



# risr/apply User Guide

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<b>Author and Approval</b>		
<b>Role/Team</b>	<b>Author/Reviewer/Approval</b>	<b>Date</b>
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Throughout the document you will find coloured text which references the correspondingly coloured arrows or boxes in the screenshots.

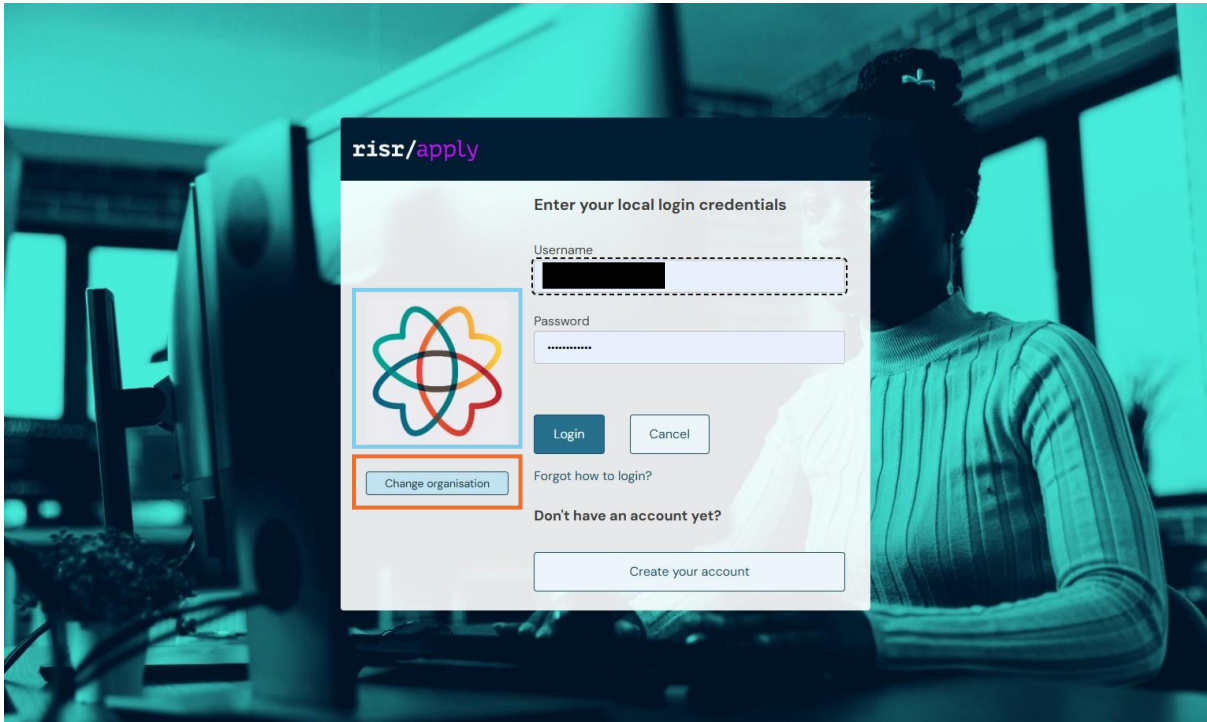
Please note that all information in this document including exam prices and dates are subject to change and you should refer to the Dental Examinations Executive website for the most up-to-date information. If you experience any difficulties with your application, please email [info@dsfe.org.uk](mailto:info@dsfe.org.uk).



# Dental Examinations Executive

## Finding risr/apply

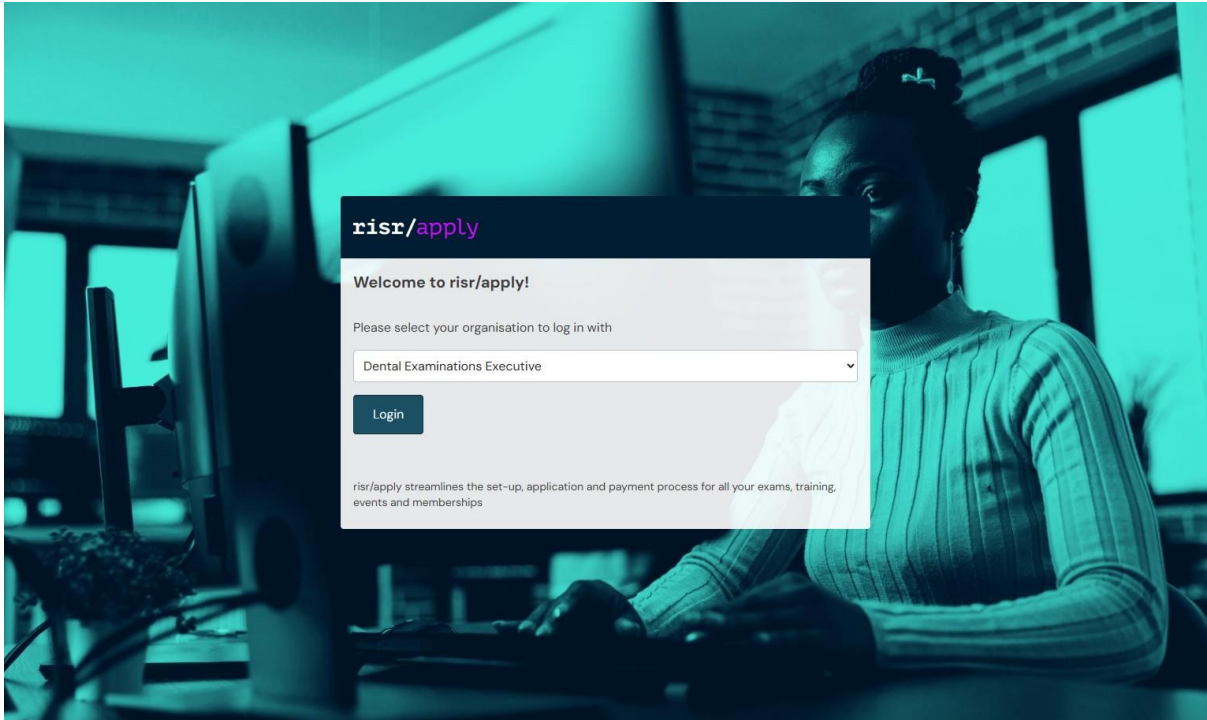
1. You can find risr/apply here: <https://booking.kaizenep.com>.
2. Make sure you can see the Dental Examinations Executive logo in the [blue section](#) below.



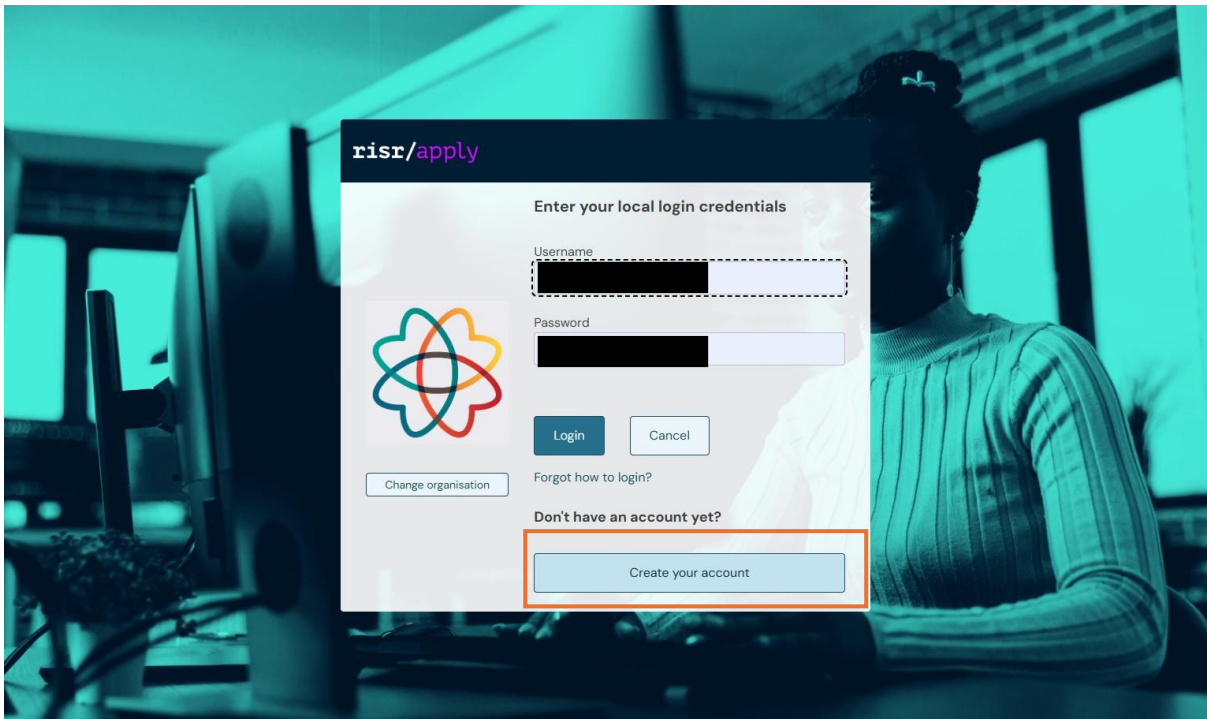
3. If it is not set to **Dental Examinations Executive**, select 'change organisation' in the [orange box](#) above.



# Dental Examinations Executive



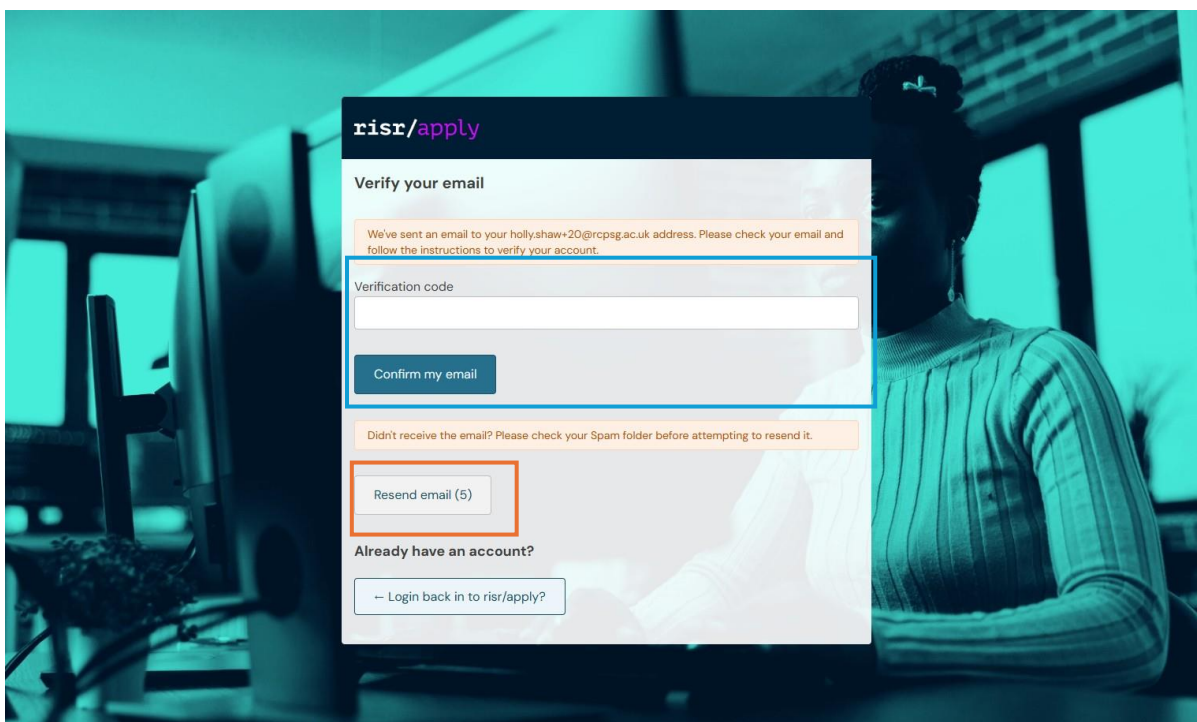
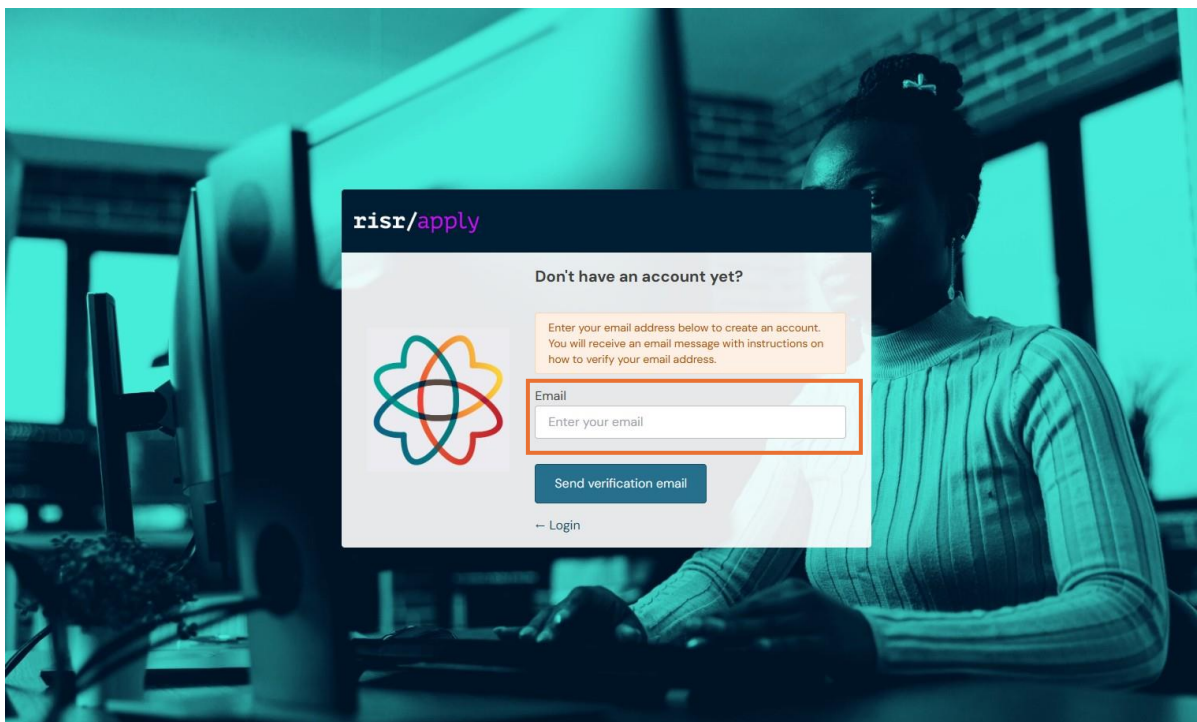
4. Select 'Dental Examinations Executive' from the drop-down menu and click 'login'.
5. Now you can select 'create your account' as seen below in the **orange box**.





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- Please enter an email address that you have regular and easy access to, as indicated in the orange box below and click 'send verification email.' The verification code will be sent to the email address you entered earlier.





# Dental Examinations Executive

7. Please insert the code into 'verification code' box as show in the [blue section](#) above.
8. Once you enter your verification code, please click 'confirm my email'.
9. If you don't receive a code to your email address, you can resend as shown in the [orange box](#) above. Please check spam and the spelling of your email address if you still encounter issues. If you have further issues, please contact [info@dsfe.org.uk](mailto:info@dsfe.org.uk).

risr/apply

Complete your account

You've verified your holly.shaw+20@rcpsg.ac.uk email address. Please complete your account registration.

Username  
holly.shaw+20

Your new password  
.....

Password strength: Strong

- ✓ At least 12 characters
- ✓ At least one lowercase letter
- ✓ At least one uppercase letter
- ✓ At least one number
- ✓ At least one special character

Confirm your password  
.....

✓ Passwords match

Set my password

**Note:** your password is required to be 12 characters long, with at least one lowercase letter, one uppercase letter, one number, and one special character.

**Note:** your username is not your email address.

**Note:** If you forget your password, this can be reset. You will be required to enter your password each time you need to access your account so please store this safely and securely.

10. You will be given a username automatically; take a note of it and keep in a safe place as seen in the [orange box](#) above.
11. You will now be asked to set a password for this account.
12. Please select 'set my password' to confirm.
13. Your account has now been created. Please select 'proceed to login' and log into risr/apply using the account details and password that you have just created.

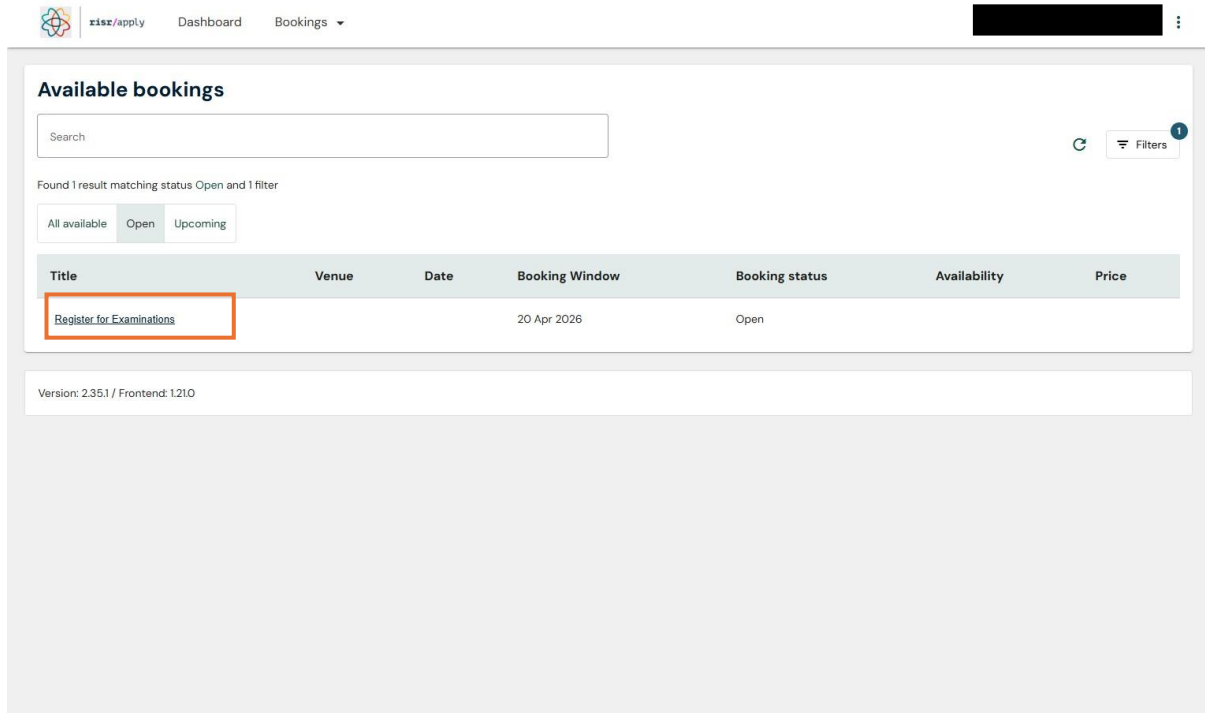


## Registration Form

**Note:** The application is split into two parts: registration form and exam application. You must complete both sections.

A screenshot of a web application dashboard. At the top left, there is a logo and the text 'x1sz/apply'. The navigation bar includes 'Dashboard' and 'Bookings' with a dropdown arrow. The 'Bookings' dropdown menu is open, showing 'Available bookings' (highlighted with an orange box) and 'My bookings'. The main content area is divided into two sections: 'MY PROFILE' on the left and 'MY RECENT BOOKINGS' on the right. The 'MY PROFILE' section shows a user profile with a grey square containing the letter 'H', a role of 'Pending user', and a primary email address. A 'View profile' button is below. The 'MY RECENT BOOKINGS' section shows a red error message: 'We couldn't find any bookings.' Below this is a table with columns: 'Booking Item', 'Booking Option', 'Last modified date', 'State', and 'View'. At the bottom left, there is a footer with the text 'Version: 2.35.1 / Frontend: 1.21.0'.

1. After you log in, you will come to your dashboard. This shows your profile and recent bookings. Click on the 'bookings' dropdown,
2. From the drop-down, select 'available bookings' as indicated in the orange box above.



Available bookings

Search

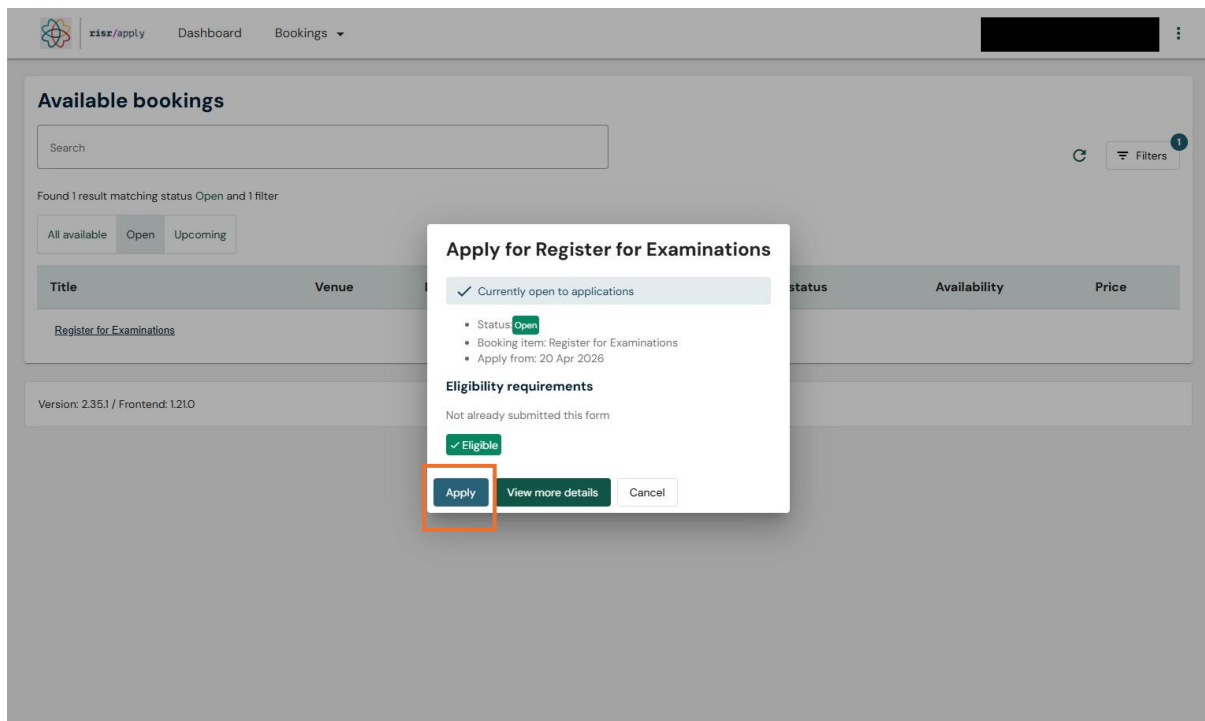
Found 1 result matching status Open and 1 filter

All available Open Upcoming

Title	Venue	Date	Booking Window	Booking status	Availability	Price
Register for Examinations			20 Apr 2026	Open		

Version: 2.35.1 / Frontend: 1.21.0

3. Select 'register for examinations' as indicated by the orange box above.



Available bookings

Search

Found 1 result matching status Open and 1 filter

All available Open Upcoming

Title	Venue	Date	Booking Window	Booking status	Availability	Price
Register for Examinations						

Version: 2.35.1 / Frontend: 1.21.0

### Apply for Register for Examinations

✓ Currently open to applications

- Status **Open**
- Booking item: Register for Examinations
- Apply from: 20 Apr 2026

**Eligibility requirements**

Not already submitted this form

✓ Eligible

Apply View more details Cancel

4. Click the 'apply' button as indicated by the orange box above.



5. Please complete all your personal information requested in the form. In this section you will be asked for evidence of your Primary Dental Qualification. A scan or digital version of your PDQ is acceptable.

The screenshot shows a web browser interface for the 'Register for Examinations' form. The page title is 'Register for Examinations' and the status is 'DRAFT'. A 'Delete' button is visible in the top right corner. The form content includes:

- Dental Specialty Fellowship Examinations and Membership of the Faculty of Dental Surgery Candidate Registration**
- First name (\*)**: Input field
- Last name (\*)**: Input field
- E-mail (\*)**: Input field with value 'holly.shaw+20@rcpsg.ac.uk'
- Address line 1 (\*)**: Input field
- Address line 2**: Input field
- Town / City (\*)**: Input field

**Details** sidebar:

- Booking item: Register for Examinations
- Booking option: Register for Examinations
- Booking window: 20 Apr 2026
- Booking window open
- Audit log**: booking\_apply on 20 Apr 2026...

**Test number**: Input field

**Emergency contact email address**: Input field

**What is your relationship to your emergency contact, e.g. spouse, partner. (\*)**: Input field with value 'Test relationship'

**Privacy Statement**

We process your data based on legitimate interests in line with our [Privacy Statement](#). We may use the information you provide for statistical purposes. The statistical data and reports we produce do not identify you. There are some types of information that are sensitive and given extra consideration under data protection laws. For example, information about your health, ethnicity, religion, political opinion, sex life and sexual orientation, and criminal data. It is up to you whether you share any special category data with us. We recognise that you may choose to share sensitive information with us if this is relevant to your application or examination activities. We will only ask for this information when necessary and so we can provide you with relevant information and support.

I confirm that I have been given the opportunity to review the Privacy Statement and consent to the processing of my data in line with this.

**Registration Declaration**

By submitting a registration and application for an examination, applicants and candidates confirm that they have reviewed and agreed to all Dental Examinations Executive [policies and procedures](#), including the MFDS and Dental Specialty Fellowship Examinations Terms and Conditions for Admissions and the Dental Specialty Fellowship Examinations and MFDS Candidate Code of Conduct.

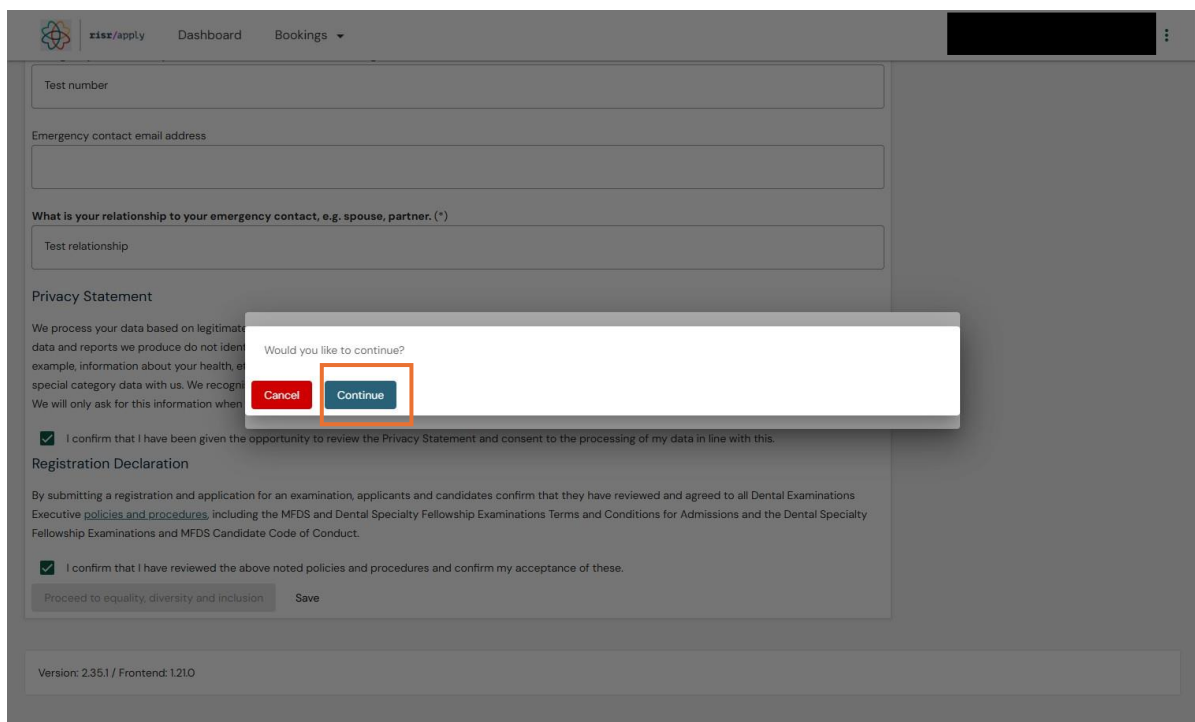
I confirm that I have reviewed the above noted policies and procedures and confirm my acceptance of these.

**Proceed to equality, diversity and inclusion** save

Version: 2.35.1 / Frontend: 1.21.0

6. You will be asked to review the Executive’s Privacy Statement and make a declaration related to your registration before being able to proceed. Please tick both boxes after reading and you agree with the policies/

7. After you complete the first page, please click the button ‘proceed to equality, diversity and inclusion’ as indicated by the **orange box** above.




The screenshot shows a web application interface for registration. At the top, there is a navigation bar with a logo, the text 'msz/apply', and links for 'Dashboard' and 'Bookings'. Below this are several input fields: 'Test number', 'Emergency contact email address', and 'What is your relationship to your emergency contact, e.g. spouse, partner. (\*)'. A 'Privacy Statement' section follows, containing text about data processing and a checkbox that is checked. Below that is a 'Registration Declaration' section with another checked checkbox. At the bottom of the form, there are two buttons: 'Proceed to equality, diversity and inclusion' and 'Save'. The 'Proceed to equality, diversity and inclusion' button is highlighted with an orange box. A modal dialog box is overlaid on the form, asking 'Would you like to continue?' with 'Cancel' and 'Continue' buttons. The 'Continue' button in the modal is also highlighted with an orange box. The footer of the page shows 'Version: 2.351 / Frontend: 1.21.0'.

8. Click the 'continue' button as indicated by the **orange box** above to continue the application.

9. The final section of your registration is a voluntary equality, diversity, and inclusion monitoring form. You can choose to only answer some questions, none, or all as you wish.



# Dental Examinations Executive

 [eisz/apply](#) [Dashboard](#) [Bookings](#) ▾

this section, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

This information will be recorded electronically with your other data in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulation, but used only for monitoring our business practices. It will not be made available to anyone involved in assessing or and/or interviewing candidates

What is your age?

Gender

Is the gender that you identify with the same as your gender registered at birth?


What is your nationality?

What is your ethnicity?

What is your first language?

Do you consider yourself to have a disability or health condition as defined by the Equality Act 2010?

Sexual Orientation

 [eisz/apply](#) [Dashboard](#) [Bookings](#) ▾

What is your ethnicity?  
Black or Black British Caribbean ▾

What is your first language?  
English ▾

Do you consider yourself to have a disability or health condition as defined by the Equality Act 2010?  
Yes, I do. ▾

The information in this form is for monitoring purposes only. If you believe you may need a reasonable adjustment then please submit this at the time of applying for an examination.

Sexual Orientation  
Other ▾

Religion  
No religion or belief ▾

Is your employment status less than full time (LTFT)?  
No ▾

Save

Version: 2.35.1 / Frontend: 1.21.0

10. Once you are happy with your application, please click 'submit my details' as indicated by the orange box above.



risz/apply Dashboard Bookings

**Success**  
Booking confirmed

### Register for Examinations

COMPLETED

Successfully Submitted

Thank you for submitting your registration form. A copy of your responses are shown below. You may now proceed to the bookings area to submit an application for an examination.

**First name**  
Test

**Last name**  
Candidate

**E-mail**  
[Redacted]

**Address line 1**  
Test Address

**Town / City**  
Test City

**Postal Code**  
Test Postal Code

**Details**

Booking item: Register for Examinations  
Booking option: Register for Examinations  
Booking window: 20 Apr 2026  
Booking window open

**Audit log**

booking\_transition  
Test Candidate on 20 Apr 2026, 10:27:20

Show 4 more entries

11. You have now successfully submitted your registration form.

**Note:** this does not mean you have booked an exam. You **still need to apply** for your exam.



## Applying for an Examination

1. Please click the 'bookings' button indicated by the orange box below.

The screenshot shows a web interface for 'rize/apply'. At the top, there is a navigation bar with 'Dashboard' and a 'Bookings' dropdown menu. The 'Bookings' dropdown is highlighted with an orange box and contains two options: 'Available bookings' and 'My bookings'. Below the navigation bar, a green banner displays 'Success Booking confirmed'. The main content area is titled 'Register for Examinations COMPLETED' and 'Successfully Submitted'. It contains a thank-you message and a form with fields for 'First name' (Test), 'Last name' (Candidate), 'E-mail' (redacted), 'Address line 1' (Test Address), 'Town / City' (Test City), and 'Postal Code' (Test Postal Code). On the right side, there is a 'Details' panel with information about the booking item, option, window, and an audit log showing a 'booking\_transition' event.

2. Select 'available bookings.'
3. All examinations that you are eligible to book will then be displayed.

**Note:** If you cannot see the exam you wish to apply for and believe you are eligible for, please refresh your page. If you still cannot see it, contact us at [info@dsfe.org.uk](mailto:info@dsfe.org.uk).

4. Please select the examination you wish to apply for.



Available bookings

Search

Found 1 result matching status Open and 1 filter

All available Open Upcoming

Title	Venue	Date
▼ DO NOT USE - MOCK DAY EXAM ONLY Autumn 2026 - Dental Specialty Fellowship Examination Part 1 - Dental Public Health, Oral Medicine, Oral Surgery, Orthodontics, Special Care Dentistry		21 Oct 2021
> Glasgow		21 Oct 2021
> Birmingham		21 Oct 2021
> Manchester		21 Oct 2021
> London		21 Oct 2021

Version: 2.35.1 / Frontend: 1.21.0

5. When you click on the exam you want, it will expand and give you a choice of cities as shown in the orange box.
6. Please select the location where you wish to sit the exam. You will only be shown cities where places are available.

Available bookings

Found 1 result matching status Open and 1 filter

All available Open Upcoming

Title	Venue	Date
▼ DO NOT USE - MOCK DAY EXAM ONLY Autumn 2026 - Dental Specialty Fellowship Examination Part 1 - Dental Public Health, Oral Medicine, Oral Surgery, Orthodontics, Special Care Dentistry		21 Oct 2021
> Glasgow		21 Oct 2021
> Birmingham		21 Oct 2021
> Manchester		21 Oct 2021
▼ London		21 Oct 2021
Dental Public Health - London		21 Oct 2021
Oral Medicine - London		21 Oct 2021
Oral Surgery - London		21 Oct 2021
Orthodontics - London		21 Oct 2021
Special Care Dentistry - London		21 Oct 2021

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7. Please then select the exam which you wish to sit. An example is shown by the orange box above. This indicates a booking for a Dental Specialty Fellowship Examination in Oral Medicine in London.

The screenshot shows a web application interface for booking dental examinations. At the top, there is a navigation bar with 'r1sz/apply', 'Dashboard', and 'Bookings'. Below this, a message states 'Found 1 result matching status Open and 1 filter'. There are three tabs: 'All available', 'Open', and 'Upcoming'. A table lists examination titles, venues, and dates. A modal window titled 'Apply for Oral Medicine - London' is open, displaying details such as 'Status: Open', 'Booking item: DO NOT USE - MOCK DAY EXAM ONLY Autumn 2026 - Dental Specialty Fellowship Examination Part 1 - Dental Public Health, Oral Medicine, Oral Surgery, Orthodontics, Special Care Dentistry', 'When: 21 Oct 2026', 'Apply from: 1 Apr 2026 to 20 Apr 2026', 'Price: £995.00', and 'Available capacity: 270'. It also lists 'Eligibility requirements' as 'Fellowship UK Part 1' and shows a green 'Eligible' status. At the bottom of the modal, there are three buttons: 'Apply' (highlighted with an orange box), 'View more details', and 'Cancel'. The footer of the page indicates 'Version: 2.35.1 / Frontend: 1.21.0'.

8. You will be asked to confirm the examination you wish to book onto. Review this carefully and then select 'apply' as highlighted in the orange box above.

**Note:** at this point you have a temporary reservation for one hour. You must complete your booking, including full payment, within this hour. If you do not, your reserved seat will be re-released for booking.

9. Please complete the form with your personal information.  
10. You will be asked to confirm that you meet the relevant eligibility criteria during your application. Some criteria require the uploading of supporting evidence as detailed below.

**Note on supporting evidence:** if you are applying for any Specialty Part 1 examination, you will be asked to submit proof of holding MFDS by examination or an equivalent appropriate qualification **or** proof of your exemption from holding MFDS.

Candidates required to hold MFDS by examination for the sitting of a Specialty exam. A scan or digital version of proof of passing MFDS or an equivalent appropriate qualification will be required.



Candidates who are exempt from holding MFDS may provide proof of this by providing, for example, a student status letter demonstrating their current course of study and start date, a dated letter from their Training Programme Director or Programme Director, or contract of employment from their Trust or employer showing their start date.

11. If you would like to request reasonable adjustments or access arrangements for your examination, please proceed to the reasonable adjustments section of the application.

The screenshot shows a web application interface for dental examinations. At the top, there is a navigation bar with the logo, 'dsfe/apply', 'Dashboard', and 'Bookings'. Below this, there are two checked checkboxes: 'I confirm that I am in training or practice in the specialty for which am I applying to take the examination.' and 'I confirm that I have or will have satisfactorily completed sufficient training certified by my NTN Training Programme Director by the time of the examination.'

The 'MFDS Requirement' section contains the following text: 'Some candidates who are currently in specialty training in the UK may be exempt from holding MFDS in order to sit a Fellowship examination in line with the examinations [Transitional Considerations](#). Candidates who are exempt from holding MFDS in line with one of the relevant criteria must provide evidence of this exemption. This may be in the format of, for example, a dated student status letter demonstrating the course of study and date started, dated letter from their Programme Director or TPD, or contract of employment from their Trust or employer showing their start date.'

A dropdown menu asks: 'Are you exempt from the requirement to hold MFDS (or accepted alternative qualification) under the transitional considerations? (\*)'. The selected option is 'No, I am not.'

Below this, a message states: 'If no, please provide evidence of your passing MFDS qualification (or accepted alternative qualification) such as a scan of your certification. Files should be in one of the following formats: JPEG, PNG, DOCX, PDF, DOC. (\*)'. A file named 'Access Arrangements and Reasonable Adjustments Policy and Procedure for Examination Candidates 1.0.pdf' (352.06 KB) is listed with 'Remove', 'Preview', and 'Download' options. A 'Choose files' button is also present.

The 'Reasonable Adjustments and Access Arrangements' section asks: 'Do you wish to request reasonable adjustments or access arrangements for this examination? (\*)'. The selected option is 'Yes, I do.'

At the bottom of this section, there are two buttons: 'Proceed to reasonable adjustments' (highlighted with an orange box) and 'Save'.

At the very bottom of the page, it says 'Version: 2.35.1 / Frontend: 1.21.0'.

12. Please complete the reasonable adjustments section in full where required. You will be asked to submit supporting documentation; you can do this during your application or you can submit it within two weeks of your application to [info@dsfe.org.uk](mailto:info@dsfe.org.uk).



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Private examination room, Support from another person, such as a practical assistant, prompter, scribe (amanuensis), or reader

Please provide more information on the adjustments or arrangements you are requesting for this examination. (\*)

Test information

### Supporting Evidence

Appropriate evidence of the impairment requiring examination adjustments or arrangements must be provided to the Dental Examinations Executive. This can be uploaded below or submitted by email to [info@dsfe.org.uk](mailto:info@dsfe.org.uk) within two weeks of submitting your application. Evidence is not required to include a medical diagnosis, but should provide relevant information related to the nature of the impairment, the expected duration of the impairment, and confirmation of the impact on day-to-day activities. Detail of relevant evidence can be found in the Access Arrangements and Reasonable Adjustments Policy and Procedure.

Supporting evidence upload – you can upload multiple files at once if necessary. Files should be in one of the following formats: JPEG, PNG, DOCX, PDF, DOC.

Access Arrangements and Reasonable Adjustments Policy and Procedure for Examination Candidates 1.0.pdf 352.06 KB [Remove](#) [Preview](#) [Download](#)

[Choose files](#)

I confirm that the information I have provided is accurate and legitimate and that I understand the requirement to provide valid supporting evidence. I understand that adjustments must not compromise assessment standards or the integrity of the examination.

**The Dental Examinations Executive will pass relevant information about agreed adjustments only with authorised personnel involved in delivering examinations. No details about the reasons for the adjustment will be passed on. Please confirm your understanding and consent for this below. (\*)**

I confirm and consent to the providing of adjustment information to examination personnel.

[Proceed to terms and conditions](#) [Save](#)

Version: 2.35.1 / Frontend: 1.21.0

13. Once you have completed your application, please click the ‘proceed to terms and conditions’ button as shown in the orange box above.

Eligibility and regulations

I have read and understood the relevant examination regulations, eligibility criteria and guidance documents, including candidate terms and conditions and code of conduct. I confirm that I meet the published eligibility requirements for this examination at the time of application and understand that acceptance of my application is subject to verification by the Dental Examinations Executive.

### Reasonable adjustments and access arrangements procedure

If I require reasonable adjustments or access arrangements, I understand that I must submit a formal request in accordance with the Dental Examinations Executive's Access Arrangements and Reasonable Adjustments Policy and Procedure, including appropriate supporting evidence, by the published deadline. I acknowledge that indicating a potential need for adjustments within this application does not constitute a formal request and does not guarantee approval.

I confirm the above statements are true.

### Accuracy of information

I understand that providing false, misleading or incomplete information may result in withdrawal of my application, cancellation of my examination entry, withholding of results, or referral under the Dental Examinations Executive's misconduct procedures.

I understand and agree to the above information accuracy statement.

### Terms and conditions

I agree to abide by the [examination regulations](#), [terms and conditions](#), [candidate code of conduct and all other policies](#) of the Dental Examinations Executive.

I agree to abide by these conditions.

### Privacy Statement

I confirm that I understand that my personal data will be held in line with the Dental Examinations Executive's [Privacy Statement](#) and that I have been given the opportunity to review this.

I confirm.

[Proceed to payment](#) [Go back](#) [Save](#)

Version: 2.35.1 / Frontend: 1.21.0

booking\_transition  
Test Candidate on 20 Apr 2026, 10:29:42

[Show 4 more entries](#)



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14. Please ensure that you have read, understand and agree with the appropriate policies before submitting your application and confirm your agreement to proceed.
15. Once you have confirmed you have read and agree with all of the policies, please click the 'proceed to payment' button as indicated by the **orange box** above.



## Paying for an Examination

The screenshot shows the 'rizee/apply' dashboard with a 'Bookings' dropdown menu. The main content area contains several sections: 'Reasonable adjustments and access arrangements procedure', 'Accuracy of information', 'Terms and conditions', and 'Privacy Statement'. A modal dialog box is overlaid on the page, displaying the text 'You will now be asked for payment to secure your booking' and two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with an orange border. The page footer indicates 'Version: 2.351 / Frontend: 1.210'.

1. You will now be asked to continue to payment to secure your seat.
2. Please click 'continue' as indicated by the orange box to continue to payment.

The screenshot shows the 'rizee/apply' dashboard with a 'Bookings' dropdown menu. A green success banner at the top reads 'Success: Generated payment request'. The main content area is titled 'Oral Medicine - London' and includes a 'PAYMENT REQUIRED' section with a warning: 'WE HAVE ALLOCATED YOU A TEMPORARY RESERVATION. THIS WILL EXPIRE IN ABOUT 1 HOUR'. Below this, the 'Payment required' section shows 'AMOUNT DUE £995.00' and 'Card details' with a 'Pay now' button highlighted by an orange border. The 'Details' section on the right provides information about the booking, including 'Booking item: Public Health, Oral Medicine, Oral Surgery, Orthodontics, Special Care Dentistry', 'Price: £995.00', and 'Date: 21 Oct 2026'. The page footer indicates 'Version: 2.351 / Frontend: 1.210'.



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3. You will now be asked to input your card details to pay for your exam in full. After you have input your card details, please click 'pay now' as indicated by the **orange box** above.

Payment successfully processed.

**Success**  
Booking confirmed  
Seat confirmed

**Endodontics - Glasgow**  
PAYMENT COMPLETE

4. Once payment has successfully been taken, you will receive a 'booking confirmed' notice as shown in the **orange box** above. Your booking is now complete, and you have secured your place.
5. You will have received a confirmation email confirming your seat and you will also be able to download a payment receipt.



## What's Next

1. You will receive an email four weeks before your examination date providing you with examination day guidance. This guidance will include venue details, information about centre accessibility and a list of items that are permitted in the exam. This email will also include your Exam Confirmation Letter, which you need to bring a physical copy of to your exam.
2. You will receive a check-in email two weeks before the exam to ensure all preparation is going well and you have all the information you require.
3. You will receive a final check-in email two days before the exam.
4. Please note that candidates who have requested access arrangements or reasonable adjustments will receive additional communications from us outside of those noted above.

**If you have any questions or are unsure about anything, please get in touch with our exam delivery team by emailing [info@dsfe.org.uk](mailto:info@dsfe.org.uk). We ask for your patience in awaiting a response as we work through all candidate enquiries as quickly as possible.**