



RCGP Examination Reservations Guide

A comprehensive guide to reserving your SCA and AKT examinations on the Trainee Portfolio.



Introduction

This guide provides a comprehensive overview of our new examinations reservation system. Trainees can now reserve a space on the SCA and AKT up to 12 months in advance of their planned examination date. They can also view the spaces available on a diet in real-time and look at the overview of examination diets in the year, enabling them to plan and sit their examination at a time that suits them. Trainees can cancel and adjust their reservation date at any time up to seven weeks prior to their sitting date.

Please note that a reservation does not constitute a booking. This process must be done separately, and trainees must reserve to be eligible to book.

Reserving a space on an examination diet is done online via your trainee portfolio, the following information will guide you through the steps to complete a reservation.

Please note: only trainees in **ST2 and ST3** will have the option to reserve.



This guide covers:

Guidance on when to sit

Trainee portfolio home screen

Availability indicator

Reservation confirmation

Cancellation

Waiting list

We are here to help

Guidance on when to sit

The decision on when to sit your examination is one for yourself and your GP trainer, but there are some key factors to consider in making that decision. These may include:

- Plan to have had at least 6 months full time or the equivalent of less than full time training in general practice before you take the SCA. There is no better preparation for any clinical examination than seeing patients.
- Sit your AKT or be in the process of revising for your AKT, before taking your SCA, to ensure you have adequate knowledge of the curriculum areas.
- Ensure you give yourself adequate preparation time to see a wide range of patients covering different areas of the curriculum and from different demographic groups.
- Utilise the resources on the RCGP website, both through reviewing the video consultations and accessing the NW Deanery Consultation Tool Kit to help you develop your consultation style and identify gaps in your consultation. Practice the areas you identify as being weaker in future consultations with patients.
- Actively use your tutorial time to analyse your consultations either through joint surgeries or video analysis and ask your trainer for constructive feedback. Watch how they manage challenging and complex consultations.
- Make sure you can consult efficiently and keep to time.
- Plan your SCA with adequate time to receive the results before your final educational supervisor's review and the date for your Annual Review of Competency Progression.

From here you can plan ahead and establish a desired timeframe to sit each examination. This is where the reservation system can be used to your advantage. By allowing you up to 12 months to reserve your space in both examinations, you can effectively map out your year and avoid the uncertainty of whether you will be able to secure a space within your desired diet for each exam.

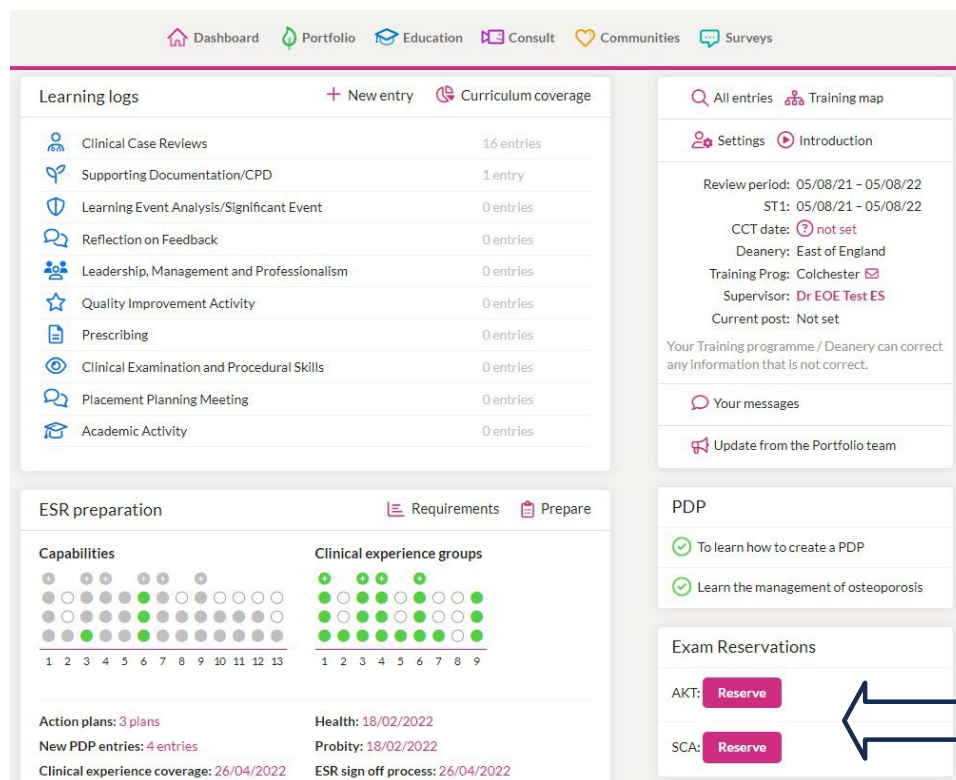
Where possible, if diets get booked quickly, the examinations team will consider the option to extend the number of examination days and increase capacity, although in recognition that this is capped due to logistically delivering results to trainees to time and quality.

Please be aware that you cannot select your examination day or time in the booking period or afterwards. If there are truly exceptional circumstances in which you are unable to sit your SCA on a particular day in this session, please get in touch with the examinations team at the point of booking at exams@rcgp.org.uk.

Trainee Portfolio dashboard

When you log in to your trainee portfolio you will see an Exam Reservations box. If you are eligible to reserve a space on the SCA and AKT you will see a button that says **Reserve** within the Exam Reservations box. Only trainees in ST2 and ST3 will see the option to reserve.

When you click on the reserve button you will be taken to the examination reservations page where you can reserve your space. Trainees are reminded to check their portfolio is correct and up-to-date, to ensure the reservation system is visible on their portfolio dashboard.



The screenshot displays the Trainee Portfolio dashboard with the following sections:

- Navigation:** Dashboard, Portfolio, Education, Consult, Communities, Surveys.
- Learning logs:**
 - Clinical Case Reviews: 16 entries
 - Supporting Documentation/CPD: 1 entry
 - Learning Event Analysis/Significant Event: 0 entries
 - Reflection on Feedback: 0 entries
 - Leadership, Management and Professionalism: 0 entries
 - Quality Improvement Activity: 0 entries
 - Prescribing: 0 entries
 - Clinical Examination and Procedural Skills: 0 entries
 - Placement Planning Meeting: 0 entries
 - Academic Activity: 0 entries
- ESR preparation:**
 - Capabilities: Progress indicator for 13 items.
 - Clinical experience groups: Progress indicator for 9 items.
 - Summary: Action plans: 3 plans; New PDP entries: 4 entries; Clinical experience coverage: 26/04/2022; Health: 18/02/2022; Probity: 18/02/2022; ESR sign off process: 26/04/2022.
- Exam Reservations:**
 - AKT: **Reserve** button
 - SCA: **Reserve** button

A blue arrow points to the **Reserve** button for the SCA exam reservation.



Exam Reservations Screen

On the availability indicator screen you can view information on the following:

Exam Session - The month each examination diet will take place

Reservations - The date that reservations close for that diet

Diet dates - The dates the examinations will be held on in that diet

Results - The date the results for that diet will be released

Availability - You can see whether availability for each diet is **good**, **limited**, **last few** or **full**. The availability indicator will change to **limited** when the diet is 80% full, it will change to **last few** when the diet is 95% full.

SCA

Reserve your place on an SCA examination diet. You can only reserve a space on one diet at a time but are able to change it up until the reservation closing date. You will then be sent an email to enable you to convert your reservation into a booking.

Exam Session	Reservations	Diet Dates	Results	Availability	
SCA May 2024	Closed	07/05/2024 to 10/05/2024	06/06/2024		
SCA June 2024	Closed	04/06/2024 to 07/06/2024	27/06/2024		
SCA September 2024	Closes 07/07/2024	10/09/2024 to 12/09/2024	03/10/2024	Full	
SCA October 2024	Closes 04/08/2024	08/10/2024 to 10/10/2024	31/10/2024	Good	Reserve
SCA November 2024	Closes 01/09/2024	05/11/2024 to 07/11/2024	28/11/2024	Good	Reserve

AKT

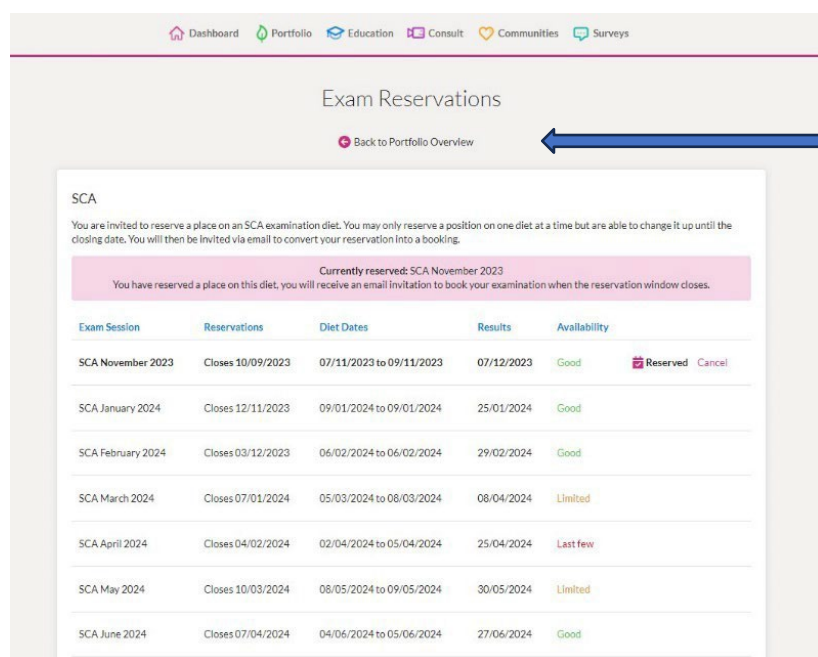
Reserve your place on an AKT examination. You can only reserve a space on one exam at a time but are able to change it up until the reservation closing date. You will then be sent an email to enable you to convert your reservation into a booking.

Exam Session	Reservations	Exam Date	Results	Availability	
AKT April 2024	Closed	24/04/2024	23/05/2024		
AKT July 2024	Closes 19/05/2024	09/07/2024	08/08/2024	Good	Reserve

Reservation confirmation

Select the diet you wish to reserve and click on the pink 'reserve' button. You will see a message pop up at the top of the screen confirming that you now have a reservation in the diet you have selected. You will be able to change this reservation up until the reservation closing date. Please note you can only make one reservation at a time.

When the booking window for your diet opens, you will receive an email inviting you to book and pay for your examination. You cannot book a specific date and time within the diet, a slot will be allocated to you by the examinations team.



Dashboard Portfolio Education Consult Communities Surveys

Exam Reservations

[Back to Portfolio Overview](#)

SCA

You are invited to reserve a place on an SCA examination diet. You may only reserve a position on one diet at a time but are able to change it up until the closing date. You will then be invited via email to convert your reservation into a booking.

Currently reserved: SCA November 2023
You have reserved a place on this diet, you will receive an email invitation to book your examination when the reservation window closes.

Exam Session	Reservations	Diet Dates	Results	Availability
SCA November 2023	Closes 10/09/2023	07/11/2023 to 09/11/2023	07/12/2023	Good Reserved Cancel
SCA January 2024	Closes 12/11/2023	09/01/2024 to 09/01/2024	25/01/2024	Good
SCA February 2024	Closes 03/12/2023	06/02/2024 to 06/02/2024	29/02/2024	Good
SCA March 2024	Closes 07/01/2024	05/03/2024 to 08/03/2024	08/04/2024	Limited
SCA April 2024	Closes 04/02/2024	02/04/2024 to 05/04/2024	25/04/2024	Last few
SCA May 2024	Closes 10/03/2024	08/05/2024 to 09/05/2024	30/05/2024	Limited
SCA June 2024	Closes 07/04/2024	04/06/2024 to 05/06/2024	27/06/2024	Good

When your reservation is confirmed, you can click here to return to your dashboard.

Reservation confirmation cont.

When you return to your dashboard, you will see it has automatically updated to show your confirmed reservation.

Dashboard Portfolio Education Consult Communities Surveys

Portfolio overview: ST2-1

It is your responsibility to ensure that the data held in the Trainee Portfolio is up to date and accurate. This includes details of your posts, absence and your planned CCT date. This data transfers to your ARCP form which becomes the historical record of your training. It is required by the GMC to be accurate and is what is referred to post training to confirm your training details. Please check that the information on the Training Map is correct and if not, please inform your deanery to make any amendments.

Learning logs

+ New entry Curriculum coverage

- Clinical Case Reviews 0 entries
- Supporting Documentation/CPD 0 entries
- Learning Event Analysis/Significant Event 0 entries
- Reflection on Feedback 0 entries
- Leadership, Management and Professionalism 0 entries
- Quality Improvement Activity 0 entries
- Prescribing 0 entries
- Clinical Examination and Procedural Skills 0 entries
- Placement Planning Meeting 0 entries
- Academic Activity 0 entries

ESR preparation

Requirements Prepare

Capabilities Clinical experience groups

Exam Reservations

SCA: SCA November 2023

Review period: 02/08/23 - 02/02/24
CCT date: 03/05/2025
Deanery: Not set
Training Prog: Not set
Supervisors: Not set
Current post: Not set

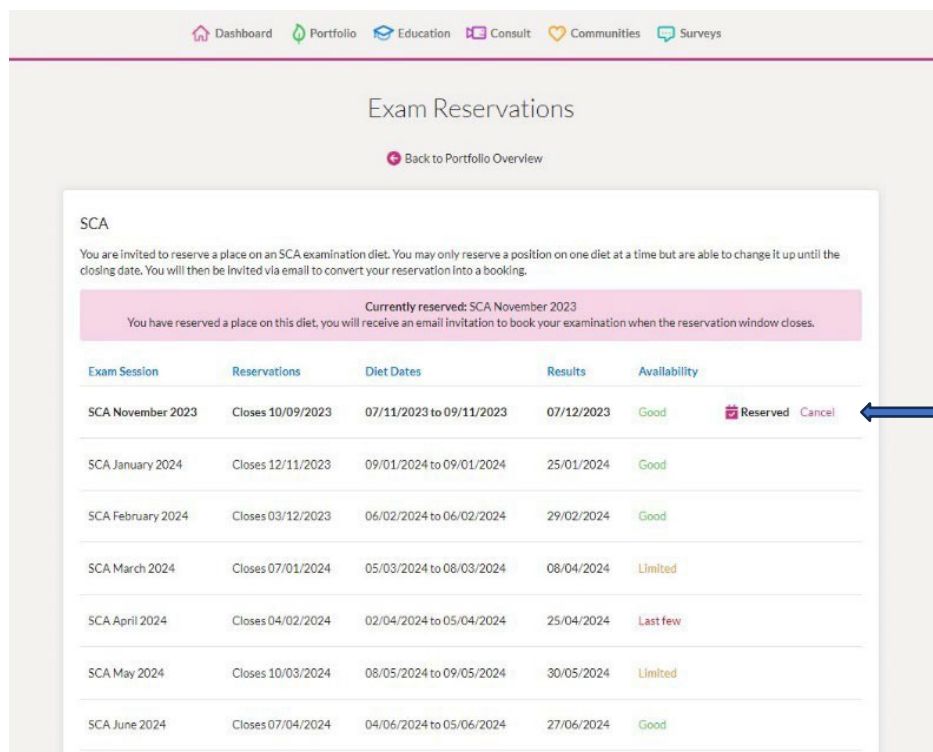
Your messages
Update from the Portfolio team

PDP
Enter your goals from your last review and they will appear here.

Your confirmed reservation diet

Reservation cancellation

You are welcome to cancel your reservation at any time by clicking the pink 'Cancel' button next to your reservation on the availability indicator screen. An alert will appear informing you that if you cancel your reservation, there is no guarantee you will be able to reserve a place on this particular diet again. The reason being that this diet may now be full. If you proceed and press 'okay' then your reservation will instantly be cancelled and, should you wish to, you can make a new reservation in a different diet straight away.



Dashboard Portfolio Education Consult Communities Surveys

Exam Reservations

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SCA

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Currently reserved: SCA November 2023
You have reserved a place on this diet, you will receive an email invitation to book your examination when the reservation window closes.

Exam Session	Reservations	Diet Dates	Results	Availability	
SCA November 2023	Closes 10/09/2023	07/11/2023 to 09/11/2023	07/12/2023	Good	Reserved Cancel
SCA January 2024	Closes 12/11/2023	09/01/2024 to 09/01/2024	25/01/2024	Good	
SCA February 2024	Closes 03/12/2023	06/02/2024 to 06/02/2024	29/02/2024	Good	
SCA March 2024	Closes 07/01/2024	05/03/2024 to 08/03/2024	08/04/2024	Limited	
SCA April 2024	Closes 04/02/2024	02/04/2024 to 05/04/2024	25/04/2024	Last few	
SCA May 2024	Closes 10/03/2024	08/05/2024 to 09/05/2024	30/05/2024	Limited	
SCA June 2024	Closes 07/04/2024	04/06/2024 to 05/06/2024	27/06/2024	Good	

To cancel your reservation.



Waiting list

If reservations for an SCA session are currently full, please do monitor reservations regularly to look out for any spaces becoming available due to cancellations. It is also possible to add your name to a waiting list for a specific SCA session. As of May 2024, we have been able to accommodate all trainees on the waiting list in every diet.

We are here to help

The new reservation system has been designed to ensure we meet demand wherever possible. The examinations team will monitor bookings and trainee demand for each diet. Where possible, if diets get booked quickly, the examinations team will consider the option to extend the number of examination days and increase capacity.

Contact us

If you have any questions about the new system or if you require our assistance with any of the steps detailed in this guide, please contact us at exams@rcgp.org.uk.