







GUIDE AND REGULATIONS FOR CANDIDATES TO THE PART II (ORAL)

EBE ORL-HNS EXAM

THIS INFORMATION IS VERY IMPORTANT FOR CANDIDATES SITTING THE EBE ORL-HNS EXAM. ALL CANDIDATES SHOULD READ THIS DOCUMENT CAREFULLY. IF ANY QUESTIONS, PLEASE ADDRESS YOURSELF TO THE EXAM COORDINATORS BY WRITING TO mmota@ebeorl-hns.org

Eligibility to sit the exam

You will be found eligible to sit the exam if:

-  You have passed part I, and
-  You have registered for the part II exam on the web page, and
-  You have paid the fee for the exam, and
-  You have received a written notification from the exam Coordinators accepting you for the exam (you must take this notification to the exam)

Fee for the Part II exam

The total fee for the part II exam has been established in € 700,00. In order to facilitate things for those failing attempts to part II, the fee has been divided in two: a first sum of € 500,00 for sitting the exam which must be paid when registering, and a final fee of € 200,00 to be satisfied once part II has been passed for the certificate to be issued and signed/stamped. This fee should be satisfied at the end of Part II exam once the candidate knows if he/she has passed the exam, this way the candidate can directly receive the Diploma before leaving the exam center. This is highly recommended as sending certificates abroad has showed from past experiences to be not safe, many certificates get lost on the post meaning that the candidate delays having the certificate and a duplicate needs to be issued and sent which means higher costs.

Registration for the exam

Candidates **MUST** bring the original of the ID card or passport that they submitted for the registration as candidate on the web page.

Candidates will be sent out all details regarding the schedule and arrangements for his/her exam, 3 to 4 weeks prior to the examination.

Examination procedure

The oral exam is based on the use of Oral Guided Questions (OGQ's).

During the oral exam, each candidate is examined in three separate tables/rooms with 2 examiners per table. Each table has four OGQ's and the twelve OGQ's distributed in the three tables should cover the main ORL specialty areas.

Each table has a pair of examiners. Each examiner has two OGQ's to follow with the candidate for 12 ½ minutes so that each table lasts for 25 minutes. Five minutes are allowed for the candidate to move to the next table/room whilst the examiners finalize their scoring. Each examiner marks independently each OGQ.

Each candidate would have been therefore examined at the end of the oral exam by six different examiners.

No candidate will be examined by his/her current or past trainer!

The OGQ's will open with the scenario and suggest some further questions that the examiner should explore with the candidate. The examiner who is not asking the question at that moment should remain at the table and participate in evaluating the candidate's responses.

At the end of each round of three tables, there is a **CALL OVER** time between the six examiners to read out the marks for each individual candidate and pass/fail results are confirmed.

Exam policy

- ✚ **NO** personal items such as electronic devices, books, papers, notes, briefcases, PDA's... are allowed during the exam. Candidates will be advised where to place them when entering the room.
- ✚ **NO** mobile phones are allowed during the exam. Mobile phones will be placed in an envelope with the candidate's number at the preparation room and handed out to the staff; the candidate will receive the envelope with the mobile phone back at the post-examination room. Mobile phones should be switched off before placed in the envelope provided.
- ✚ Candidates who infringe the examination rules will be appropriately handled by the examination committee and could mean the invalidation of the exam for such candidate. Other future actions may be considered

Exam results

The results will be handed out at the end of each session. A consultant will go to the post-exam waiting room after the exam and hand over an envelope to each candidate with the final result.

The results will be published in the candidate's personal area on the web page. All candidates will receive a notification by e-mail informing them that the results are ready on the web page. This area is only accessible for candidates using their username and password. Results will not be given over the phone, fax or e-mail.

A list with all the successful candidates will also be published on the website, this list will only have the full name of the candidate and country as personal data.

The EBEORL-HNS is elaborating a registry of all candidates that have passed both parts of the exam and are therefore FELLOWS OF THE EUROPEAN BOARD IN ORL-HNS. This registry will be available for consultation by third parties when ready.

Candidates who do not attend the examination on the day

Will lose the right to sit the exam in that session as well as the registration fee unless properly justified to the Board "in writing" before the exam. See the "Exam Cancellation Policy" for more details.

Candidates who lose the right to sit the exam will have to re-apply for the next available date.

Staff availability during the exam

The Exam Coordinators and other Senior Members of the Board will be present throughout the entire exam. If you have any problems of any kind during the exam, please speak with them.

Observers during the exam

Observers may be present during the exam and they are normally new examiners in training or outside visitors. Observers do not have any influence on the markings.

HAVING SUBMITTED YOUR APPLICATION THROUGH THE WEB PAGE TO SIT THE EBEORL-HNS EXAM MEANS YOUR AGREEMENT WITH THE TERMS AND REGULATIONS SET BY THE EXAMINATION BOARD.
