The Society of Apothecaries of London
Diploma in the Medical Care of Catastrophes (DMCC)
Administrative Guidance for Candidates

EXAMINATION TIMETABLE: 2014/2015

<table>
<thead>
<tr>
<th>New Examination</th>
<th></th>
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<tbody>
<tr>
<td>Closing date for receipt in the Examinations Office of application form and fee</td>
<td>1700 on Tuesday 9 December 2014</td>
</tr>
<tr>
<td>Written Paper Examination</td>
<td>Tuesday 10 February 2015</td>
</tr>
<tr>
<td>OSCE Examination</td>
<td>Tuesday 10 &amp; Wednesday 11 February 2015*</td>
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* The date will be confirmed after the application deadline

ELIGIBILITY

1. Prospective candidates should be aware of the provision of Regulation 3 regarding the **minimum course** attendance. Applications which do not fulfil the requirement will be rejected.

2. Applications are accepted only in hard copy, not by fax, PDF or email. Applicants should allow sufficient time for an application to arrive (please take into consideration that the Christmas period will be just starting and delays should therefore be expected).

EXAMINATION FEES

3. **The fee for the new examination is £570 (£595 when paying by PayPal™)**

4. For those who fail the examination the re-entry fee for the written paper is £285 (£310 by PayPal™) and for the OSCE £285 (£310 by PayPal™).

WITHDRAWING FROM THE EXAMINATION

5. Candidates who wish to withdraw from the examination must notify the Society in writing. The following withdrawal penalties will be applied:

<table>
<thead>
<tr>
<th>When the date of receipt of notification of withdrawal falls...</th>
<th>The penalty incurred will be...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the application deadline stated on page 1.</td>
<td>No penalty</td>
</tr>
<tr>
<td>In the 2 weeks after the application deadline</td>
<td>£85</td>
</tr>
<tr>
<td>Within 6 weeks of the start of the examination</td>
<td>£170</td>
</tr>
<tr>
<td>Within 2 weeks of the start of the examination</td>
<td>Full fee</td>
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PAYMENTS

6. Payments may be made via:

Direct transfer
To use this method of payment you must send your name, the examination for which you are paying and the date of the examination by email to the Assistant to the Registrar; asstreg@apothecaries.org

Sort Code: 18-00-02
Bank Account number: 05957192
IBAN: GB16COUT18000205957192
Swift/BIC Number: COUTGB22

Account name: The Worshipful Society of Apothecaries of London
Coutts & Co, 440 Strand, London, WC2R 0QS

The payment must be made identifiable by the inclusion of the diploma abbreviation and candidate’s surname (e.g. DMCC Smith)

Cheque
Made payable to ‘The Society of Apothecaries’ in Sterling. Please write your name, address and the diploma name on the back.

PayPal™
This can be used if neither of the above options are possible via the PayPal™ website, making the payment payable to clerk@apothecaries.org

The cost of this facility is the examination fee + £25 handling charge (which is non refundable).

Candidates from overseas should ensure that their cheques yield the correct fee in Sterling AFTER deduction of bank charges. Only bankers’ drafts drawn on a UK bank are accepted. Bankers’ drafts should be valid for at least 3 months after the examination date.

RECOMMENDED READING LIST

7. The recommended reading list is available to download from the Course of Conflict and Catastrophe Medicine’s web page (see under “The Faculty of Conflict and Catastrophe Medicine”) at www.apothecaries.org.