



Faculty of Dental Surgery
The Royal College of Surgeons of England



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

MJDF Examination Appeals Procedure

1. Candidates may not appeal against the academic judgement of the examiners. However, appeals will be considered where a candidate believes that:

- There has been an error in the collation of marks.
- There has been an irregularity in the conduct of the examination.
- The College failed to take into account extenuating circumstances of which it had been informed prior to the examination.
- The College failed to make allowance for unusual examination conditions.
- Unlawful discrimination has occurred.
- Malpractice has occurred.

2. Notification of intent

- Notification of intention to appeal must be submitted in writing within 28 days of the publication of results by the candidate, to whom the appeal relates, setting out the grounds for appeal. As much supporting information as possible should be enclosed. Details should be sent to the MJDF Examinations Manager, MJDF Examinations Department, Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE.
- On receipt of notification of intention to appeal, the letter will be acknowledged and the admissibility of the appeal considered. If the appeal is considered inadmissible, the candidate will be informed immediately, setting out the reasons for rejecting the appeal.
- If the candidate still considers that his/her appeal is legitimate, he/she should send full details to the Chair of MJDF Board of Examiners. The Chairman will review the case and may either direct the College to allow the appeal or confirm that the appeal is inadmissible. The Chairman's decision on this point is final.



2. Appeal

- If the appeal is permitted to proceed, the College will inform the appellant of the appeals procedure and request payment of £750 to convene an appeals panel.
- The appellant must submit all evidence supporting the appeal within 28 days of notification that the appeal is to progress.
- The Chair of the MJDF Board of Examiners will appoint a panel which may be made up as follows:
 - Independent chairperson from another Royal College or equivalent postgraduate examining body.
 - Two examiners not the subject of the appeal.
 - Educational adviser.
 - Legal adviser.
 - The MJDF Examinations manager as Appeals Panel Secretary, to minute the meeting but not to participate in the decision.

The Appeals Panel Secretary will inform the appellant of the names of the panel and date, time and location of the hearing, giving at least four weeks' notice

- The appellant may attend the panel accompanied by a legal adviser or supporter, whose name must be declared to the Appeals Panel Secretary in advance. The appellant will be responsible for his or her own legal costs, which will be refunded on a reasonable and proportionate basis if the appeal is successful.
- The panel will consider all relevant documentation and written statements from all those involved, and may call witnesses if appropriate. The appellant will have an opportunity to present his or her case, in person or through a representative.
- The panel will deliberate in private and may make findings as follows:
 - The appeal is dismissed.
 - The appeal is upheld and one or more of the following courses of action be adopted:
 - Result declared void.
 - Examination fee refunded.
 - Candidate is given free attempt at next diet.



- Recommendation to Chair of MJDF Board of examiners that candidate is given extension to time limit for completion of exam.
- In exceptional cases, if it can be proven that the candidate scored the marks required to pass but was not credited with them through administrative error or technological malfunction, the result may be declared void and the candidate awarded a pass.
- In all cases of successful appeal the appeal fee and reasonable and proportionate associated costs shall be returned.
- The Appeals Panel Secretary will inform the appellant of the result of the hearing, giving full reasons for the findings.
- In the event of an unsuccessful appeal, if the appellant considers that the appeal panel was conducted unfairly (i.e. that there was procedural impropriety or bias) they may make representations to the Chairman of MJDF examinations, who will review the case. The Chairman may rule that the hearing was fair or order a second panel, with a different membership, to hear the case afresh. The Chairman's decision will be final.

Publication date: 30 July 2008