



Faculty of Dental Surgery  
The Royal College of Surgeons of England



Faculty of General Dental Practice (UK)  
The Royal College of Surgeons of England

## **Portfolio of Evidence (POE) - Quality Assurance Policy**

### **QA Procedure:**

The local assessment procedure requires that a sample of POE (10%) is requested for quality assurance purposes. The procedure is outlined below for those candidates whose work is selected.

- A letter requesting the POE along with this policy document will be sent to the candidate.
- The complete POE should be sent to the examinations office within 10 working days by special delivery.
- The POE will be returned to the candidate within 6 weeks of its receipt alongside the result of the QA process. The local assessor will also receive the result.

### **Non respondents:**

If the POE is not received, within the 10 days stipulated above, the Examinations Office will attempt to contact the candidate again via phone and, if no contact is made, a second letter (Special Delivery).

The candidate will be given a further 5 working days to submit their POE from the date of the phone call or posting of the second letter (whichever is the earlier).

**If there is no response the College will withhold the award of the MJDF. In addition the College may consider non submission to be an act of professional misconduct and act accordingly.**

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