# Complaint form

# RCOG Examinations

This form must be submitted via email within 20 working days of the incident complained of. Please note that any complaint submitted after this deadline will not be reviewed unless there are highly extenuating circumstances.

Please note, working days are defined as Monday – Friday excepting UK bank holidays and College closure over Christmas.

Email: [examscomplaints@rcog.org.uk](mailto:examscomplaints@rcog.org.uk)

# Section 1: Your details

|  |  |
| --- | --- |
| Surname |  |
| First Name |  |
| College number |  |
| GMC/NMC number (if applicable) |  |
| Email address |  |
| Telephone |  |
| Address |  |
|  |
|  |

# Section 2: Examination details

|  |  |
| --- | --- |
| **Examination** | Part 1  Part 2  Part 3  DRCOG  (click on relevant box) |
| **Examination date** |  |
| **Examination location** |  |

# Section 3: Grounds for complaint

Please refer to the RCOG Examinations Complaints Policy and indicate on which grounds you are making this complaint.

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# Section 4: Rationale for request

You can use this section to provide further information which will help us understand why you believe your case warrants review (**maximum 200 words**). It is important for you to be as clear as you can, but it is not necessary to include every single detail if it is not directly relevant. If we do not understand something, we will contact you to check.

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|  |

# Section 5: Preferred Outcome

Please tick below the outcome you are seeking, or add other outcomes

|  |  |
| --- | --- |
|  | an explanation or apology |
|  | an undertaking to review relevant administrative procedures |
|  | a refund of the examination fee |
|  | waiving of the examination fee in respect of re-sitting the examination |
| Other outcomes: | |

Please confirm **all** of the following statements (click on boxes to tick):

I confirm that I have read the RCOG Examination Complaints Policy

I have enclosed a copy of any relevant supporting documentation

I confirm that the information I have given is true and accurate to the best of my knowledge.