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**Exam Application Guide**

**Theoretical Exam**

***Bylaw Requirement: 5.1.7​ Eligibility for the Theoretical Examination***

Eligibility for the theoretical part requires:

* Completion of at least 60 weeks of supervised training by the application deadline to sit the examination.
* All relevant sections of the Portfolio must be up to date at the time of application.
* An application to sit the theoretical part of the examination (FORM T) must be sent to the Credentials Committee between September 1st and October 1st of the preceding year.
* The theoretical examination fee must also be paid in full by the same date. The examination fee is usually non-refundable once the Credentials Committee has accepted the application.

**September**

* Residents are invited to apply for the theoretical exam from 1st September to 1st October the year preceding the exam.
* We cannot accept any exam applications after this date.
* The exam application form T (for first time sitting) or TR (for resits) should be downloaded from the [Resident Forms](https://www.ecvdi.org/info/residents/resident-forms) section on the ECVDI website. Please ensure to download the form so you are using the most update application.
* When submitting an exam application please upload it to the resident profile **AND** email it to adminecvdi@ecvdi.eu. The administrator does not get notified when exam applications are uploaded to the website – it **MUST** also be emailed to ensure it gets processed in a timely manner.
* Please also email confirmation of payment for the exam with the exam application along with any other supporting documentation (payment can be made once the application form is uploaded to your profile).
* Once the application has been received it will be processed by the ECVDI administrator who will send confirmation of receipt before forwarding it to the Credentials Committee resident reviewers to check and approve. If you do not receive a confirmation of receipt of your application within a week of submitting it please contact adminecvdi@ecvdi.eu.

**October**

* 1st October – exam application deadline
* Exam applications reviewed by the Credentials Committee Resident Review Team

**November**

* All exam candidates will be informed by 1st November if they are accepted to sit the exam. All exam applicants will be notified the same date.
* If you do not hear from the ECVDI Administrator by 1st November please do contact them adminecvdi@ecvdi.eu.
* Any appeal against the denial of credentials must be made a minimum of one and maximum of three weeks following the official announcement of this decision.

**November/December**

* Programme Directors/Supervisors will be contacted to provide information regarding exam proctors and logistics for the theoretical exam (along with the exam schedule).

Requirement for exam proctor:

* Please identify suitable local proctors for the exam. These should typically specialists outside radiology, or radiologists that had not trained those residents, but other professionals are also acceptable.
* You can have more than one proctor throughout the day eg one for morning and one for afternoon. One proctor may supervise several residents (if required).
* Please provide name, email address and contact number for the assigned proctor(s).
* The exam candidate will require a designated room for the day of the examination.
* We will ask all candidates and proctors to sign an honour code, and we will provide brief training prior to the exam.  Our Examsoft administrator will be available on the day for all technical questions and problems, so expertise in the programme is not expected.
* Candidates will be expected to use their own laptops.
* All exam proctors will be provided with training/information ahead of the exam.

**January**

* Early January – Administrator to contact the exam proctors sending relevant information and paperwork for the exam (certification/agreements) plus information and Zoom link for the proctor meetings
* Early January – Code of Conduct sent out to theoretical exam candidates
* Early January – meetings for theoretical exam candidates with the Exam Committee and Exam administrator – these are organised by Rob Malinowski (ExamSoft administrator).

**Frequently Asked Questions about the ECVDI theoretical examination**

**Summary of main procedural information**

* The proctors will receive the exam passwords on Wednesday. Each of the four exam files has a unique password.  Please give your candidate(s) the password for each section at the scheduled time.
* Please try to begin each exam section as close to the scheduled time as possible. Other than the accommodated candidate, each candidate will have the same amount of time for each exam section. Candidates can set alarms in Examplify to remind them of how much time they have remaining, or they can work with their proctor to receive verbal time reminders.
* At the end of each exam section, Exemplify will unlock the candidate’s computer, enable the internet, and upload their responses and proctor recording files.  The process may take a few minutes if they have a slow internet connection.  The candidate does not need to wait by the computer during the upload process.
* If the candidate finishes an exam section early, they will have a longer break.  They are not allowed to start the next exam section early.
* Candidates can use the Notes feature in Examplify to submit any questions or concerns about an item to the Exam Committee.  Verbal questions regarding exam content are not permitted.
* At the end of the exam, please collect and destroy all scratch paper used by the candidates.
* If there are any technical issues during the exam, please contact Rob Malinowski.  His contact information will be included with the exam passwords that will be sent out.

**What happens if a candidate is late arriving for or starting an exam section?**

If a candidate is a few minutes late starting it will not affect their exam. They will receive the correct amount of time for that section. If a candidate is more than 15 minutes late starting this could potentially compromise the security of the examination. If this happens please contact Rob Malinowski (who will in turn contact the exam chair / exam director) and we will make an immediate decision on how to proceed. If a candidate does not arrive for the exam at all, please notify the college.

**Can the candidates wear masks for the exam?**

Absolutely, but it is not compulsory. The mask will not interfere with the Exam Monitor software. The mask will have to be removed briefly at the beginning of each exam section for facial recognition.

**Does the proctor have to be in the same room as the candidate?**

No, it is OK for the proctor to make the necessary checks at the beginning of the exam and to be in the next room during the exam, checking on the candidate occasionally.  The candidate should notify the proctor when they have finished a ‘section’. If there is more than one candidate in the room it is recommended that the proctor stays in the exam room for the duration of the exam.

**Can the candidates have food and drink during the exam?**

This is generally not allowed as there are plenty of breaks during the exam, however candidates can have water at their desk for the duration of the exam.

**Is a calculator allowed?**

A non-programmable and non-connectable calculator can be used if the proctor can verify it is OK, but there is also a scientific calculator built in to Examplify which we would prefer that candidates use.

**Is a pen and paper allowed?**

Yes as the local proctor and camera sweep of the room can confirm that the paper does not carry any information.  It should be left in the room at the end of the exam for disposal.

**Is a non-medical dictionary allowed?**

Yes. The proctor should confirm that it meets the college specifications (non-medical).

**Are ear plugs allowed?**

Yes, but the proctor must confirm that they are basic ear plugs and do not have Bluetooth capability. Foam ear plugs are fine. The candidate can show you the ear plugs in their hand before the exam. If you aren’t sure if they are acceptable just take a photograph of them on your phone.

**If the nominated local proctor is no longer available because of Covid restrictions can a different proctor be used?**

Yes, and we recommend that ideally there is a back-up proctor on standby if possible.  Although this would ideally be another vet/specialist it can be another professional (doctor, lawyer, teacher etc).  If a back-up proctor is required we can provide training prior to the exam right up to the day before the exam.

**What happens if a candidate is no longer able to sit the exam because of Covid restrictions (for the candidate, proctor or exam location)?**

Please notify the college as soon as possible.

**If there are books or other items in the room (such as anatomic specimens) would they have to be removed?**

If the books and other items are away in a cabinet or on a shelf and the proctor can confirm that the candidate does not have access to them then it is fine to leave them in the room.



**Exam Application Guide**

**Practical Exam**

***Bylaw Requirement: 5.1.8 Eligibility for the Practical Examination***

Eligibility for the practical part requires:

* Completion of at least 108 weeks of supervised training by the application deadline to sit the examination.
* A PASS result in the theoretical part of the examination.
* Meeting the publication and presentation requirements mentioned under chapter 4.4.7 by the application deadline to sit the examination.
* All relevant sections of the Portfolio must be up to date at the time of application. The final part of the portfolio (final annual activity form) confirming all residency requirements are completed must be submitted to the credentials committee AT LEAST one week prior to the practical examination. Candidates will be reminded of this at the time of acceptance of credentials.
* Submission of a completed Confirmed Case Diary to the Credentials Committee by the application deadline to sit the examination.
* An application to sit the practical part of the examination (FORM P) must be sent to the Credentials Committee between September 1st and October 1st of the year preceding the practical part of the examination.
* Payment of the examination fee by the same date. The examination fee is usually non-refundable once the Credentials Committee has accepted the application.

**September**

* Residents are invited to apply for the practical exam from 1st September to 1st October the year preceding the exam.
* We cannot accept any exam applications after this date.
* The exam application form P (for first time sitting) or PR (for resits) should be downloaded from the [Resident Forms](https://www.ecvdi.org/info/residents/resident-forms) section on the ECVDI website. Please ensure to download the form so you are using the most update application.
* When submitting an exam application please upload it to the resident profile **AND** email it to adminecvdi@ecvdi.eu. The administrator does not get notified when exam applications are uploaded to the website – it **MUST** also be emailed to ensure it gets processed in a timely manner.
* Please also email confirmation of payment for the exam with the exam application along with any other supporting documentation (payment can be made once the form is uploaded to your profile).
* Once the application has been received it will be processed by the ECVDI administrator who will send confirmation of receipt before forwarding it to the Credentials Committee resident reviewers to check and approve. If you do not receive a confirmation of receipt of your application within a week of submitting it please contact adminecvdi@ecvdi.eu.

**October**

* 1st October – deadline for receipt of exam applications
* Exam applications reviewed by the Credentials Committee Resident Review Team

**November**

* All exam candidates will be informed by 1st November if they are accepted to sit the exam. All exam applicants will be notified the same date.
* If you do not hear from the ECVDI Administrator by 1st November please do contact them (adminecvdi@ecvdi.eu).
* Any appeal against the denial of credentials must be made a minimum of one and maximum of three weeks following the official announcement of this decision.
* Practical exam candidates may be given a provisional acceptance pending their final portfolio and/or outstanding publication.
* All publications must be accepted by **1st December** – no further extensions will be given beyond this date.
* Practical exam candidates will be contacted to find out what type of keyboard they will require for the exam (QWERTY/AZERTY/QWERTZ). Exam candidates are also able to use their own non-Bluetooth keyboard if they so wish.

**December**

* Mid December – Details for the practical exam sent to the exam candidates with request for ‘In Case of Emergency’ (ICE) information and contact details for duration of stay in Zurich.

**January**

* Any final/outstanding portfolios must be submitted at least one week ahead of the exam.
* Exam candidates will be required to attend a briefing session at the venue the evening before the exam where they will also be asked to sign the Honour Code.

**Information pack sent to candidates ahead of the exam**

**Information Meeting: Monday (evening before exam)**

During this meeting we will ask you to sign the disclosure form, you will be given information on the software that you will be using in the written examination and we will test your secure log in. If you are using your own keyboard you should bring it to this meeting.

**Exam Day**

Please arrive each exam day at **8:15 AM**.

**Disclosure form**

On Monday evening, you be asked to sign a disclosure form. This form states that you have read and approved the examination rules. The examination rules and honour code are copied below.

**Examination rules**

It is strictly forbidden:

* To communicate with other candidates during the exam, verbally or by writing or by other means. No discussion of examination questions or material is allowed between candidates during or after the examination.
* To use tools other than the given Browser for the theoretical or for the practical.
* To use any hard drives, USB sticks, CDs, optical discs, etc.
* To bring any papers, computers, tablets, phones, etc.
* You will find pen and paper at your workstation. It is for notes during the exam and has to stay after the exam. You are not allowed to take away those papers or any exam material with you when you leave the examination room.
* You can only bring a non-medical translation dictionary and a basic scientific calculator.
* If you have any comments concerning questions, write them on paper and hand them over to a supervisor after the exam.
* The supervisors will not discuss any contents of the exam during the exam.
* Your exam will be anonymous when the decision on pass or fail is taken.
* No personal identification allowing the Examination Committee to recognise specific individuals is permitted on the examination papers, scrap papers or typed documents.
* All candidates who do not comply with these rules will be immediately excluded from the exam.
* In case of a failed examination, an appeal can only be made on the conduct of the examination, not against the academic or professional judgement of the examiners.
* If you have any technical issues: Raise your arm
* If you need to visit the toilet: Raise your arm.
* The toilet can only be visited one by one.

If you do not follow these rules, you might be expelled from this and/or further exams.

**Exam sections**

Each exam section will last 3h30 minutes (20 minutes per case, plus 10 minutes extra for taking a break). **All the 10 cases will be provided. You can manage your time to report the 10 cases in any order you want you want during the 3 hours 30 minutes. Be sure to report each case within the correct file for that case number.**

An extra 10 minutes break time has been included and you can take a break at any time, when you need it. Only one person at a time can be in the drink/snack area in the exam room, and only one person at a time can go to the bathroom.

You will be able to leave the exam room before the end of the session, when you have decided that you have finished all 10 cases and finalised/uploaded your answers. Be aware, that once you have finalised your exam, you will not be able to go back to any case or come back into the room.

At the beginning of each case, you will find **information about that case**. Please take a moment and read this carefully.

For example:

**Presentation:** Cat, domestic short hair, 10 month-old, male

**History:** Small for age, episodes of odd behaviour

**Material provided:** Pre contrast and dual-phase post contrast CT cranial abdomen

The expected report should include:

* **Description** of findings
* **Summary** of main findings - this is not essential but can help the exam committee understand what you consider the important findings.
* **Interpretation** of findings/differential diagnosis/conclusion.
* Please remember to **prioritise** your list of differential diagnoses. It must be clear which you think is the most likely differential. If this is not clear, it will be assumed that the first differential listed is considered the top differential and will be marked as such.

*The committee understands that the type and style of report varies considerably from one institution to another and expects only that a report be understandable and capable of communicating clearly the findings to a clinician rather than conforming to a particular style.*

**Refreshments**

Tea/coffee/snacks/fruit will be provided - you may also bring a water bottle (lidded/covered) and snacks of your own, but please only bring "quiet" food (no crisps, etc).  Food cannot be consumed at your desk and must be consumed in the snack area.

Lunch will not be provided however there is a canteen on site where you can get lunch.

You are welcome to bring earplugs/etc – non-electronic ear defenders may also be permitted but these must be approved by a member of the examination committee at the introductory meeting on the Monday. There will be a corner of the room set aside for bags/jackets during the exam (all electronic equipment (phones, etc) must be switched off and left in these bags during the exam (luggage may be left in this area if the candidates are leaving immediately after the final examination).