than one additional degree, e.g. BSc and PhD, they are advised to choose the one that will give them the most points.

Points	Qualification
0	<ul style="list-style-type: none"> <li>➤ Primary medical qualification only</li> <li>➤ 3<sup>rd</sup> class BMedSci awarded at University of Nottingham</li> </ul>
1	<ul style="list-style-type: none"> <li>➤ 3<sup>rd</sup> class honours degree</li> <li>➤ Unclassified honours degree</li> <li>➤ 2.2 class BMedSci awarded at University of Nottingham</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ 2.2 class honours degree</li> <li>➤ 2.1 class BMedSci awarded at University of Nottingham</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ 2.1 honours honour degree</li> <li>➤ 1<sup>st</sup> class BMedSci awarded at University of Nottingham</li> </ul>
4	<ul style="list-style-type: none"> <li>➤ Postgraduate Master's degree</li> <li>➤ 1<sup>st</sup> class honours degree</li> <li>➤ Bachelor of Dental Surgery (BDS)</li> <li>➤ Bachelor Veterinary Medicine (B Vet Med)</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ Doctoral degree (PhD, DPhil, etc.)</li> </ul>

### Additional Information

- The BMedSci honours degree awarded by the University of Nottingham is integrated during the five-year BMBS and is therefore awarded fewer points.
- Honours degrees are any type of undergraduate honours degrees with a classification e.g. BSc, BEng.
- Points for postgraduate masters' degrees can only be awarded where the degree represents a further year of study taken in addition to an undergraduate degree (whether as an intercalation or other), and there is a competitive entry requirement of a previous degree or equivalent.
- Typically, masters' degrees are awarded a pass / merit / distinction classification. If you are claiming points for an integrated master's degree and your certificate has the undergraduate classification i.e. 1<sup>st</sup>, 2.1, 2.2 you must upload a copy of your master's degree certificate and a letter from your university confirming that the level of the qualification is aligned with the UK Higher Education Qualification Framework (published by QAA) at level 7 (England, Wales and Northern Ireland) or level 11 (Scotland). All letters must be on university letter headed paper. Failure to upload this evidence may result in your master's degree being awarded points for an undergraduate degree.
- Honours MA degrees, including those from some Scottish Universities, are undergraduate degrees and therefore classed as honours degrees, not masters' degrees.
- Honours degrees from Oxford and Cambridge can be converted to masters' degrees after a period of time, but these do not require a further year of study and are therefore classed as honours degrees and not masters' degrees.



- Some international medical schools (e.g. the USA) award an 'MD' or similar as part of their basic medical qualifications. This qualification does not attract any additional points in this section.
- Ph. D/M.Phil – Points will only be awarded if the entire process has been completed. Therefore, if there is a requirement for minor modifications or changes, these must have been completed and accepted by Friday 13 October 2017 and you must provide a letter from your university as evidence of this. If the letter you provide states your degree is subject to minor modifications/changes, you will not be awarded the points.

**IMPORTANT:** Ensure you choose the correct classification for your degree. If you choose a lower classification from the drop-down list than you actually achieved, your score will NOT be increased by the verification panel, i.e. if your evidence shows you were awarded a 2.1 but you choose a 2.2 from the drop-down list, you will still only be awarded 2 points for a 2.2.

**IMPORTANT:** A transcript alone is **not sufficient evidence** to be awarded the points.

Degree certificate does not show classification	If your degree certificate does not display the class of the degree, you must provide the original certificate together with an official letter from the Registrar's office that confirms the classification.
No degree certificate available	<p>If no degree certificate is available, e.g. if you have lost it or have not yet graduated, you must provide a degree confirmation letter. This must be printed on university headed paper and have the signature of the Dean (or authorised official in the Registrar's office) that confirms the degree has been ratified by the university and states the date.</p> <p>Please refer to Appendix 1 for a proforma of the letter. If you do not provide all the required information as shown in Appendix 1, points will not be awarded.</p>
Cambridge degrees	<p>The guidance below has been provided from Cambridge University Clinical School to recognise the award of undergraduate degrees from Cambridge University, which are not given an overall degree classification on the degree certificate.</p> <p>For your application, the degree classification will be recognised as that obtained in the Part II Tripos. The points for degree class in the educational achievement section will be awarded on this basis. All evidence will be verified and Cambridge degrees will be recognised in accordance with this guidance. For those students who have not done a Part II Tripos, and instead undertaken an additional Part Ia or Part Ib, the degree classification that will be recognised will be the classification of the MVST Part 1b year, and <b>not</b> the classification of the second Part 1a or Part 1b year.</p> <p>Students must upload their degree certificate AND official university transcript (which may be a copy of the online transcript). Students should ensure that the evidence provided states the classification of the part II Tripos, or the MVST Part Ib year, which can be highlighted on the transcript before the evidence is uploaded.</p>

**IMPORTANT:** If evidence is uploaded that does not meet the criteria above, the applicant will not receive any points. If evidence is required from an awarding body or Dean, applicants are advised to organise this now. Please do not leave this until the application window opens as there will be no further opportunity to submit supporting evidence after the application deadline.



## Converting degrees with a GPA score

For applicants who have undertaken an exchange programme of study as part of a degree course or are a graduate from an overseas university where they provide Grade Point Average (GPA) points, the following procedure must be used.

Applicants must take the cumulative, i.e. all years, grade point average (GPA) and calculate the equivalent degree level and select the most appropriate. The evidence provided MUST show the cumulative (GPA) and specify on what scale the degree was scored, otherwise zero points will be awarded.

For a 4-point scale: -

a GPA of 3.6 – 4 should be scored as equivalent to a 1st class degree;  
a GPA of 3 or more but less than 3.6 is a 2.1;  
a GPA of 2 or more but less than 3 is a 2.2; and  
a GPA of 1 or more but less than 2 is a 3rd class degree.

For a 5-point scale: -

a GPA of 4.4 – 5 should be scored as equivalent to a 1st class degree;  
a GPA of less than 4.4 but 3.8 or more is a 2.1;  
a GPA of less than 3.8 but 3 or more is a 2.2; and  
a GPA of 2.9 or lower is a 3rd class degree.

The UKFPO ask that all applicants converting degrees with a GPA score use the online calculator through <http://www.foreigncredits.com/Resources/GPA-Calculator> and provide evidence to this effect. If the scale is not a 4- or 5-point scale, or is provided as a percentage, or a grade, then the score must be officially calculated using a company such as NARIC\*. As evidence, applicants will need to upload their degree certificate and transcript, plus the official document showing its UK classification equivalent.

\*other companies are available and it is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence.

**IMPORTANT:** Scores for additional degrees will be determined from the information supplied in the 'evidence' section of the application form, not from the 'competences' section.

Documents in languages other than English	All evidence provided must be in English. If the original document is not in English (including certificates in Latin), you must provide a copy of the original document together with the official translation. If a translation is not provided you will be awarded zero points.
Format of document	Evidence can be in any of the following formats (maximum size is 2Mb): -  .pdf .rtf .jpg  Evidence must be uploaded as one file. If applicants need to provide two pieces of evidence, e.g. an original degree certificate and an official translation, they will need to scan them into one file before uploading. <b>APPLICANTS MUST LINK THE UPLOADED DOCUMENT TO THEIR FP APPLICATION FORM.</b>  Please note that documents produced in 'Pages' on an Apple Mac are not compatible. However, documents produced in PDF on a Mac, or uploaded via a Mac but produced on a PC are compatible.

Documents in a different name	If any of the supporting evidence is in a different name or includes / excluded middle names to the name on the application, the 'any other surnames used where different from the above' question on the application will be verified so applicants must ensure they complete this section on the form. If an applicant has changed their first name/s, they must still use this section to provide details of previous name/s. This section should also be completed if the applicants surname does not match the name they are registered under with the GMC.
Date of achievement	All educational achievements must have taken place, or in the case of degrees must have been ratified by the examination board, by the close of the application process at 12:00 (GMT) Friday 13 October 2017.

### **Publications (up to a maximum of 2 points)**

All the information provided in this section must relate to activities applicants have undertaken since they began their university education (but not specifically their medical degree). Applicants are advised not to enter any publications from their time in school or college or any non-academic publications.

There is space on the application form to enter details of up to two publications, for which a maximum of two points are available. You do not need to be the first named author on the publication, just a named author. Please note that collaborators do not qualify for points. Applicants must be a named author.

To gain a point for a publication, the work must have been published and must have a PubMed ID number (PMID). If there is no PMID, the point will not be awarded. DOI, ISBN or PMCID numbers are not sufficient and will not count.

If the PMID number does not link DIRECTLY to the paper where it can be confirmed that the applicant is an author, it will not gain any points. DIRECTLY means that one click should take the verifier to the page where the required information is listed. Any more than this and the evidence will not be considered.

**IMPORTANT:** The PMID number supplied on the application form will automatically take the verifier to the PubMed database. If the PMID does not link directly to the paper, no further searches will be done and the point(s) will not be awarded. Applicants are advised to double check the PMID before submitting their application form as amendments cannot be made later. If an applicant is considered to have falsified the PMID number, the UKFPO will advise their university.

If the abstract is published as part of conference proceedings that have a PMID number, but the PMID does not link directly to a paper listing the title and author which the applicant has recorded in the boxes, the applicant will not gain a point for the publication. If an applicant selects that they have a publication, the form will display further sections which must be completed: -

<b>Authors</b>	Please list all authors in the order they appear in the publication.
<b>Publication title</b>	State the title as it has been published.
<b>PubMed ID (PMID)</b>	Please insert the PMID.
<b>Year</b>	Year of publication.
<b>Journal / book title</b>	State the full title of the journal or book.
<b>Volume / page</b>	State both the volume and page numbers. If no volume or page number is available use '1' as the default value.

## Situational Judgement Test (SJT)

The SJT is an assessment methodology designed to test aptitude for employment and the professional attributes expected of a Foundation doctor, as defined in the 2018 National Person Specification. It is used for selection to the Foundation Programme together with the Educational Performance Measure and presents applicants with hypothetical work-relevant scenarios asking for non-clinical judgments about possible responses. While the evaluation of the SJT for selection to the Foundation Programme is ongoing, research into SJTs as a measurement methodology shows that they are a valid and reliable selection tool and can help predict later job performance.

The SJT is taken in exam conditions, and consists of 70 questions in 2 hours 20 minutes. It contains two question formats: rank five possible responses in order and select the three most appropriate responses. A maximum of 50 points is available.

All applicants to the Foundation Programme commencing in August 2018, including the Academic Foundation Programme, are required to take the SJT in the UK on either: -

- Friday 1 December 2017, 10:00 -12:20 AM
- Monday 8 January 2018, 10:00 -12:20 AM

An applicant's UK medical school or the UKFPO's Eligibility Office will provide information on which date(s) is / are available and how to book a place once confirmed as eligible to apply.

**IMPORTANT:** It is the responsibility of the applicant to know the time, location and venue of their SJT, and to ensure they arrive on time. If applicants arrive more than 30 minutes late or fail to attend, and do not have extenuating circumstances, they will not be allowed to sit the SJT and will be withdrawn from the application process.

The SJT is taken under invigilated conditions. Failure to comply with standard assessment procedures and invigilators' instructions will result in the application being withdrawn from the process. For further information about sitting the SJT, please refer to Appendix 3. Please refer to the UKFPO website for the UKFP / AFP 2018 SJT Reasonable Adjustments guidance and the UKFP / AFP 2018 SJT Extenuating Circumstances guidance.

Once all SJT answer sheets have been marked and test-equated, the scores are translated to a 0-50 scale.

The distribution of the scale is set to reflect the distribution of Educational Performance Measure (EPM) scores. This ensures that when the SJT and EPM scores are combined, they each exert an equal weighting. The equation for translating the SJT scores to the EPM scale depends on the EPM scores in that year.

Using this scaling method, the equation for the FP 2017 results was as follows: -

$$\text{Scaled SJT Score} = \text{Equated Raw SJT Score} \times 0.132 - 76.742$$

The table below shows the results of the conversion for the 2017 scores: -

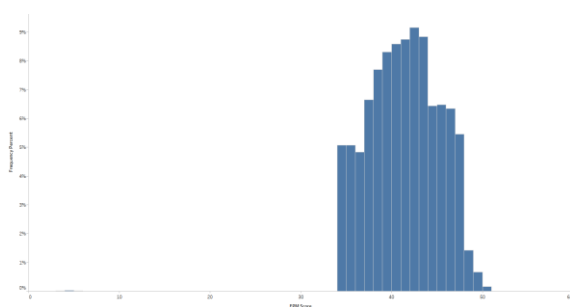
	<b>Mean</b>	<b>Standard Deviation</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Equated Raw SJT Score</b>	888.03	30.81	586.00	964.42
<b>Scaled SJT Score</b>	39.78	4.08	0.00	49.89
<b>EPM Score</b>	40.86	3.93	0.00	50.00

## How the EPM and the SJT are equally weighted when the scales are different

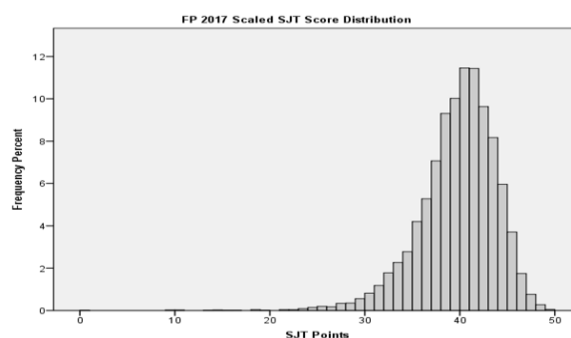
An applicant can score anywhere between 34 and 50 points for the EPM and anywhere between 0.000 and 50.000 points for the SJT. The scores from each of these measures are combined to provide a total score and this is what determines the applicant's ranking. **It is the distribution of scores across this scale which affects the weighting of the two measures, not the scale itself.** In fact, the two measures could be on completely different scales and still exert an equal weighting, providing the scores were similarly distributed across the scales.

The transformation of the SJT raw scores on to the 0.00-50.00 scale takes into account the distribution of the EPM scores from **that year** to ensure that each measure exerts an equal weighting on the total score for the majority of applicants.

The graphs below show the distribution of scores for both the EPM and the SJT for FP 2017: -



**EPM points**



**SJT points**

The graphs demonstrate that whilst the minimum score on the EPM is 34 and the minimum score on the SJT is 0.000, only a very small proportion (approximately 10%) of applicants received a score below 34 on the SJT. This means that for the vast majority of applicants the EPM and SJT each exert an equal weight on the total score. In other words, **a high score on the EPM is just as likely to result in a high rank position as a high score on the SJT.** However, because it is possible to receive an extremely low score on the SJT which it is not possible to receive on the EPM, those applicants who receive the lowest scores on the SJT are more likely to get a lower rank position than those who receive the lowest EPM score.

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including technical reports of the SJT pilots and FP applications, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website \(archived\)](#).

## Processing FP Applications

FP applications will be processed for all applicants who remain in the process and who have not accepted an AFP offer. Applications will be given a total score comprising of the EPM score plus the SJT score.

All applicants will be ranked in score order and given a unique rank on Oriol. In the event of tied scores, the decile score will be used to break the ties. If there are still tied scores, the SJT score will be used to break the ties and then ties will be broken randomly. The unique ranks will be carried forward for the process of matching to groups and individual programmes.

If there are more eligible applicants than places, the 'n' top ranking applicants will automatically be placed on the primary list, where 'n' is the total number of FP places available across the UK.

## Primary List Allocation

Applicants on the primary list will be allocated to foundation schools in order of rank starting with the highest-ranking applicant. In rank order, each applicant will be allocated to their highest preference where a place is available.

### **CASE STUDY: How allocation to foundation school works**

William's top five UoA preferences were: Northern, Severn, Peninsula, Wessex and Mersey. William scored a total of 70 (EPM+SJT) out of a possible maximum of 100. This placed him 4000th in the rank list, as 3,999 other applicants were ranked higher than him.

When it was William's turn to be allocated, all the vacancies in Northern, Severn and Peninsula UoAs had been filled with higher ranking applicants. A vacancy was still available in Wessex and so William was allocated to Wessex as this was his highest preference that still had an available place. If William's rank had been higher, he would have been more likely to have been allocated to a UoA that was higher on his list of preferences.

Applicants on the primary list will be allocated to foundation schools on Thursday 08 March 2018.

Applicants must complete the online survey on Oriel to access their allocation results. The survey will be available from 25 January 2018.

**IMPORTANT:** Applicants are encouraged to complete the online survey at the earliest opportunity to comply with subsequent deadlines. Applicants will not be able to view allocation results before completing the survey.

Applicants will receive an email with their allocation results attached and a link to the relevant page on Oriel. Allocation results will be released at the earliest opportunity on the national allocation date.

**IMPORTANT:** Swaps between foundation schools are **not** permitted and will not be facilitated by the UKFPO under any circumstances.

## Reserve List Batch Allocations

Applicants who are not allocated to the primary list will be placed on a reserve list and will be allocated in batches on predetermined dates. Applicants will be notified by email if they have been placed on the reserve list on Thursday 08 March 2018. The UKFPO will endeavour to allocate reserve list applicants as soon as vacancies arise.

Applicants will be provided with the details of pastoral support at their medical school to contact for advice and support. Applicants will also receive details of the number of applicants placed on the reserve list and the range of scores.

Notification of reserve list batch allocation dates and subsequent allocation results will be sent by email.

## Matching to a Foundation Programme

Following the national allocation process, local foundation schools manage the process of group / programme matching.

Applicants are advised to check the websites of each foundation school to familiarise themselves with local matching processes.

### Two-stage match (match to group and match to programme)

Foundation schools with many programmes may choose to cluster programmes into groups. In this instance, applicants will be matched to programmes in two stages; -

- 1) Matched to a group: applicants are required to rank groups in order of preference. Applicants will be matched to groups based on their rank and group preferences on a locally determined date
- 2) Matched to a programme: once matched to groups, applicants will be invited to rank the programmes in that group in order of preference. Applicants will be matched to individual programmes, again in accordance with their rank and preferences.

### One-stage match (match to programme)

If the allocated foundation school does not use groups, applicants will be invited to rank the programmes in order of preference without having to rank groups. The foundation school will allocate applicants to programmes based on their score and preferences.

**IMPORTANT:** If it is not possible to match applicants to one of their preferred programmes because they had not ranked all the programmes, the system will randomly allocate them to vacant programme based on the number of places in each group / programme, after others that have expressed a preference have been matched.

**IMPORTANT:** Applicants are advised to save preference choices regularly on the Oriel system. Failure to save group / programme preferences by the deadline will result in a random allocation to a group / programme with the most vacancies. **Late preferences cannot be submitted under any circumstances.**

**Applicants are advised to familiarise themselves with local preferences timelines and to allow sufficient time to complete this stage in the process.**

### Match to Programmes

Regardless of whether foundation schools use a two-stage or a one-stage matching process, the process will be completed by Thursday 5<sup>th</sup> April 2018. Applicants will be informed of their match to programme results by email on this date. The email will include a pdf attachment of the results.

As far as possible, foundation schools aim to honour programme allocations. However, it is important to note that after being matched to an individual programme, placements within that programme may change as a result of service redesign, working time regulations or national directives.

**IMPORTANT:** Applicants will be matched to one foundation school and one programme only. If an applicant chooses to decline an allocation, their application will be withdrawn from the entire application process.

**There is no system for swaps between foundation schools or within individual foundation schools.**

If an applicant withdraws from the process, they will not be able to apply to the two-year Foundation Programme until the following year.

Vacancies that arise after the end of the national application process are normally released for service appointments, for which doctors must have full GMC registration.

Applicants are reminded that provisionally registered doctors are not permitted to work as locums but only as part of the Foundation Programme in the UK.



## Pre-allocation to a foundation school based on special circumstances

If you need to be allocated to a particular foundation school due to being the primary carer for a close relative; a parent or; legal guardian for a child or children for whom you have significant caring responsibilities; or have a medical condition for which ongoing follow-up in a specified location is an absolute requirement, then you can apply to your medical school (UKFPO for eligibility applicants) for pre-allocation to a particular foundation school on the grounds of special circumstances.

Applicants must rank the foundation school they wish to be pre-allocated to first in their list of preferences. Failure to do so will result in the special circumstances application not being considered.

Details of the special circumstances criteria and the process for requesting pre-allocation are available on the UKFPO website under Key Documents in the Resource Bank.

The criteria for being pre-allocated are very strict and you must supply all the required supporting documentation to your UK medical school or the UKFPO's Eligibility Office by 12.00 noon on the deadline (13 October 2017). There is no opportunity to provide additional documentation at a later date.

Every effort will be made to honour approved pre-allocations. However, if you do not rank highly enough to be on the primary list, you will not be included in the initial allocation. If there are no places available in your requested UoA at the time you are allocated from the reserve list, you will be allocated elsewhere according to the places available, your rank and your stated preferences. For this reason, it is important that you rank all UoAs in order of preference on the application form even if you have been approved for pre-allocation on the grounds of special circumstances.

## Appeals

Appeals against the national elements of the application process will be dealt with nationally by the UKFPO. This includes appeals relating to: -

- Verified educational achievements outcomes.
- Prejudice, bias or inappropriate diligence in handling applications.
- Faults or unavailability of the UKFPO's application website (Oriel) which are believed to have disadvantaged applications.

Information regarding the national appeals processes will be published on the UKFPO website throughout the year. Appeals against locally managed elements of the application process will be dealt with by the relevant foundation school / organisation.

Foundation schools will manage, in accordance with local policies, appeals relating to: -

- The process of group / programme matching.

Medical schools will manage, in accordance with local policies, appeals relating to: -

- Approval of reasonable adjustments.
- Awarding of EPM decile points.
- Approval of extenuating circumstances.

The lead invigilator for each SJT venue will manage issues as they occur, for all applicants equally and at the same time. Appeals relating to sitting the SJT cannot be directed through the national appeals process.

**There is no appeal against the final SJT score.**



## National Application Form (FP)

### Personal

This section of the form will only be used for employment purposes and will not be considered when scoring your application. If your application is successful, the details in this section will be passed to your employer. The information you will be asked to provide includes: -

- Your personal contact details, e.g. name, address, telephone numbers, etc.
- Details of any disabilities or health issues you would want your employer to know about for them to make reasonable adjustments for your employment and training.

**Please note:** you will be able to amend your contact details through your dashboard on Oriel.

### Name changes

If you have changed your name by marriage or deed poll since qualifying from, or during, medical school, it is essential that you indicate this on the application form when asked to provide details of your previous family name/surname. This is particularly important if you have an additional degree certificate or provide evidence for a publication that is in a different name, as you will not be awarded the points if this section has not been completed.

### Disabilities and Personal Health

We recommend that you disclose disabilities and personal health issues, such as blood borne virus infections, in the disability declaration on the application form. This information will be held in confidence and only authorised foundation school staff members and the HR department of your employing healthcare organisation will be able to access this information.

If you do not wish to disclose this information on the application form, it is essential that you inform your allocated foundation school, in confidence, as soon as you are allocated, as it may affect which programmes you can be matched to. For example, you may need to avoid exposure-prone procedures. Arrangements will be made for you to meet up with a foundation school staff member to discuss your training.

### Eligibility

You will indicate your GMC registration status and provide details of your right to work in the UK, along with your current immigration status. This part of the form will only be used for employment purposes. If your application is successful, the details will be passed to your employer.

If you already have provisional registration with a licence to practise, you must provide details of the name you are registered under with the GMC. If you do not, choose the option 'I do not currently hold provisional registration'.

You must indicate your nationality (country pertaining to your nationality) and answer the relevant questions around your right to work in the UK. You will also be asked to provide details of your current immigration status (personal status).

### Fitness

You will be asked to provide details of any unspent and spent convictions, investigations and/or warnings into fitness to practice. In this section, the GMC has provided guidance that states that you do not have to declare any road traffic offences where you have accepted the option of paying a fixed penalty notice. All other Fixed Penalty Notices must be declared.

If you have any queries on this section please contact the Disclosure and Barring Service (DBS) helpdesk via [customerservices@dbsgsi.gov.uk](mailto:customerservices@dbsgsi.gov.uk) or +44 (0)870 909 0811, or for Scotland, Disclosure Scotland [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk) or 03000 2000 40 (if calling outside of the UK 0044141 427 2284).

The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 1998. It will be used for determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud in the interest of patient safety.

## References

Applicants must provide details of two referees: one clinical and one academic.

Referees do not have to be the most senior people in an organisation; it is more important that they are able to comment on your medical school and clinical performance. One referee must be from a practising hospital consultant, GP, Specialty / Associate Specialist (SAS) doctors or any doctor on the Specialty Register, who is able to give an opinion of your clinical skills.

One referee must be from your medical school. This might be a professor, senior lecturer, lecturer, reader, director of clinical studies or a person holding an honorary medical school contract as advised by your medical school. The referee should be someone who has ideally known you for one year, but for a minimum of six months, and should be aware of your performance during ALL years spent at the medical school.

If your clinical referee has retired, it must have been within the last 6 months prior to completing your reference for them to be able to provide a reference for you.

You may use referees from outside the UK as long as the referee is able to comment on your performance.

If you are currently employed as a doctor, or have been employed as a doctor any time during the last six months, one of your referees must come from that employer. Make sure that you ask your referees if they are happy to provide a reference before completing this section, and ask that they provide you with an email address that they access regularly.

We advise that email addresses are double checked with referees prior to entry on to Oriel to ensure there are no discrepancies. Referees need to use the exact email addresses that you enter on Oriel or they will not be able to register and complete your reference. Applicants can change referee details online (even after you submit your application) until the reference period is closed, or until the referee has submitted a reference; whichever comes first.

References are collected on behalf of employers as part of pre-employment check processes and have no bearing on applications to the programme. Offers of employment are subject to satisfactory references.

Referees will be sent an email on Monday 12 March 2018 asking them to register and complete an online reference form by Thursday 12 April 2018. Each form takes approximately **five minutes** to complete.

**IMPORTANT:** All references must be submitted via Oriel during the reference period.

If references are not received by the deadline, your employing organisation will contact you before you start work to arrange for missing reference(s) to be provided. Please bear in mind that you are responsible for ensuring that two references are provided before you start work as a foundation doctor. A contract of employment will not be issued until satisfactory references have been received

### Helping your referees

If your referee has forgotten or lost their password, they should go to <https://www.oriel.nhs.uk/web> and click on the "forgotten password" function. They will be emailed a link to follow to reset their password. If referees are still having trouble, they are advised to contact the Oriel technical helpdesk to resolve the issue ([support@hicom.co.uk](mailto:support@hicom.co.uk)). There is no contact telephone number for the Oriel helpdesk.

## Competences

In this section, applicants are asked to provide details of their primary medical qualification. Applicants are also asked to indicate if they are a final year medical student.

Details of the medical degree and medical school / university must be provided. If you are a student at an EEA medical school, choose this option from the drop-down list (only UK medical schools are listed individually). If you have not yet graduated, you must enter your expected date of qualification; this is the date you expect to graduate.

There will be an opportunity to provide details of any additional degrees and / or publications under the 'evidence' section.

## Employment (not applicable to foundation – page will appear blank)

Applicants are not required to complete this section as part of the application process for foundation.

## Evidence

Applicants have the option to submit details of additional educational achievements under this section. Applicants must complete all the required fields and upload evidence to support their achievement(s), or a score of zero will be allocated. The document upload facility is only available in support of additional degrees. Applicants are not required to upload evidence of publications. If you indicate that you have an additional degree, the form will display additional sections where you will be required to enter the subject of qualification, educational institution and year of qualification.

Oriel will use the information you provided on the application to calculate a provisional score for educational achievements. The provisional scores calculated by Oriel will be verified by a national panel consisting of administrative staff from medical schools and foundation schools. The verifiers will not have access to any other part of the application form. If there is no evidence provided, or the evidence that has been submitted does not meet the requirements, the provisional score will be revised.

Please note that if verification panel decides the evidence uploaded does not meet the stated criteria, the provisional score will be revised but will not incur further penalties. There is no opportunity to provide additional or updated evidence once your application form has been submitted.

## Supporting (Academic Applications only; not applicable for FP)

This section of the application form is available for AFP only.

## Preferences

Applicants are required to rank ALL UoAs in order of preference as part of the application form submission. Applicants will be invited to use a drag and drop process. Each programme will be presented in a box to drag and drop into the order you wish to rank them. The system will save your preferences every time you press save. Therefore, the last order that is saved is the one that will be used for offers matching. There is no "submit" button for preferences in Oriel.

There **will** be an opportunity to amend preference choices from the closing date of applications until 12:00 noon (GMT) on Thursday 15<sup>th</sup> February 2018. You will not be given a reminder to advise you that this is the closing date for any changes.

Applicants will be allocated in score order, so the higher the score the more likely applicants will be allocated to their higher preference.

## Equality

This section includes the equal opportunities monitoring information required by the health service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs and whether you consider yourself to have a disability under the Equality Act 2010. You may choose to leave the date of birth fields blank. All other fields are mandatory, but you may choose the option "I do not wish to disclose".

The information you provide in this section will only be accessed by authorised individuals involved in the application process to ensure that the process adheres to equality and diversity legislation. Anonymised reports will be produced to analyse recruitment practices.

## Declarations

This section includes several declarations that you are required to confirm you have read and understood. The option to submit a request for linked applications is also included in this section.

Oriel will prevent you from submitting your application form until all the relevant sections have been completed. Once your application form has been submitted, it cannot be changed. Make sure you double check everything. Applicants are advised to print out a copy of their completed application form. Applicants will receive an email from Oriel confirming that their application form has been submitted successfully. Submitted applications can be accessed through the dashboard on Oriel.

**IMPORTANT:** Applicants are advised to submit their applications in advance of the deadline to avoid any last-minute problems with internet connections and / or local computer networks.

Technical assistance is available Monday to Friday, 8:00am to 5:00pm (BST) via email only to [support@hicom.co.uk](mailto:support@hicom.co.uk). This is of relevance if you are submitting your application from overseas where there may be a significant difference between British Summer Time (BST) and local time.

## Linked Applications

If two applicants wish to link applications, it should be mentioned in this section of the form by choosing "yes" when asked if you would like to link your application. More information will then appear, along with a box for applicants to type in the email address of the person with whom they are linking.

Keep in mind that the link only allows for applicants to be in the same UoA and group (if used), not the same programme, employing organisation or town. Some UoAs will try to place linked applicants within an hour's commute of each other, others will not. Applicants are advised to check the UoAs' websites for their local policies on linked applications when matching to programmes. The link will only be honoured if: -

- all the information required is provided on both of your forms;
- neither you nor the other individual has been pre-allocated to a particular UoA on the grounds of special circumstances;
- you both score highly enough to be on the primary list;
- you have both ranked the UoAs in the same order of preference;
- neither you nor the other individual has accepted an AFP offer; and
- there are two places available in a UoA when it is your turn to be allocated based on the lower of both scores.

**IMPORTANT:** There is no option to un-link an application under any circumstances once it has been linked to another applicant. Applicants may want to consider if links are processed locally when matching to groups / Trusts before matching to individual programmes. Please visit foundation school websites for more information.

The option for linking applications is available in the 'declarations' section of the application form. Both applicants must agree for their applications to be linked.

The process of linking works in this way: -

- 1) You must enter the email address of the person you want to link to, ensuring it is the same one they are using for the application process. The person you want to link to will then have the option to accept or decline the link request when they reach the declarations section of their application. You will receive status notifications.
- 2) For the link to be complete, the other person must accept the link request.
- 3) Both of you must rank all the UoAs in the same order of preference. If you do not both do this, the link will be broken.
- 4) You must both score highly enough to be on the primary list for the link to work. If either or both of you are on the reserve list, the link will be broken. It is important to note that the score of the lower scoring applicant will be used to allocate both linked applicants to a UoA and programme group (if used). The result of your link may be that either: -
  - You will be allocated to a UoA which is lower in your order of preference than what would have been the case had you not linked your application; **OR**,
  - The other individual will be allocated to a foundation school lower in their order of preference than what would have been the case if they had not linked their application to yours.

## Applications for Academic Foundation Programmes (AFP)

Applicants have the option to apply to a maximum of two AUoAs once they have submitted their FP application.

The UKFPO publishes a document which contains helpful information such as how many academic programmes are available in each AUoA, interview dates, whether the AUoA accepts Skype or telephone interviews and a weblink for more information. This document will be available on the UKFPO website at the end of August 2017.

The format of the AFP application form is based on the national FP application form with the inclusion of additional items as part of the 'Evidence' section and the inclusion of the 'Supporting' section. These sections are configured by each AUoA separately, therefore application forms may vary between AUoAs.

The 'personal', 'eligibility', 'fitness', 'competences' sections of the application form for AFP will be pre-populated based on the information provided as part of the registration process on Oriol. Applicants will be guided through these pages and will have the opportunity to edit the information if required. The 'employment' section is not applicable for all foundation vacancies. The 'equality' and 'declarations' sections will be the same as the FP application form.

The 'references' section is intentionally blank for AFP. If an applicant is subsequently offered an AFP post, the information included as part of their FP application under this section will be provided to the AUoA / employer. Applicants will be able to edit referee details through their FP application until the point at which references have been returned or the deadline for the submission of references has passed.

### Evidence

As part of the AFP application form(s), applicants will have the opportunity to enter details of any further educational achievements. **If applicants wish to claim the same achievements as included in their FP form, they must complete this section again** since it is a separate application form and will be considered in its own right. Applicants will need to include this information as part of their application to each AUoA separately.

Applicants can enter up to a maximum of 32 achievements in total in this section. Applicants will have the opportunity to include details of up to a maximum of two additional degrees, ten publications, ten presentations and ten prizes. Applicants are advised that if they select the option to indicate that they have additional achievements, they will be required to provide further information. The criteria from the Educational Achievements section of the FP form do not apply to these further achievements in the academic application (e.g. publications do not require a PMID etc.).

Applicants are advised that if they are invited to an interview, they will be expected to provide evidence to support any further achievements included on their AFP application.

## **Supporting**

Applicants are required to provide additional information in support of AFP applications under the 'supporting' section. In this section, applicants will be asked for up to six items of information to support their AFP application.

In some instances, AUoAs may use common items. If this is the case, applicants may wish to use the same answer for both of their applications. However, it is important to note that even if exactly the same answers are provided for two AUoAs, the scores awarded by each AUoA may differ. This is because the answers are scored according to individual AUoA criteria, therefore an applicant could be short-listed for one AUoA, but not the other.

The information requested in this section may refer to academic clinical experience to date or may simply ask applicants to describe why they wish to apply for an AFP. Oriel will display the items of information that are required for each AUoA selected. Applicants will have space to write a maximum of 225 words for each item.

## **Preferences**

Applicants are required to rank available academic programmes in order of preference under the 'preferences' section. Applicants are not required to rank all the available programmes for AFP if they are not prepared to accept offers for some of them. However, applicants are advised to consider this carefully since not ranking them all may affect their chances of being offered an academic programme. If an applicant chooses not to rank a programme, this will indicate that they do not wish to be considered for that programme. For example, if only certain programmes are ranked and these programmes are all offered to and accepted by applicants who scored higher, an offer will not be made. Applicants will only get a chance to receive an offer for one of their preferred programmes if the higher scoring applicants decline the offer.

Ranking is done using a drop and drag process. The system saves the preferences when you press "save". There is no submit button.

## **Processing AFP Applications**

### **AFP Interviews**

Each AUoA will undertake its own short-listing and invite short-listed applicants to interview. Some AUoAs will invite their short-listed applicants to login to Oriel and select an available interview slot, whereas others will send a specific interview date and time to each applicant.

The interview period for each AUoA will be available on the [UKFPO website](#) from 21 August 2017. Some AUoAs may accept telephone, Skype or video interviews, whereas others will require you to attend in person. The individual AUoA websites will have more information about interview requirements. You should check this information before you select AUoAs to ensure you are available for interview during the relevant interview period.



Following interviews, each AUoA will allocate a score for each interviewed applicant. This AUoA specific score will be added to the decile score to provide an overall ranking score for the AFP application. Each AUoA will decide locally on the weighting of the AUoA and academic decile score. The highest scoring AFP applicants (academic decile score + AUoA score = AFP match ranking score) will receive offers. Further information is available on AUoA websites.

Although the SJT score will not be used to calculate the AFP ranking score for the purposes of AFP offers, all AFP offers are subject to a satisfactory SJT score. An unsatisfactory SJT score means that the application will be withdrawn from the national process due to an exceptionally low SJT score. Applicants who are withdrawn due to an exceptionally low SJT score will receive an email to inform them on 22 February 2018 and their AFP application will not progress any further.

## AFP Offers

On 17 January 2018, applicants will be able to login to their Oriel account to see the result of their application(s). If an applicant has been made an offer, they will also receive a confirmation email.

The result of the application(s) will be either: -

- An offer of a programme;
- Notification of allocation to the AUoA's reserve list; or
- Notification that the application has been unsuccessful.

Applicants must accept or decline offers on Oriel within 48 hours. If two offers are received, the applicant must decide which one to accept. The system will prevent applicants from accepting both offers. Offers will be made between 9am and 10am on 17 January 2018.

If an applicant who has applied to two AUoAs accepts an offer from one AUoA before the outcome of the second AUoA is revealed, the second application will be withdrawn and the applicant will not receive an offer.

Applicants are advised to wait until all offers have been made by 10am before accepting an offer, unless they have received an offer from their preferred AUoA and are completely certain of their decision to accept that offer in advance of the outcome of the second application.

If an applicant declines an offer, they will not be placed on the AUoA's reserve list, nor will they be considered later in the process. Failure to accept or decline an offer on Oriel by the 48-hour deadline will result in the offer expiring and the application to that particular AUoA will be withdrawn. Applicants will not receive a further offer from that AUoA. Applicants who have not accepted an offer during the academic offers process will be included as part of the national FP allocation process.

If an applicant receives two offers, the duration of the offers may be staggered slightly between 9am and 10am. Applicants are advised to check the expiry dates for individual offers.

### **CASE STUDY: AFP Offers Process**

Sarah applied to the West Midlands AUoA vacancy and the Scotland AUoA vacancy on Oriel. Sarah was deemed appointable and ranked highly enough to be offered a programme in both AUoAs.

On the 17 January 2018, the offer for the West Midlands AUoA became available on the system at 9.00am. The offer for Scotland AUoA was released at 9.15am.

The programme offer for West Midlands AUoA will expire at 9.00am on Wednesday 19 January 2018, whereas the programme offer from Scotland AUoA will expire at 9.15am on Wednesday 19 January 2018.



**IMPORTANT:** Applicants are advised that if they accept an offer and subsequently withdraw their application, they will be withdrawn from the entire process, including FP.

### **Cascade Offers Process for Reserve List Applicants**

Following the deadline for accepting or declining initial offers, a cascade process will run whereby AUoAs will offer any unfilled places to the next highest scoring applicant(s) on their reserve lists. Depending on the number of applicants and places, AUoAs can run up to three cascade offers after initial offers have been made.

Cascade offers will only be made to applicants who have not previously received an offer from the AUoA and who have not already accepted an offer at another AUoA and have preferenced a programme where there is a vacancy.

If an offer is made via the cascade process, applicants will have 48 hours to accept or decline the offer on Oriel. The timetable for the cascade process is as shown below. If applicants fail to respond within the deadline, the offer will automatically expire on the system and the offer will be declined.

After the third cascade of offers, each AUoA will have three days to offer any remaining unfilled places to applicants still on their reserve list who have not already accepted an offer elsewhere. If you are contacted during this three-day period, you may be offered a programme that you did not rank as one of your preferences and you will have a limited amount of time to accept or decline the offer. It is likely that the AUoA will contact you by phone or email.

If an applicant accepts an AFP offer at any stage during the offers process, they will automatically be excluded from the FP allocation.

**If an applicant does not receive an AFP offer or declines the offer(s) they receive, they will automatically be included in the FP allocation.**

#### **CASE STUDY: How AFP Offers Work**

Sinead dreams of pursuing an academic medical career in Wales but decides to apply to two AUoAs: Wales and South West. She does well in short-listing and is invited to attend an interview by both AUoAs.

Following the interviews, she is placed on the reserve list by Wales and offered a place by South West on 17 January. She now has until 19 January to decide.

She is perfectly at liberty to decline South West's offer and hope that enough applicants with higher AFP scores in Wales drop out following the initial offers process for her to be offered a place during the cascade process. But she must remember that if this doesn't happen, she will be left with no AFP offers, because if she declines the South West offer, she will not receive another offer from South West. She would then be included in the FP allocation.

Sinead decides to decline the South West offer and, luckily for her, receives an offer from Wales during the cascade process.

Sinead accepts Wales' offer within 48 hours and is, therefore, excluded from the FP allocation.

**IMPORTANT: Applicants are advised to familiarise themselves with the AFP offer dates and deadlines for accepting or declining offers.**

Exactly 48 hours after an offer has been made, the system will prevent applicants from accepting or declining an offer. If applicants have not responded by the deadline, it will be assumed that the applicant has declined the offer.

## AFP Offers Timeline

17 January 2018 between 09:00 and 10:00	AFP initial offers date. AUoAs send emails via Oriel. Applicants have 48 hours to accept or decline the offer.
19 January 2018	Deadline for applicants to accept or decline an offer on Oriel.
24 January 2018 between 9:00 and 10:00	AFP first cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
26 January 2018	Deadline for applicants to accept or decline an offer on Oriel.
31 January 2018 between 9:00 and 10:00	AFP second cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
02 February 2018	Deadline for applicants to accept or decline an offer on Oriel.
07 February 2018 between 9:00 and 10:00	AFP third cascade offers date. AUoAs send emails via Oriel. Applicants have two working days to accept or decline their offers.
09 February 2018	Deadline for applicants to accept or decline an offer on Oriel.
12 – 14 February 2018	Final offers. If at the end of the cascade process an AUoA has any unfilled places they may approach applicants directly, via email or telephone, with an offer. There will be a very limited amount of time to accept or decline the offer.

Applicants will be able to withdraw AFP applications up until the point when offers have been made.

## Transfer of Information (TOI)

The GMC standards Promoting Excellence, requirement 3.15, places an obligation on UK medical schools to ensure their students meet the outcomes required. All organisations involved in medical education and training are required to ensure there are processes in place to share information about learners between different stages of training: -

**R2.17** Organisations must have a process for sharing information between all relevant organisations whenever they identify safety, wellbeing or fitness to practise concerns about a learner, particularly when a learner is progressing to the next stage of training. “In applying for the Foundation Programme, applicants accept that such a transfer of information will take place.”

Further details about the national TOI process and forms can be found on the UKFPO website.

## Employment

### Pre-Employment Checks

Pre-employment checks include Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG), and occupational health checks.

Applicants must ensure that both of their references are provided, as employers will not be able to offer a contract of employment without them.

## Contract of Employment

Formal offers of employment will be made by employing healthcare organisations (hospital, trust or health board). Contracts of employment will only be offered once, the applicant has qualified from medical school, attained provisional registration with a licence to practise with the GMC in the UK, and the pre-employment checks have been completed.

The pre-employment checks include DBS / PVG checks, references and occupational health checks. These checks are unrelated to the information provided in the Transfer of Information forms, and questions may be duplicated.

The employing organisation is responsible for all contractual issues such as pay, banding, rotas and accommodation. The employing organisation will confirm the start date, and shadowing and induction.

## Induction / Shadowing

As a newly appointed foundation doctor, the health service in the UK requires trainees to undertake a period of shadowing / induction prior to the start of the Foundation Programme to shadow the F1 doctor they will be taking over from. This period will also include an induction into the NHS and the particular place of work. The allocated UoA or employer will provide details of the shadowing / induction period. This is likely to be the week(s) preceding the start date of employment.

Applicants are advised to arrange registration with the GMC to cover the shadowing / induction period.

**IMPORTANT:** If anything should happen which would prevent an applicant from taking up their post on the expected date (such as illness or finals failure), it is vital that they let the foundation school know as soon as possible to allow them to fill the vacancy.

## Roles and Responsibilities / Useful Contacts

The following table provides a breakdown of the key roles and responsibilities of the medical schools (UKFPO for Eligibility Office applicants), the (UKFPO and the Foundation Schools throughout process: -

Medical School / UKFPO for Eligibility Office Applicants	UK Foundation Programme Office (UKFPO)	Foundation Schools
<ul style="list-style-type: none"><li>•For information about your EPM decile score</li><li>•For nomination queries</li><li>•Applications for pre-allocation to a particular foundation school on the grounds of special circumstances</li><li>•For queries with regards to the Situational Judgement Test (SJT)</li></ul>	<ul style="list-style-type: none"><li>•For advice on how to complete your application form</li><li>•For queries around Educational Verification (EA) scores</li><li>•National appeals, i.e. eligibility, clinical assessment, special circumstances and EA scores</li><li>•National allocation to foundation schools</li></ul>	<ul style="list-style-type: none"><li>•Academic Foundation Programme (AFP) selection processes</li><li>•Group Matching</li><li>•Match to Programme Results</li><li>•Releasing Information to Employers</li></ul>

## **UK Foundation Programme Office Contact Details**

St. Chad's Court  
213 Hagley Road  
Edgbaston  
Birmingham  
B16 9RG

Email: [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk)

Website: <https://www.foundationprogramme.nhs.uk>

Technical queries: [support@hicom.co.uk](mailto:support@hicom.co.uk)

# Appendices

## APPENDIX 1

### Letter to confirm additional degree with no degree certificate

If you are claiming points for an additional degree in the Educational Achievements section of the application form but do not have a copy of your degree certificate for any reason, you must provide a degree confirmation letter for the points to be awarded. The degree confirmation letter is particularly relevant in circumstances where the degree has not yet been conferred at a degree ceremony. For the degree confirmation letter to be accepted, the relevant examination board **must** have ratified that you have successfully completed your degree course by the application closing date (14 October 2016).

The degree confirmation letter must be printed on university headed paper, include the official stamp of the university and be signed by the Dean or authorised official in the Registrar's office.

\*\* You must include ALL the information in the letter below or it will not be accepted as evidence of your degree\*\*

**To be written on University headed paper.**

Date of letter\*

Dear <<insert name of applicant>>

This letter confirms that following the recent examination ratification board meeting attended by external examiners, your degree has been awarded. As you have not yet graduated, please find below the details as required for your Oriel application.

Name of student: <<insert name of applicant>>

Course title and degree: <<insert name of course and degree level>>

Degree classification/pass level: <<insert classification of degree if relevant>>

Date of qualification: <<insert meeting date of examination ratification board>>

Yours sincerely

(Signature and name of dean or authorised official in the Registrar's office) Official stamp of the university

Date letter is issued

**APPENDIX 2****Competition Ratios**

The table below shows a comparison in first choice preferences and competition ratios for 2016 and 2017 by Unit of Application (UoA).

**Comparison of Competition Ratios for 2016 and 2017**

Unit of Application (UoA)	Number of Programmes		First Choice Preference		Competition Ratio	
	2016	2017	2016	2017	2016	2017
East Anglia	274	257	178	121	0.65	0.47
Essex, Bedfordshire & Hertfordshire (EBH)	N / A	304	N / A	75	N / A	0.25
Leicestershire, Northamptonshire & Rutland (LNR)	151	153	114	82	0.75	0.54
Trent	304	294	215	220	0.71	0.75
North Central Thames	318	160	514	556	1.62	3.48
North East Thames	301	178	306	292	1.02	1.64
North West London	256	237	831	627	3.25	2.65
South Thames	796	781	844	742	1.06	0.95
North West of England	818	786	880	778	1.08	0.99
Northern	391	381	327	293	0.84	0.77
Northern Ireland	258	240	251	239	0.97	1.00
Oxford	219	215	324	212	1.48	0.99
Peninsula	189	189	185	145	0.98	0.77
Severn	263	261	405	384	1.54	1.47
Scotland	790	792	884	785	1.12	0.99
Wales	319	322	296	270	0.93	0.84
Wessex	295	292	297	291	1.01	1.00
West Midlands Central	186	176	294	230	1.58	1.31
West Midlands North	254	250	118	81	0.46	0.32
West Midlands South	162	159	84	86	0.52	0.54
Yorkshire and Humber	568	557	511	500	0.90	0.90

*Figures cited are taken from the number of FP places at the time of the national allocation to foundation schools and the number of applicants remaining in the process, i.e. applicants who accepted an AFP offer earlier in the process are not included.*



## APPENDIX 3

### Situational Judgement Test (SJT) – Additional Information

The SJT is an assessment of the professional attributes expected of a foundation doctor and doesn't assess clinical knowledge or skills. You can prepare for the SJT by reading the SJT monograph, which includes the research evidence for what the SJT is testing and tips on how to approach the SJT; the job analysis of a Foundation Doctor, and Good Medical Practice 2013. You can familiarise yourself with the format of the SJT by accessing the SJT Practice Paper on the UKFPO website.

The paper will consist of approximately two-thirds ranking questions and one-third multiple choice questions. There is no negative marking, and you should therefore attempt all questions.

You will be presented with scenarios typical of those that doctors in the first year of the Foundation Programme may encounter. For each question, you need to consider how an F1 doctor **should** respond to the given scenario and answer accordingly.

There are two question formats: -

- 1) Rank in order five possible responses (rank actions; rank agreement; rank considerations; rank order)
- 2) Choose three from eight possible responses

### Ranking Questions

There are four different types of instruction for ranking questions: -

- **Rank Appropriateness of Actions:** 'Rank in order the appropriateness of the following actions in response to this situation (1 = Most appropriate); 5 = Least appropriate)'.
  - ❖ A maximum of 20 marks is available for each question
  - ❖ For each of the five response options up to four marks are available
  - ❖ Marks are awarded for near misses
  - ❖ Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
  - ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).
- **Rank Appropriateness of Statements:** 'Rank in order the extent to which you agree with the following statements in this situation (1 = Most agree with; 5 = Least agree with)'.
  - ❖ A maximum of 20 marks is available for each question
  - ❖ For each of the five response options up to four marks are available
  - ❖ Marks are awarded for near misses
  - ❖ Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
  - ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).
- **Rank Important of Considerations:** 'Rank in order the importance of the following considerations in the management of this situation (1 = Most important; 5 = Least important)'.
  - ❖ A maximum of 20 marks is available for each question
  - ❖ For each of the five response options up to four marks are available
  - ❖ Marks are awarded for near misses
  - ❖ Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
  - ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).
- **Rank Order of Actions:** 'Rank the order in which the following tasks should be undertaken (1 = Do first; 5 = Do last).
  - ❖ A maximum of 20 marks is available for each question
  - ❖ For each of the five response options up to four marks are available
  - ❖ Marks are awarded for near misses
  - ❖ Tied responses are not allowed; if you tie two response options, you will receive zero marks for each of the response options you tied
  - ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).

The following example illustrates the scoring for a question with the correct answer DCEAB.

Ideal Rank	Your Rank Choice				
	1	2	3	4	5
D	4	3	2	1	0
C	3	4	3	2	1
E	2	3	4	3	2
A	1	2	3	4	3
B	0	1	2	3	4

If you recorded the answer as DCEAB, you would score 20 marks. If, for example, you thought the answer was DABEC, you would score 12 marks, as follows: -

- 4 points for option D as it is in the correct position
- 1 point for option C as the correct position is 2, but you ranked it 5<sup>th</sup>
- 3 Points for option E as the correct position is 3, but you ranked it 4<sup>th</sup>
- 2 points for option A as the correct position is 4, but you ranked it 2<sup>nd</sup>
- 2 points for option B as the correct position is 5, but you ranked it 3<sup>rd</sup>

### **Multiple Choice Questions**

Multiple choice questions instruct the applicants to: -

- ❖ Choose the three most appropriate actions to take in this situation
- ❖ A maximum of 12 points is available for each question
- ❖ Four points are available for each of the three correct response options
- ❖ You must only choose three response options; if you choose more than three, you will score zero for that question
- ❖ There is no negative marking (i.e. marks will not be deducted from your overall score for any incorrect answers).

### **Marking and Scaling the SJT Score**

Once all answer sheets have been marked, the SJT scores are translated to a 0.000 - 50.000 point scale. There are three stages to calculating your SJT points:

Calculating the raw marks achieved on the question paper (the sum total of all the marks i.e. maximum of 20 marks for ranking items and maximum of 12 marks for multiple choice items).

Test-equating (this is the process of placing the marks from the different papers on the same scale i.e. taking account of small differences in difficulty of items between papers across all SJT dates).

Scaling to a 0 – 50 point scale which has the similar properties to the EPM scale.

The SJT scores are scaled to match the EPM scale in terms of the mean and standard deviation (spread) of scores. This means that the two scores can be combined into an equally weighted sum.

As in previous years, applicants with exceptionally low SJT scores will have their applications reviewed, with the possibility that they may be withdrawn from the national application process. Details of the process for reviewing low scoring applications and withdrawing affected applicants will be published as soon as possible, and no later than 27 November 2017 (i.e. prior to the date of the first SJT). For more information, read the [SJT Frequently Asked Questions](#) on the UKFPO website.

There is a practice paper and answer sheet available on the UKFPO website to help you familiarise yourself with the format of the test, the type of questions you will encounter and the look and feel of the question paper and accompanying answer sheet. The practice paper is available both as an online test, and a PDF which you can print off and complete manually.

Although the practice paper mimics the SJT in terms of style and timings, the difficulty of these items may differ from those in the actual test.

There are many commercial courses and books available which offer to prepare you for the SJT; however, the UKFPO does not endorse any of these resources. The UKFPO practice paper is the only official resource that will prepare you to take the test.

### Reasonable Adjustments

Reasonable adjustments are the practical arrangements made to provide access to the SJT, to ensure that no applicant is at a disadvantage on the grounds of disability or health, without changing the demands of the assessment.

Applicants may apply for reasonable adjustments to the format of the SJT on the following grounds: -

- 1) A known and long-standing learning disability
- 2) A long term or permanent physical disability, health condition or impairment
- 3) A temporary health condition or impairment, or acute flare-up of a long-term health condition
- 4) Other, e.g. religious observance.

You must apply for reasonable adjustments to your UK medical school or the Eligibility Office by 28 September 2017.

For full details refer to the SJT Reasonable Adjustments Guidance document and form available on the UKFPO website. It is important to note that the Reasonable Adjustments allowed for the SJT selection assessment may differ from those you obtain for university exams.

### Extenuating Circumstances

Extenuating circumstances include bereavement, serious short-term illness or accidents, and other such events that are considered: -

- severe and exceptional;
- unforeseen;
- unavoidable;
- occur close to the date of the SJT; and
- which seriously affect your ability to undertake the SJT on the date for which you are registered.

If you believe that extenuating circumstances have seriously affected your ability to take the SJT on the date you are registered for, you must submit an Extenuating Circumstances claim form along with supporting medical evidence at the earliest opportunity, and no later than within one working day of the SJT you were registered for. Applicants with approved extenuating circumstances will be able to take the SJT on the next date as a first-attempt.

**IMPORTANT:** Applicants may only claim extenuating circumstances once.

By starting the SJT, you are declaring yourself 'fit to sit'. If you are taken severely and suddenly unwell during the SJT, you must alert an invigilator at the time and subject to their decision, you will be asked to leave the test hall and submit an Extenuating Circumstances claim form with supporting medical evidence. If you are well enough to continue the SJT, your sheet will be marked and no extra time will be permitted.

Claims of extenuating circumstance cannot be made retrospectively i.e. after taking the SJT. For more information, refer to the SJT Extenuating Circumstances Guidance document and form available on the UKFPO website.

## Sitting the SJT – What to bring with you

You need to bring the following items with you on the day of the SJT: -

- ❖ Minimum of two HB or 2B pencils (other pencil types, including mechanical pencils, do not scan, so do not use them)
- ❖ An eraser
- ❖ A pencil sharpener
- ❖ Current photographic ID
- ❖ Your SJT booking confirmation email (if you applied through the Eligibility Office)

You may also wish to bring with you a transparent ruler as an aid for completing the answer sheet.

**IMPORTANT:** No other materials, including dictionaries, highlighters and electronic devices, are permitted in the SJT venue. Smart watches are not permitted and must be left with your belongings. If you want to bring a wristwatch, you will be required to remove it and place it on the desk before the start of the SJT.

## Identifying Yourself

Your ID will be checked at the SJT venue. The following are the **only** forms of identification that will be accepted. Whichever you bring, it must be original, current and bear your full name and photograph.

- ❖ Passport.
- ❖ UK driving licence.
- ❖ National identity card if from an EEA country or Switzerland. Please note that national identity cards from a non-EEA country will not be accepted and applicants will be required to present a valid passport.
- ❖ UK university ID card, **only** for applicants taking the SJT at the university they attend. If applicable you should also bring documentation to support a name change.

If you choose to wear a niqab you will be asked to remove the veil to have your identity confirmed. A female-only environment will be provided to ensure privacy. If this identity check has not taken place before the SJT, then you will be asked to remain at the venue until an invigilator is available.

**IMPORTANT:** If you are unable to provide suitable ID on the day of the SJT, or the invigilator is in any doubt about the validity of your documentation, you will be required to present valid photographic ID to the organiser of your SJT no later than one working day after the date you sat the test. Failure to do so will result in your withdrawal from the application process.

## At the end of the test

You must ensure that you comply with the invigilator's instructions at the end of the test. You must stop writing and put down your pencil when the invigilator tells you to at the end of the test. It is extremely important to hand in all paperwork at the end of the test. Failure to do so may mean you receive a score of zero for the SJT.

**WARNING:** Removal of question papers is strictly forbidden. If you fail to return your question paper, your application will be withdrawn. The national FP 2018 Person Specification requires that applicants demonstrate appropriate professional behaviour (i.e. integrity and honesty).

## **Further Information**

If you would like to read more about the SJT, visit the [UKFPO website](#) where further information is available, including [frequently asked questions](#), a practice SJT paper and an SJT [monograph](#).

More information about the design and development of the EPM and SJT for selection to the Foundation Programme, including pilot results, is available on the [Improving Selection to the Foundation Programme \(ISFP\) project website](#) (archived).

## **Reasons for Dismissal from the SJT (and subsequent withdrawal from the FP application process)**

Exam conditions apply at all times during the SJT. If you fail to comply with standard assessment procedures you will, after receiving a warning from the invigilator, be dismissed from the test venue and have your application withdrawn from the national application process. Reasons for dismissal include any of the following: -

- Giving or receiving help from another applicant during an assessment
- Using notes, books, any unauthorised notations or other aids
- Possession or use of photographic, recording or transmission devices (including smart watches, Google Glass and similar devices)
- Writing on any material other than that provided
- Removal of assessment materials or notations of any kind from the assessment room or making and removing copies of any part of such papers, answer sheets or assessment materials
- Refusal to comply with time allotments or assessment administration procedures
- Disruption of the assessment for other applicants
- Reproduction or disclosure of assessment content in any manner (including unauthorised notations, engaging in discussion of assessment content with anyone other than assessment personnel during or after an assessment)
- Providing and/or disseminating information about the assessment content with a view to assisting current or prospective applicants, whether before or after the assessment
- Failure to follow an invigilator's instruction