



**Fairness**

**Wider participation**

**UK CAT CONSORTIUM**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2013**

Company Registration Number: 05620264

Charity Registered Number: 1133667

Company address: The Dean's Office, Faculty of Medicine and Health Sciences, Queen's Medical Centre,  
Nottingham NG7 2UH



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*2012 was the first year of test delivery within our new contract with Pearson Vue and we were pleased to deliver many of the enhancements to the test and candidate experience that we had included within our new agreement.*

*We are pleased to be working with the Work Psychology Group who trialled Situational Judgements tests during 2012 delivery. The test went live in 2013 and we have plans in place to undertake a concurrent validity study to inform its use in admissions in the future.*

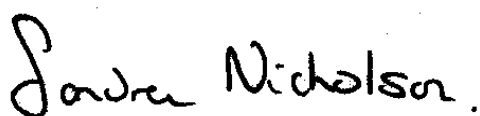
*Helen Beeston joined us in July 2012 as the new UKCAT Administrator. Helen will be focussed on improving our marketing of the test particularly to widening participation candidates. In October we welcomed Dr Robert McAndrew (University of Cardiff) to the Board replacing Professor Mark Thomason as the Dental Schools Council representative.*

*Having put in place a further contract for the delivery of the test beyond 2012, the UKCAT Board considers this to be a timely point to review our aims and objectives for the period of this contract. We are in the process of developing our strategy and the key aims and objectives are outlined in the document below.*

*Nationally, medicine and dentistry continue to consider some of the implications arising from fair access to the professions. UKCAT is uniquely placed to contribute to debates regarding widening access, admission criteria and desirable traits for admissions to medicine and dentistry.*

*In 2013 UKCAT is developing the test through the use of SJTs and trialling of confidence ratings. Plans to communicate better with widening access candidates are being developed. Our first predictive validity study is close to publication which will have significant implications for the test and the wider world of medical and dental admissions.*

*This is an exciting time for UKCAT and the Board is keen that we exploit the opportunities that these developments offer.*



Sandra Nicholson  
Chair, UKCAT

The Trustees are pleased to present their Report and Financial Statements for the year ended 31 March 2013. UKCAT is registered with the Charity Commission under registration number 1133667. Details of the Charity's Trustees, senior staff, bankers and professional advisors can be found towards the end of this document.

The Trustees are responsible for ensuring that, for each financial year, financial statements are prepared which give a true and fair view of the state of affairs of the Charity at the end of that year and of the incoming resources and resources expended for that year.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

UKCAT is a company limited by guarantee governed by its Articles of Association which were revised and adopted by members in December 2009. The members of the Charity are those Universities who having joined the UKCAT Consortium use the test in admissions to medicine and dentistry.

The Charity Trustees comprise:

- Seven persons elected by the members for a term of up to three years;
- the chair of the Medical Schools' Council;
- the Medical Schools' Council Executive Director;
- a person nominated by the Dental Schools' Council for a term not exceeding three years

In addition, the Board may from time to time appoint up to four additional persons. Such Trustees shall hold office for a term of up to three years and shall be eligible for re-appointment.

When appointing Trustees the Consortium attempts to represent the geographical spread and diversity of Members. No more than two representatives or other members of staff from any Member shall be Trustees at the same time.

### INDUCTION OF TRUSTEES

The Trustees are the Directors of the Company and are largely elected from the representatives of the members. They therefore tend to be familiar with Charity structures, objectives and operations. On appointment Trustees and representatives are provided with relevant information regarding the Charity together with recent minutes of relevant meetings and the annual report. Directors are provided with information from the Charity Commission's website regarding their role as Trustee.

### MEETINGS

The Board meets approximately every two months. The Board sets the strategic direction for the Charity. Operational matters are delegated to the Board's sub-committees and to the staff of the organisation. The Board is responsible for:

- determining annual objectives and monitoring performance against them;
- ensuring effective organisational planning to achieve the objectives;
- monitoring resource allocation and ensuring adequate resources are available for the delivery, development of the test and research agenda;
- promoting the organisation to the outside world and to identified stakeholders;
- liaising and communicating with Consortium members to ensure their needs regarding test delivery and aspirations regarding test development are met.

There are three groups to which the Board delegates areas of work:

### Test Delivery Group

The group is responsible for overseeing the logistics of delivering the test and distribution of results and recommending policy to the Board, as appropriate, on all delivery matters including:

- Setting the testing timetable on an annual basis;
- Overseeing the process of delivering the test (including the process of registration);
- Ensuring that there is sufficient capacity for candidates wishing to take the test;
- Overseeing the delivery of results to consortium medical and dental schools;
- Reviewing test delivery on an annual basis and identifying areas for improvement;
- Working with PV to address any incidents which occur in relation to test delivery;
- Overseeing the implementation of the UKCAT Communication Policy with regard to communication with candidates, schools, consortium members and external stakeholders.

### Test Development Group

The Test Development Group works with Pearson Vue and other experts in the field to develop each of the UKCAT sub-tests to enable them to be fit for purpose for use in admissions by medical and dental schools. To achieve this, the group:

- Receives a detailed annual report of statistics relating to each round of testing including data regarding item performance, 'fairness', performance of different subgroups of candidates
- Considers recommendations for changes to the test based on annual statistics or developments in computer based testing nationally and internationally
- In conjunction with the Research Panel, identifies and takes forward relevant research related to the development of the test.

### Research Panel

The Panel supports the Research Lead in creating and delivering the UKCAT Research Strategy with a particular focus on:

- establishing and overseeing the governance framework for all UKCAT related data collection and research activity;
- maintaining the UKCAT database(s);
- commissioning and selecting short term studies to achieve UKCAT's objectives (such as widening participation and non-cognitive attributes);
- planning longitudinal cohort studies to establish the predictive value of the test;
- liaising with other bodies (such as Medical Schools Council, General Medical Council) on opportunities to create a linked postgraduate follow-up mechanism.

### UKCAT OFFICE

The Chief Operating Officer (COO) and the UKCAT Administrator are responsible for the day to day running of the test and supporting operations. They are employed by the University of Nottingham and support the work of UKCAT through a service level agreement that is reviewed on an annual basis.

The COO's main duties include the following:

- Acting as the main contact with Pearson Vue which delivers the test on behalf of UKCAT – resolving issues directly unless the issue was significant enough to warrant escalation to the Chair or other board member.
- As Company Secretary, leading on appointment of members and Trustees, arranging induction, ensuring decisions made by the Board and Consortium are in line with the Charity articles
- Monitoring budgets and reporting on these to the Board
- Ensuring systems are in place to ensure good standards of financial management
- Leads on any liaison with solicitors, auditors and the company bank.
- Responsible for ensuring that alongside the UKCAT Administrator, the work of the Board and its sub-groups is supported and ensures that decisions are acted upon in a timely fashion.

## PEARSON VUE

The test is delivered on UKCAT's behalf by Pearson Driving Assessments Limited (Pearson Vue). UKCAT entered into a contract with Pearson Vue regarding the development and delivery of the test in 2006 for a period of five years. In 2011 UKCAT issued a tender for the delivery of these services beyond December 2011. Pearson Vue was successful in being awarded the contract for delivery of testing services for a further five years.

## RISK MANAGEMENT

The Board reviews risks to UKCAT formally on an annual basis. Risks are regularly assessed on an informal basis by the Board and its subcommittees with a particular focus placed upon smooth test delivery and reputation management.

The following risks have been identified by the Board:

- Consortium members withdrawing from UKCAT which could impact on UKCAT'S reputation, candidate numbers and ongoing research.
- Major failure in delivery resulting in reputational impact.
- Uncertainty around university student funding impacting on candidate numbers.
- Fluctuations in candidate numbers impacting on contractual, financial and delivery issues.
- Legal challenge from an individual.
- Unfavourable evidence regarding validity or impact of UKCAT.

## OBJECTIVES

The objects for which the Charity is established are to promote and provide for the advancement of education in the United Kingdom and in particular to establish and operate tests to aid selection for admission to medical and dental degrees.

UKCAT is committed to achieving greater fairness in selection to medicine and dentistry and to the widening participation in medical and dental training of under-represented social groups. Through an ongoing programme of research UKCAT is seeking to identify the characteristics in applicants which will make them good dentists and doctors and thus to improve the quality of those who enter the professions with the ultimate aim of improving patient care.



## ACHIEVEMENTS AND PERFORMANCE

The following sections summarise UKCAT activity during the 2012 test cycle (2012/13 financial year). The year was critical incident free.

### Enhancements to the Test

The following enhancements to the test and its delivery were introduced during 2012.

#### Additional Whiteboards

In 2012, candidates were provided with a set of three whiteboards during testing to avoid the need for them to request additional boards when they had used up the space.

#### Revised Bursary Criteria

In 2012 testing 2853 (11.2%) candidates received a bursary covering the full costs of their test. This was a reduction on the 2011 total following the removal of Educational Maintenance Allowance (EMA) to students in England. Efforts were made to ensure that alternative evidence could be provided by candidates (such as tax credit letters). However this clearly made things more difficult for some candidates. Further clarity and streamlined processes have been introduced for 2013 with the hope that numbers will pick up again.

#### Official Guide

In 2012 UKCAT produced an Official Guide for the first time which was downloadable for free from the website. The Guide brought together advice regarding booking and taking the test including a number of additional sample items from the test. The guide has been developed further in 2013 and now contains a substantial number of test items to assist with test preparation.

#### Improved Exemption and Annotation reporting

Pearson VUE included candidate exemptions and annotations into the reporting results interface used by Universities to download their results. This resulted in an improved service to Universities.

#### Improved Website and Practice Test

In 2012, a new website was developed for candidates including a significant overhaul of content. The platform used to deliver the practice test was improved for candidates and for the first time, MAC users could download practice materials onto their devices.

#### SJTs

During 2012 testing, Situational Judgment Tests were trialled on the entire candidate population with the intention of introducing these into the live test in 2013. The Consortium worked extensively with the Work Psychology Group to develop trial items for use in the test.

### 2012 Test Overview

The UKCAT is an aptitude exam, designed to measure innate cognitive ability and personality traits. The exam consists of four cognitive subtests: Verbal Reasoning, Quantitative Reasoning, Abstract Reasoning and Decision Analysis. Items include those developed from operational items used in the previous administrations and from new items trialled in previous test rounds. In 2012, SJT items were trialled with all candidates. Candidates did not receive these scores nor were they communicated to Consortium Universities.

The first four subtests comprised 171 items (158 operational and 13 pre-test). Candidates were given 93 minutes to complete the tests with each subtest timed separately. Results were provided to candidates at the end of their test and later to the schools to which the candidates had applied.

## Candidate Statistics

The UKCAT was administered in 2012 beginning on 3 July 2012 and ending on 5 October 2012. A total of 25,431 exams were administered - an increase in candidate numbers from 2011. A brief summary of testing statistics is provided below. More detailed statistics can be found in the Executive Summary of the 2012 Technical Report on the UKCAT website ([www.ukcat.ac.uk](http://www.ukcat.ac.uk)).

Candidates' scale scores were reported for each cognitive subtest and based on all the scored items for each section. Valid scale scores ranged from 300 to 900, with a mean set to 600 in the 2006 reference sample. Universities received the subtest scaled scores for each candidate, plus a total score that is a simple sum of the four subtest scores with a valid range of 1200 to 3600. Table 1 presents summary statistics for the 2012 candidates. The distributions are generally symmetric around their means and reasonably well spread out.

**Table 1: Subtest and Total Scale Score Summary Statistics: Total Group**

	Total N	Mean	SD	Minimum	Maximum
Verbal Reasoning	25431	579.65	89.88	300	900
Quantitative Reasoning	25431	656.35	91.28	300	900
Abstract Reasoning	25431	633.09	80.10	300	900
Decision Analysis	25431	646.47	102.23	300	900
Total Scale Score	25431	2515.56	280.20	1270	3460

The performance patterns for different subgroups (ethnic, gender, age and NS-SEC) are shown below and closely parallel those of previous years.

**Table 2: Subtest and Total Scale Score Summary Statistics by Gender: Total Group**

	Gender	Total N	Mean	SD	Minimum	Maximum
Verbal Reasoning	Female	14088	574.89	89.68	300	900
	Male	11343	585.57	89.79	300	900
Quantitative Reasoning	Female	14088	639.75	89.37	300	900
	Male	11343	676.97	89.40	300	900
Abstract Reasoning	Female	14088	630.79	79.96	300	900
	Male	11343	635.94	80.20	300	900
Decision Analysis	Female	14088	649.47	102.33	300	900
	Male	11343	642.74	101.99	300	900
Total Scale Score	Female	14088	2494.90	280.34	1270	3430
	Male	11343	2541.21	277.91	1380	3460

Males performed somewhat better than females on VR and QR. Performance on the other cognitive tests was roughly equivalent between gender groups.

**Table 3: Total Scale Score Statistics by Ethnic Group**

Ethnic Group	Total N	Total	Mean	SD
White – British	11201	44.0	2604.04	238.92
White – Other	5023	19.8	2422.82	294.71
Asian	5776	22.7	2466.00	276.64
Black	1325	5.2	2310.79	287.79
Mixed Race	632	2.5	2564.68	267.28
Chinese	388	1.5	2599.85	257.18
Other	387	1.5	2467.70	292.68
Information withheld	698	2.7	2497.58	292.30

Ethnic group performance trends paralleled those of previous years, with minor differences. For VR, the highest performing group was White/British. For QR, AR and DA the highest performing group was Chinese.

**Table 4: Total Scale Score summary statistics by NS-SEC Class**

SEC Group	Total N	Total %	Mean	SD
1 Managerial and professional occupations	17464	68.67	2544.66	273.13
2 Intermediate occupations	750	2.95	2510.57	261.03
3 Small employers and own account workers	2253	8.86	2471.64	267.23
4 Lower supervisory and technical occupations	827	3.25	2453.80	271.56
5 Semi-routine and routine occupations	886	3.48	2422.02	279.14
Information withheld	3251	12.78	2432.00	280.20

For NS-SEC classifications, category 1 was consistently associated with the highest average scores. The lowest average scale scores occurred for category 5.

**Table 5: Total Scale Score summary statistics by age group and highest qualification**

Age	Highest Qualification – HE				Highest Qualification – School Leaver			
	Total N	Total %	Mean	SD	Total N	Total %	Mean	SD
<16	17	0.24	2323	265	44	0.32	2454	331
16 – 19	1084	15.31	2370	301	12907	93.2	2564	259
20 – 24	4464	63.04	2486	274	666	4.81	2396	305
25 – 34	1326	18.73	2432	313	181	1.31	2302	309
>34	190	2.68	2269	371	51	0.37	2144	310

Age was broken into five groups. Scores across all age groups were examined controlling for candidates' highest qualifications. Scores for candidates with school leaver qualifications generally showed negative correlations with age. It is more difficult to interpret the scores of those with HE qualifications as there is clearly some confusion amongst some candidates here (1000+ candidates report themselves as below the age of 20). However it would appear that the negative correlation above is ameliorated somewhat in the graduate candidate population.

Providing this level of data helps those selecting students make informed decisions about how they use the test. In the next section we describe the steps taken to ensure that test is fair and reliable.

### Test and item analysis

Each year test results and item performance are analysed using a variety of methods in order to report on test reliability, internal construct validity and individual item performance.

#### Test Reliability

Subtest score reliabilities ranged from moderate to high. Scale score reliabilities were similar to 2011 with the exception of VR which showed a slight improvement. The Standard Error of Measurement (SEM) for the subtest and total scores was satisfactory. Variation in score reliability and SEM across the four subtests can be attributed to test length, range of discrimination and difficulty among items.

**Table 6: Scale Score Reliability and Standard Error of Measurement for Total Scale Score**

Reliability		SEM	
Range <sup>i</sup>	Mean	Range	Mean
0.88 – 0.92	0.90	90.47 – 101.62	96.03

#### Item Performance

Differential Item Functioning (DIF) refers to the potential for items to behave differently for different groups. DIF is an undesirable characteristic because it means that an item is measuring both the construct it was designed to measure and some additional characteristic or characteristics of performance that depend on classification or membership in a group, (usually a gender or ethnic group classification). The Mantel-Haenszel procedure is used to identify DIF. For the UKCAT, MH DIF items are classified into one of three categories, A, B, or C. Category A contains items with negligible DIF, Category B contains items with

slight to moderate DIF, and Category C contains items with moderate to large DIF. Items flagged in Category C are typically subjected to further scrutiny while Category B items may be reviewed.

DIF analyses were conducted for the pre-test and operational items when sample sizes were large enough. The UKCAT DIF comparison groups are based on gender, age, ethnicity and SEC. For the operational pools, there were 3 occurrences of Category C DIF across all cognitive subtests and comparisons. The proportion of Category C DIF out of all possible comparisons across the four cognitive tests was extremely low (i.e., less than 0.07%). Of these 3 occurrences, 1 occurred in the Age <20/>35 comparison, 1 in the White/Black comparison, and 1 in the White/Asian comparison. For the pretest items, there were 12 occurrences of Category C DIF.

Items with Category C DIF will have content and wording examined for the potential bias. These items will either be revised or retired based on the review in the item writing workshops.

These analyses, which are performed annually, reassure UKCAT that the test is fair and reliable.

### **Test Incidents**

The following incidents occurred during 2012 testing and were addressed in detail during the Annual Review held in December 2012.

#### **Late registrations**

In order to allow the registration of exempt candidates, the registration window was temporarily opened after the closing date. As a result, a small number of candidates managed to register after the deadline and some of these went on to take the test. Discussions have taken place to ensure that this does not occur in the future.

#### **Candidate unprofessionalism**

After a Board discussion regarding candidate behaviour it was agreed that the website should be updated with statement about unprofessional behaviour to flag that misconduct may be communicated to consortium universities.

#### **Results delivery to universities**

Permission rights for new users caused some delays to institutions accessing their data on the results delivery day. Pearson VUE will be validating user access prior to the release date next year.

### **Research Panel**

Key activities of the Research Panel during this period are outlined below:

#### **Modelling the Impact**

Durham University started a project following up on their previous work which had focussed on the impact of use of the test on widening participation. The new study will look at how an increased strength in test usage might impact on the candidate pool.

#### **Candidate Preparation**

The University of Plymouth are working on a study looking at the impact on candidate preparation on test performance combining the results of an on-line survey with actual test outcomes from candidates in 2012.

#### **Additional Statistical Support**

The Board approved additional funding to obtain further statistical support from Dundee Health Informatics Centre. A statistician from HIC will be working with the Research Panel to undertake some specific projects and to explore available data further.

### **Longitudinal Study**

Extensive work on the Longitudinal Study took place during this period with researchers exploring the impact of the test and other factors on performance in the first year of medical school. The paper is expected to be published in autumn 2013.

### **Data Day**

A day was planned for May 2013 to bring together active researchers on UKCAT data to inform the development of the database.

### **Progression Data**

Progression data continues to be collected from medical and dental schools with a significant increase in schools participating in this activity during this period.

## FUTURE PLANS

Having put in place a further contract for the delivery of the test beyond 2012, the UKCAT Board feels this is a timely point to review its aims and objectives for the period of this contract. A Strategy has been developed and some of key aims and objectives are outlined below.

Key Aims:

- Increase research output in order that UKCAT can create a test which better identifies the traits required in medical and dental students, provides an evidence base for widening participation in medical and dental admissions and impacts positively on UKCAT's reputation.
- Become more active in the widening participation agenda in the UK, using our research record, database and services to candidates to position us within this debate.
- Increase flexibility within test delivery in order that we can market the test (or aspects of it) nationally and internationally.

The above aims will be achieved by focussing activity on the following 5 themes:

	To achieve this aim UKCAT will:
<b>Theme 1: Widening Access</b> UKCAT will contribute to the wider debate in the UK regarding widening access whilst sharing best practice within the Consortium regarding candidate preparation for and consortium use of the test.	<ul style="list-style-type: none"> <li>• Engage and collaborate where appropriate with national organisations and networks active in widening participation</li> <li>• Work with Consortium members to scope opportunities to market the test to identified widening participation candidates</li> <li>• Use UKCAT data to support/ deliver research into widening access in admissions</li> <li>• Consider whether UKCAT data collected at registration can be used to identify WP candidates early in the admission cycle.</li> </ul>
<b>Theme 2: Research Outputs</b> UKCAT will position itself as a UK leader in undertaking/supporting research regarding admissions into medicine and dentistry, prioritising outputs leading to improvements in the test.	<ul style="list-style-type: none"> <li>• Create and strengthen links with the GMC, GDC, MSC, DSC, UKFPO and other bodies</li> <li>• Undertake research around contextual data and the predictive validity of the test within training and into professional practice.</li> <li>• Provide additional resource to increase research capacity</li> <li>• Increase research outputs to inform test development, better usage and the evidence base around admission to medical/dental schools.</li> </ul>
<b>Theme 3: Improving and Developing UKCAT</b> The test will be improved based on research and other evidence. Opportunities to expand use of the test will be explored.	<ul style="list-style-type: none"> <li>• Identify evidence base to be used to persuade additional schools and professions to join the Consortium.</li> <li>• Undertake a complete review of test content:</li> <li>• Identify research required for ongoing improvements to test content and quality.</li> <li>• Anticipate changes to roles in the workforce to inform test content.</li> </ul>
<b>Theme 4: Governance and Communications</b> UKCAT will have a reputation as a forward thinking, dynamic organisation at the centre of developments in admission to medicine/dentistry.	<ul style="list-style-type: none"> <li>• Create a UKCAT Communication Strategy.</li> <li>• Engage further with key administrative staff and WP contacts within consortium schools</li> </ul>
<b>Theme 5: Candidate Experience</b> The candidate experience from initial communication to sitting the test will be the best possible.	<ul style="list-style-type: none"> <li>• Review preparation materials and investigate alternatives.</li> <li>• Conduct focus groups to improve to candidate experience.</li> <li>• Link to UCAS to improve communication/ data matching.</li> <li>• Consider development of cost-free test experience for WP candidates</li> <li>• Review timing/efficiency of delivery of results to Universities.</li> </ul>

The Board and its sub-groups are charged with achieving the objectives outlined above. The Board monitors performance against these objectives at its regular meetings through reports from the Chairs of these groups. These objectives inform the work of the UKCAT office.

## FINANCIAL REVIEW

### 2012/13 Outturn

The outturn for 2012/13 includes the first year of testing under the new contract negotiated with Pearson VUE. UKCAT delivered a slightly increased surplus compared with 2011/12 reflecting the increased value for money within the new arrangements.

The new contract incorporates a significant number of Key Performance Indicators which if not met can attract services credits. In 2012, a number of KPIs were missed (mainly around test incidents). KPI reports are monitored monthly and the financial impact is reported to the board annually and the delivery aspect reported to this group.

### UKCAT Financial Controls Document

The Board have approved a financial controls document which covers the governance of financial transactions within the organisation. The document will be reviewed on an annual basis.

### Reserves Policy

UKCAT needs reserves to:

- Meet contractual liabilities should the organisation cease to exist. This includes redundancy pay, amounts due to creditors and commitments under leases.
- To meet unexpected costs like break down of essential office machinery, staff cover in relation to illness, maternity leave and parental leave.
- To meet any legal costs defending the charity's interest.
- To replace equipment when required.
- To meet the costs of one-off developments to the test or its delivery.
- To meet the organisation's fixed costs in the event of a significant fall in candidate numbers
- To undertake and provide infrastructural support for a programme of research which may span several years with the costs of research varying significantly between those years.

Expenditure in 2012/13 totalled £1.74m. Current reserves stand at £0.62m (35% of annual expenditure). UKCAT aims to have reserves in the region of 20 – 25% of annual expenditure. The Board is undertaking a strategic review of activities and spending priorities in order to ensure that reserves are kept within this range in the future.

The Board of Trustees reviews the level of reserves at each Board meeting. The current level of reserves will be considered particularly carefully before any agreed increase in the candidate fee.

### Members' Liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

### Trustees' Responsibility Statement

The Trustees (who are also directors of UK CAT Consortium for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

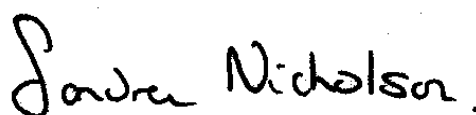
## **AUDITORS**

The auditors, Lakin Rose Limited, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 10<sup>th</sup> October 2013 and signed on their behalf by:

Dr S Nicholson





## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE UKCAT CONSORTIUM

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We have audited the financial statements of UK CAT Consortium for the year ended 31 March 2013 set out on pages 18-21. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

### Respective Responsibilities of Trustees and Auditors

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on financial statements in accordance with applicable law and International Standards on Auditing (UK & Ireland). Those standards require us to comply with Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the Audit and Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- Trustees were not entitled to prepare the financial statements in accordance with the small

companies regime and take advantage of the small companies' exemption in preparing the Trustees' report.

Christopher Dougherty (Senior statutory auditor) for and on behalf of Lakin Rose Limited, Chartered Accountants, Registered Auditors, Pioneer House, Vision Park, Histon, Cambridge CB24 9NL

Date:

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	<b>Note</b>	<b>Unrestricted funds 2013 £</b>	<b>Total funds 2012 £</b>
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds:			
Investment income	2	<b>6,579</b>	5,793
Incoming resources from charitable activities:			
Testing fees - clinical aptitude testing		<b>1,886,185</b>	1,819,635
<b>TOTAL INCOMING RESOURCES</b>		<b>1,892,764</b>	1,825,428
<b>RESOURCES EXPENDED</b>			
Charitable activities - clinical aptitude testing	3	<b>1,732,123</b>	1,688,207
Governance costs	6	<b>3,720</b>	3,600
<b>TOTAL RESOURCES EXPENDED</b>		<b>1,735,843</b>	1,691,807
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>		<b>156,921</b>	133,621
<i>Total funds at 1 April 2012</i>		<u>460,436</u>	<u>326,815</u>
<b>TOTAL FUNDS AT 31 MARCH 2013</b>		<b>£ 617,357</b>	<b>£ 460,436</b>

The notes on pages 20 to 21 form part of these financial statements.

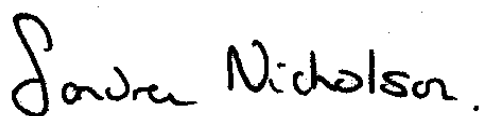
**UKCAT Consortium (Registered number 05620264)**  
**BALANCE SHEET AS AT 31 MARCH 2013**

	Note	£	2013 £	£	2012 £
<b>CURRENT ASSETS</b>					
Debtors	8	1,710		1,698	
Cash at bank		<u>692,082</u>		<u>552,924</u>	
		693,792		554,622	
<b>CREDITORS:</b> amounts falling due within one year	9	<u>(76,435)</u>		<u>(94,186)</u>	
<b>NET CURRENT ASSETS</b>			<u>617,357</u>		<u>460,436</u>
<b>NET ASSETS</b>			<u>£ 617,357</u>		<u>£ 460,436</u>
<b>CHARITY FUNDS</b>					
Unrestricted funds	10		<u>617,357</u>		<u>460,436</u>
<b>TOTAL FUNDS</b>			<u>£ 617,357</u>		<u>£ 460,436</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 10<sup>th</sup> October 2013 and signed on their behalf, by:

Dr S Nicholson



The notes on pages 20 to 21 form part of these financial statements.

## 1. ACCOUNTING POLICIES

### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

### 1.2 Company status

The charity is a company limited by guarantee. The members of the charity are the medical and dental schools who have chosen to implement the clinical aptitude test. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

### 1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

### 1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Candidate testing fees are recognised in the period in which testing occurs.

### 1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

### 1.6 Cash flow

The financial statements do not include a Cash flow statement because the charitable charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

## 2. INVESTMENT INCOME

	Unrestricted funds	Total funds
	2013	2012
	£	£
Bank interest receivable	3,552	3,013
Other interest receivable	3,027	2,780
	<u>£ 6,579</u>	<u>£ 5,793</u>

## 3. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly	Support costs	Total	Total
	2013	2013	2013	2012
	£	£	£	£
Charitable activities – clinical aptitude testing	<u>£ 1,522,559</u>	<u>£ 209,564</u>	<u>£ 1,732,123</u>	<u>£ 1,688,207</u>

4.	DIRECT COSTS	Clinical aptitude testing	Total 2013	Total 2012	
		£	£	£	
	Testing provider's charges - testing	1,478,371	1,478,371	1,312,063	
	Testing provider's charges - other	44,188	44,188	132,992	
		<u>£ 1,522,559</u>	<u>£ 1,522,559</u>	<u>£ 1,445,055</u>	
5.	SUPPORT COSTS	Clinical aptitude testing	Total 2013	Total 2012	
		£	£	£	
	Office and administration recharges	109,771	109,771	114,420	
	Data management	47,329	47,329	45,670	
	Hotels, travel and subsistence	13,913	13,913	13,574	
	Premises	20,619	20,619	17,857	
	Research	14,305	14,305	22,790	
	Sundry expenses	974	974	1,580	
	Legal fees	-	-	24,432	
	Insurance	2,523	2,523	2,743	
	Bank charges	130	130	86	
		<u>£ 209,564</u>	<u>£ 209,564</u>	<u>£ 243,152</u>	
6.	GOVERNANCE COSTS	Unrestricted funds 2013	Total funds 2012		
		£	£		
	Auditors' remuneration	<u>£ 3,720</u>	<u>£ 3,600</u>		
7.	STAFF COSTS	During the year, no Trustees received any remuneration or benefits in kind (2012 - £nil). 9 Trustees received reimbursement of expenses amounting to £4,804 in the current year, (2012 - 7 Trustees - £8,020). The charity has no employees.			
8.	DEBTORS	2013	2012		
		£	£		
	Other debtors	<u>£ 1,710</u>	<u>£ 1,698</u>		
9.	CREDITORS: Amounts falling due within one year	2013	2012		
		£	£		
	Trade creditors	3,570	20,780		
	Accruals and deferred income	72,865	73,406		
		<u>£ 76,435</u>	<u>£ 94,186</u>		
10.	STATEMENT OF FUNDS	Brought Forward	Incoming resources	Resources Expended	Carried Forward
		£	£	£	£
	Unrestricted funds				
	General Funds	<u>£ 460,436</u>	<u>£ 1,892,764</u>	<u>£ (1,735,843)</u>	<u>£ 617,357</u>
	SUMMARY OF FUNDS				
		Brought Forward	Incoming resources	Resources Expended	Carried Forward
		£	£	£	£
	General funds	<u>£ 460,436</u>	<u>£ 1,892,764</u>	<u>£ (1,735,843)</u>	<u>£ 617,357</u>

## UKCAT Consortium

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### CHARITY TRUSTEES

Dr Sandra Nicholson, Queen Mary University of London, Chair

Mr Martyn Annis, University of Brighton, Vice-Chair

Dr Lyndon Cabot, King's College London

Professor Iain Cameron, Medical Schools' Council (appointed 8<sup>th</sup> July 2013)

Dr Jon Dowell, University of Dundee

Mrs Martine Lowes, University of Nottingham

Dr Robert McAndrew, University of Cardiff (appointed 1<sup>st</sup> October 2012)

Professor John McLachlan, University of Durham

Mr Nigel Siesage, University of Leicester

Dr Katie Petty Saphon, Medical Schools' Council

Professor Brigitte Scammell, University of Nottingham

Dr Keith Steele, Queen's University Belfast

Professor Mark Thomason (term of office ended 01/09/12) and Professor Tony Weetman (term of office ended 31/08/13) were trustees during the financial year 2012/13.

### COMPANY SECRETARY

Significant elements of the day to day management of UKCAT are delegated to the Chief Operating Officer and Company Secretary, Rachel Greatrix.

### PROFESSIONAL ADVISORS

Bank: Natwest, Nottingham University Branch, University Park, Nottingham NG7 2AG

Solicitors: Browne Jacobson, Mowbray House, Castle Meadow Road, Nottingham NG2 1BJ

Auditors: Lakin Rose Limited, Chartered Accountants, Pioneer House, Vision Park, Cambridge CB24 9NL

### CONSORTIUM MEMBERS 2012/13

University of Aberdeen	University of Leicester
Brighton and Sussex Medical School	University of Manchester
Cardiff University	University of Newcastle
University of Dundee	University of Nottingham
University of Durham	University of Oxford
University of East Anglia	Peninsula Medical School
University of Edinburgh	Queen Mary, University of London
University of Glasgow	Queen's University, Belfast
Hull York Medical School	University of Sheffield
Imperial College London	University of Southampton
Keele University	University of St Andrews
Kings College London	St George's, University of London
University of Leeds	University of Warwick



**Fairness**

**Wider participation**

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