



The Society of Apothecaries of London

Diploma in HIV Medicine (Dip HIV Med)

Administrative Guidance for Candidates

Admin Guide

Jan 2022/v43

EXAMINATION TIMETABLE 2022

Including the examination timetable and fees.

Please note that the application deadline is 12 weeks before the written paper.

	May/June 2022	TBC
Deadline for receipt of Application Form and fee in the Examinations Office	Monday 28 February 2022	
Best of Five Written Paper	Monday 23 May 2022	
OSCE (see para 2 below)	Tuesday 28 June 2022	

APPLICATIONS

1. To avoid disappointment, candidates are advised to apply for the examination well in advance of the closing date for entries, and to ensure that their application arrives in the Examinations Office by the deadline date and time. The deadline is the **final** date / time that a completed application can be considered for entry to the examination **but there is no guarantee that places will still be available at this date**. Please note that an application is only deemed complete when it includes all relevant paperwork and the full fee.
2. There will only be one OSCE date, as stated above.

WAITING LIST

3. The Society operates a waiting list system once all places for the examination have been filled. Candidates will be notified in writing as soon as a place becomes available, and given a short period in which to respond. Please note that should candidates not respond within this time, the place will be offered to the next person on the waiting list.

EXAMINATION FEE

4. First time entry fee **£1,000 NET** Re-entry Best of Five exam fee **£400 NET** Re-entry OSCE exam fee **£600 NET**

*To re-enter for the WHOLE exam, you should make a full £1,000 payment by direct transfer (see banking details below), or select both the Bo5 AND OSCE re-entry options from our online Web shop, and complete Form R.

N.B. This is the amount payable to the Society; any transaction charges must be borne by the candidate. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below.

OSCE PREFERENCES

5. Candidates may express their preference for an OSCE session on the application form. Whilst we will endeavour to allocate you to one of your preferred sessions, indication of a preference does not guarantee a place for that session. The session allocated will be confirmed on the admission document, issued in hard copy after the application deadline.

THE EXAMINATION

6. The examination is mapped to the **Specialty Training Curriculum for Genitourinary Medicine 2016** issued by the Joint Royal College of Physicians Training Board.

7. All equipment is provided, both for the written paper and the OSCE.

WITHDRAWING FROM THE EXAMINATION

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

If the date of receipt of notification of withdrawal falls ...	the penalty incurred will be:		
	Full 1 st time entry	Re-entry Bo5	Re-entry OSCE
Before the application deadline stated on page 1.	No penalty	No penalty	No penalty
In the 2 weeks after the application deadline	£135	£54	£81
Within 10 weeks of the start of the examination	£245	£98	£147
Within 2 weeks of the start of the examination	Full fee	Full fee	Full fee

SAMPLE QUESTIONS

9. Sample Best of 5 and OSCE questions are available to download.

PAYMENTS

10. Payments may be made via:

The Society's website: <https://www.apothecaries.org/shop/>

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 Exam Office; 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. DHIV Smith)

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 three months after the examination date.