

RCOG Candidate Exam Portal Booking a Test Centre

Overview

This booklet contains a comprehensive step-by-step guide to the process of using the Candidate Exam Portal and booking your RCOG examination at a Pearson VUE test centre. Please consult this guidance before contacting the exams team with any questions.

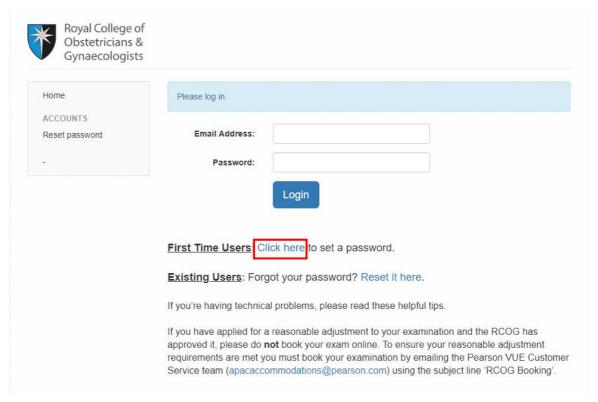
If you have applied for a reasonable adjustment to your examination and the RCOG has approved it, please do not book your exam online. To ensure your reasonable adjustment requirements are met you must book your examination by emailing the Pearson VUE Customer Service team (apacaccommodations@pearson.com) using the subject line 'RCOG Booking'.

You must only book your exam in a test centre in the country that is on your record. This will be the country specified on your record on 1 June 2020. You will have received an email detailing which country this is. No exceptions can be made to this. If you book the exam in a centre outside of your registered country your entry will be withdrawn and you will not be able to sit the exam.

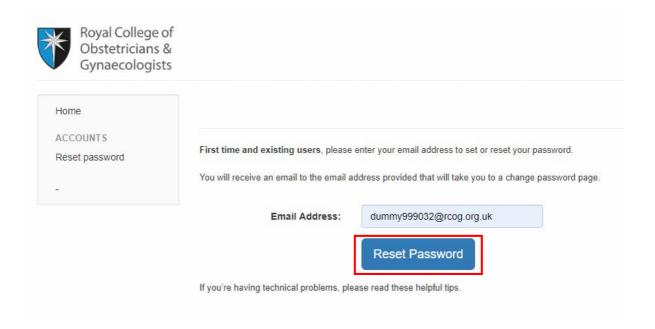
Creating a Password

- All eligible candidates will have received an email with the Subject: Book your RCOG examination.
- This email contains a link to the RCOG Candidate Exam Portal. Click on this and you will be directed to the following page where you will need to set up a password.
- This password is only for the RCOG Candidate Exam Portal; it is not linked to your RCOG website login.





- Once you have clicked on 'Click here' to set a password you will be directed to the following page.
- Enter your Email address and click the 'Reset Password' button. You should use the same email address as you have for the RCOG website.





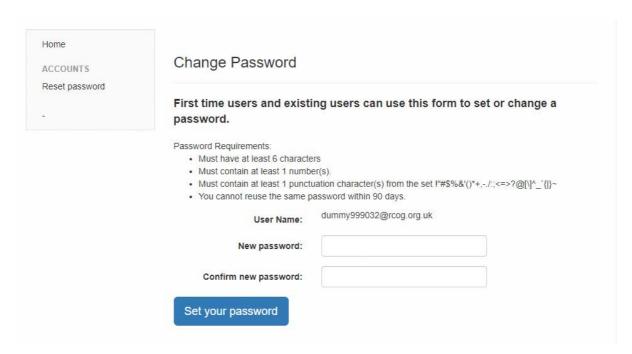
• You will receive an email to reset your password; if it is not showing up please check your spam folder.

Password Reset Notification

| TO: dummy999032@rcog.org.uk |
|------------------------------------------------------|
| CC: |
| BCC: |
| Sent: None |
| |
| |
| Kate Surname999032, |
| Kate Surname999032, Your password has been reset. |

• Click on the link in the email and you will be brought to a page to set your password. Your password must be at least 6 characters long with at least one punctuation character and one number.

Thanks for using RCOG.





 Once you have set a password and logged in you will be brought to the Welcome screen.

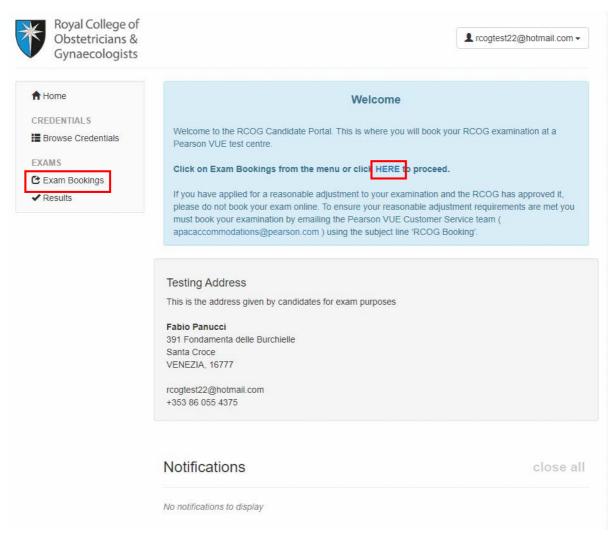
Resetting your Password

 Resetting your Password follows the same steps of setting up a password as detailed above.

Booking the Test Centre

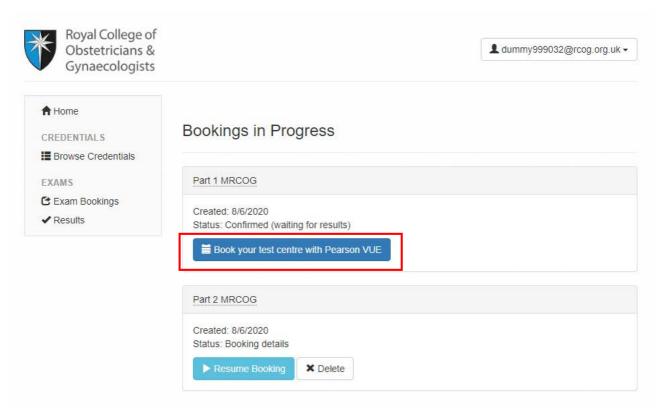
- On the Welcome page, your Testing Address is displayed; this is the country specified on your record on 1 June 2020. If you would like to edit or update your contact details, please contact the RCOG via email at examqueries@rcog.org.uk. Changing your details now will not change your exam location; your exam will be in the country specified on your record on 1 June 2020. Please continue with your booking first before making these changes.
- To book your exam test centre, you can either click on the 'Here' to proceed in the Welcome box or on the 'Exam Bookings' tab on the left hand side of the page; this will display Bookings in Progress.



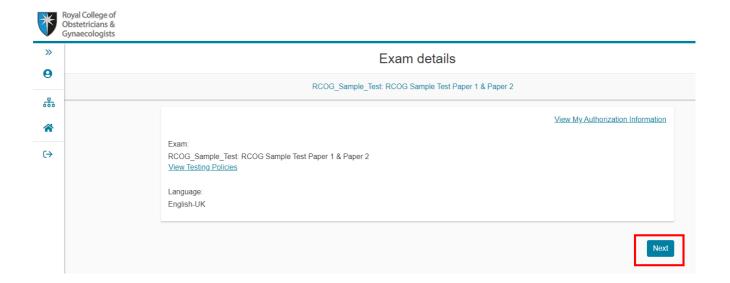


• Click on the 'Book your test centre with Pearson VUE' button and you will be redirected to the Exam details page which is operated by Pearson VUE.





Your registered exam will be displayed. Click 'Next'.

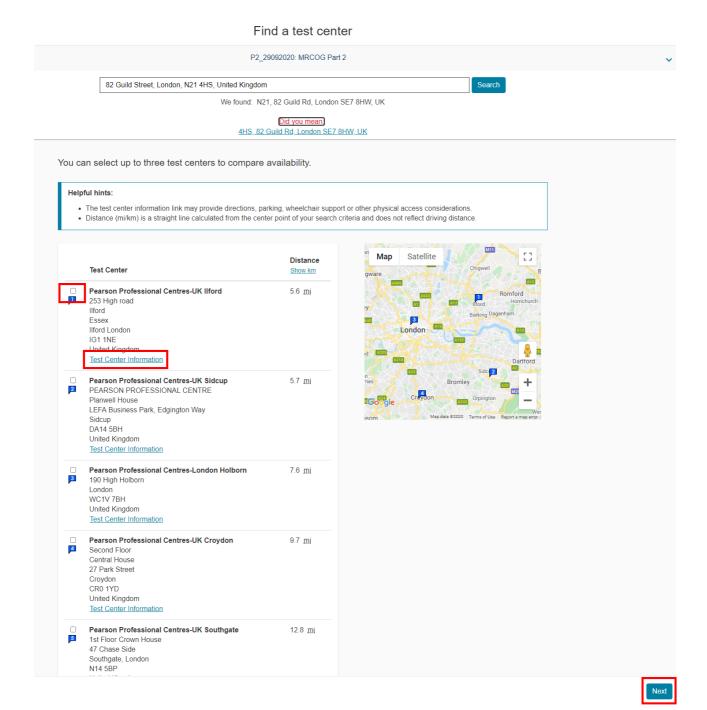


- The available testing centres in your registered country will be displayed. You can click on 'Test Centre Information' for more details on any of the test centres.
- When you are ready to choose a test centre, tick the box beside it and then click 'Next'. You can choose up to 3 centres at a time to check availability.

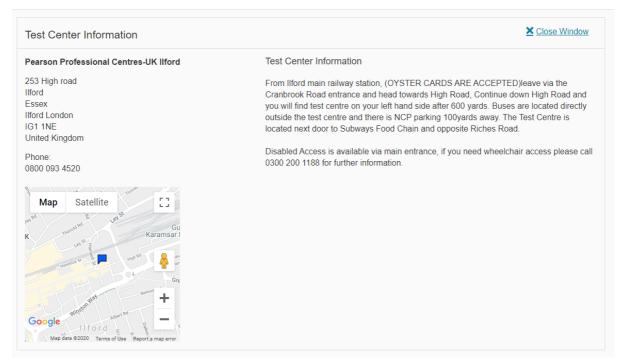


Reminder: You must only book your exam in a test centre in the country that is on your record. This will be the country specified on your record on 1 June 2020. No exceptions can be made to this.

If you book the exam in a centre outside of your registered country your entry will be withdrawn and you will not be able to sit the exam.





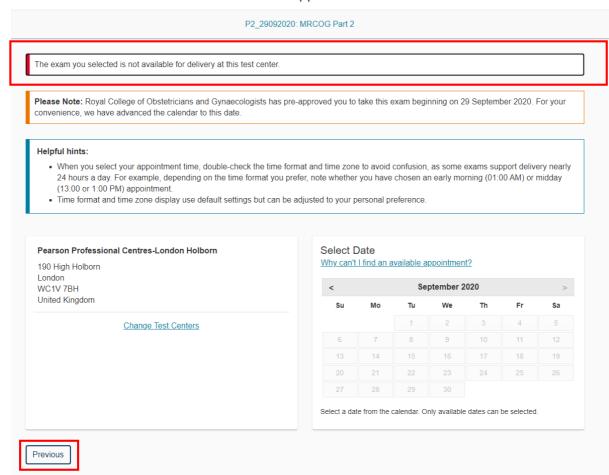


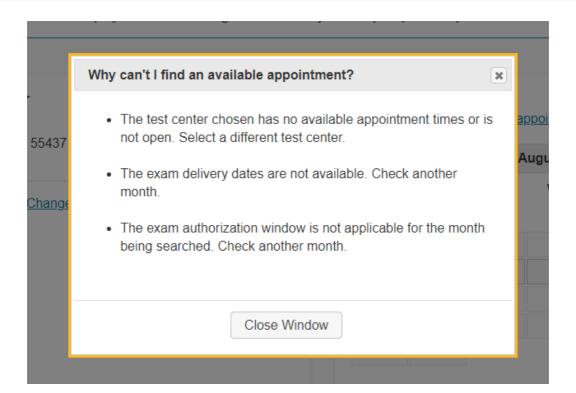
- Once you have chosen a centre, the date and time available should be displayed.
- If there is no appointment available, it means that your chosen test centre is already full or unavailable. The RCOG does not have exclusive access to Pearson VUE testing centres. Other programmes and exams may also be taking place at the same time in the same centre, severely limiting spaces available or making them fully booked. You must choose a different test centre within your registered country. Once a test centre is full, it is not possible to add more candidates to it. There are no exceptions to this.
- The following messages will display if there is no availability.
- If you have only chosen one centre and there is no availability, click the 'Previous' button.

Find an appointment P1_28092020: MRCOG Part 1 This exam is not available for delivery at Pearson Professional Centres-London Holborn during the month shown. Consider searching for appointments in a different month or selecting a different test center.



Find an appointment

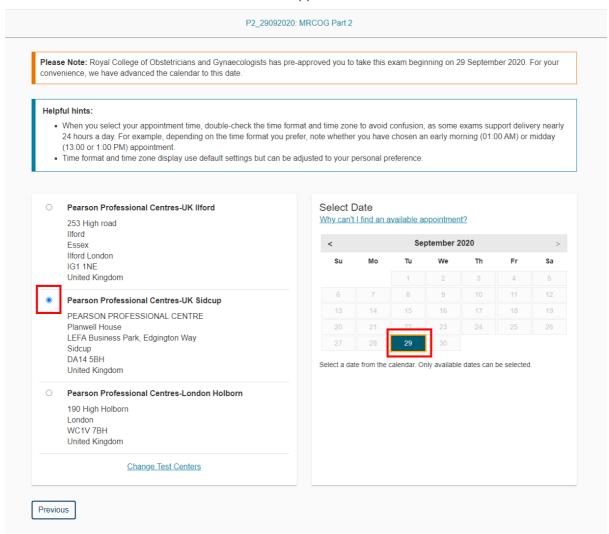






- If you have chosen more than one centre to view, you can change between them easily to view availability by clicking on the dot beside them.
- If there is still availability in your chosen test centre, you will be able to choose the date by clicking on it. You will then be able to choose the time slot.

Find an appointment





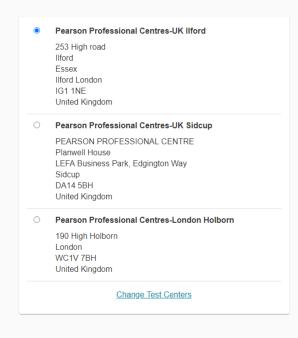
Find an appointment

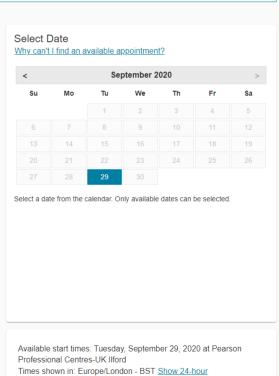
P2_29092020: MRCOG Part 2

Please Note: Royal College of Obstetricians and Gynaecologists has pre-approved you to take this exam beginning on 29 September 2020. For your convenience, we have advanced the calendar to this date.

Helpful hints:

- When you select your appointment time, double-check the time format and time zone to avoid confusion, as some exams support delivery nearly 24 hours a day. For example, depending on the time format you prefer, note whether you have chosen an early morning (01:00 AM) or midday (13:00 or 1:00 PM) appointment.
- Time format and time zone display use default settings but can be adjusted to your personal preference.





Afternoon

None available

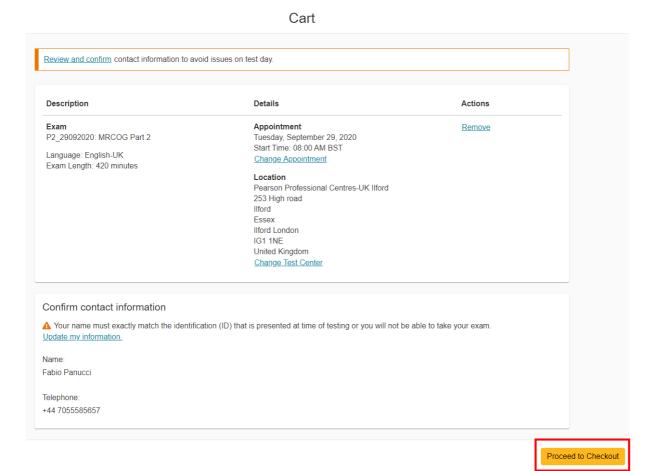
Morning

08:00 AM

Previous

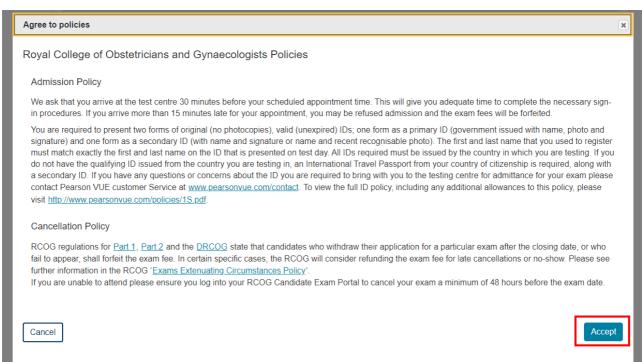


- Once you have found an available test centre and selected the time slot, you will be brought to the 'Cart' page where you can review your details.
- If you want to change your test centre to another available one, you need to do this now by clicking the 'Change Appointment' button. You will not be able to change this at a later date.
- If you are happy with the details presented, click 'Proceed to Checkout'



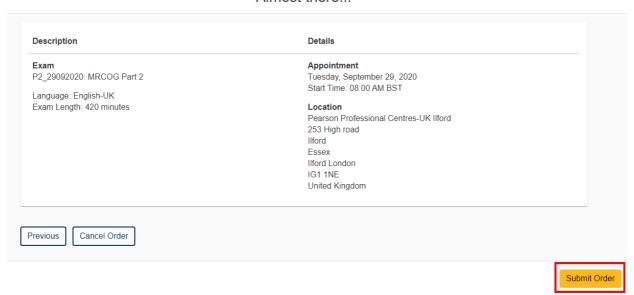
• You will then be presented with the RCOG Admission and Cancellation Policies. Please read these carefully and click 'Accept'





• The next page will be your last opportunity to go back and make any changes or to cancel. If you are happy to proceed, click the 'Submit Order' button.

Almost there...



 Congratulations, you are now booked into a test centre. An e-mail confirmation will be sent to your registered email account.



You are booked!

Order #: 0055-0675-9284

An email confirmation has been sent to: rcogtest22@hotmail.com

Return to Dashboard

| Description | Details | Order Information |
|---------------------------|----------------------------------------|----------------------|
| Exam | Appointment | Order Number/Invoice |
| P2_29092020: MRCOG Part 2 | Tuesday, September 29, 2020 | 0055-0675-9284 |
| | Start Time: 08:00 AM BST | Registration ID |
| Language: English-UK | | 379913834 |
| Exam Length: 420 minutes | Location | Status |
| | Pearson Professional Centres-UK Ilford | Scheduled |
| | Test Center Information | Scrieduled |

Royal College of Obstetricians and Gynaecologists Policies

Admission Policy

We ask that you arrive at the test centre 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and the exam fees will be forfeited

You are required to present two forms of original (no photocopies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent recognisable photo). The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the ID you are required to bring with you to the testing centre for admittance for your exam please contact Pearson VUE customer service at www.pearsonvue.com/contact. To view the full ID policy, including any additional allowances to this policy, please visit https://www.pearsonvue.com/policies/1S.pdf.

Cancellation Policy

If you are unable to attend please ensure you log into your RCOG Candidate Exam Portal to cancel your exam a minimum of 48 hours before the exam date.

RCOG regulations for Part 1, Part 2 and the DRCOG state that candidates who withdraw their application for a particular exam after the closing date, or who fail to appear, shall forfeit the exam fee. In certain specific cases, the RCOG will consider refunding the exam fee for late cancellations or no-show. Please see further information in the RCOG 'Exams Extenuating Circumstances Policy'.

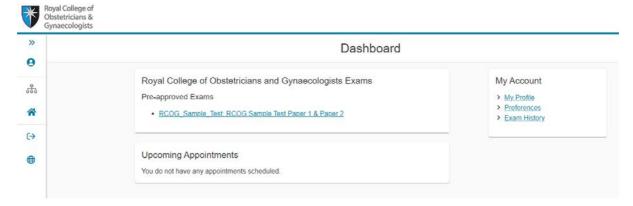
Test Center Information Pearson Professional Centres-UK Ilford

From Ilford main railway station, (OYSTER CARDS ARE ACCEPTED)leave via the Cranbrook Road entrance and head towards High Road, Continue down High Road and you will find test centre on your left hand side after 600 yards. Buses are located directly outside the test centre and there is NCP parking 100yards away. The Test Centre is located next door to Subways Food Chain and opposite Riches Road.

Disabled Access is available via main entrance, if you need wheelchair access please call 0300 200 1188 for further information.

You can then return to the Pearson VUE dashboard.





- To return to the RCOG Candidate Portal, click on the house icon on the left hand side of the page.
- If you want to return to the Pearson VUE page, you must do so through the Exam Bookings link as detailed above. **Do not click the back button as this will log you out of the portal.**

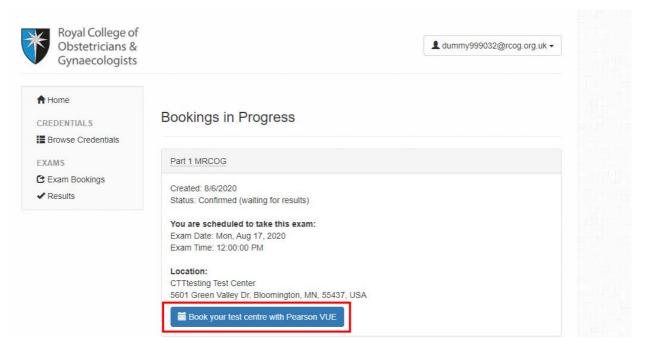
Rescheduling

- Candidates cannot reschedule the location date and/or time of their exam for the location already booked.
- This will only be done by the test centre in exceptional circumstances (site closure for force majeure) and communicated to candidates by the call centre.

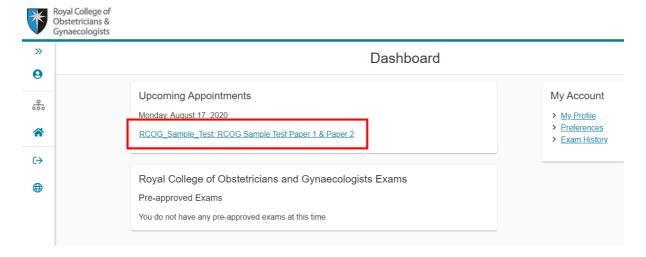
Cancelling your Exam

- Exams must be cancelled at least 48 hours before the exam date.
- Click on Exam Bookings to go to Bookings in Progress. This will display the Date, Time and Location of your booked exam.
- To cancel your exam, click on the 'Book your test centre with Pearson VUE' button





• This will bring you to the Pearson VUE site. Click on the link for your registered exam in the 'Upcoming Appointments' box.



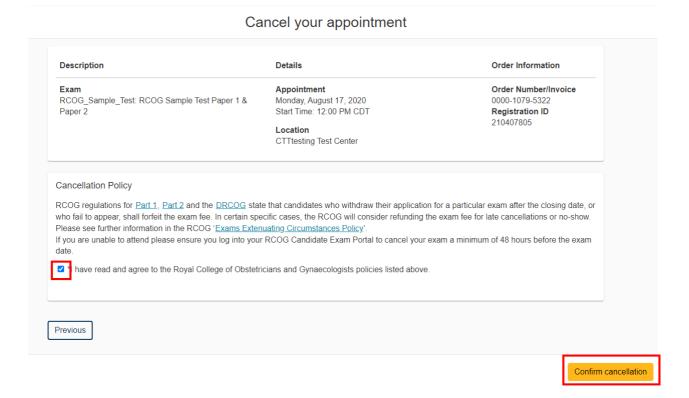
• This will display your exam booking details. To cancel your booking, click the 'Cancel' button.



Exam Appointment Details



- Please read the Cancellation Policy thoroughly and tick the box to confirm that you have read and agree to the policy.
- If you are certain you want to cancel your booking, click the 'Confirm cancellation' button.



• Your booking will now be cancelled and an email confirmation will be sent. You cannot re book your exam for the same date once it has been cancelled.



Your appointment is canceled!

Order #: 0000-1079-5322

