



## **GUIDE AND REGULATIONS FOR CANDIDATES TO THE PART I (WRITTEN) 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@seorl.net](mailto:mmota@seorl.net)

The annual exam consists of 100 Multiple Choice Questions. Each question has ONLY ONE POSSIBLE ANSWER. It will cover all six main areas in the percentage outlined in the European Syllabus in ORL.

To be entitled to sit the exam you should be registered on the EBEORL-HNS web page, have submitted all required documents, have been found eligible by the board and have satisfied the fee for the exam. Those candidates that have complied with these requirements will have a candidate number and therefore a place the day of the exam with a question paper on the table showing his/her candidate number.

IMPORTANT TIMES TO REMEMBER ON THE DAY OF THE EXAM:

- ✚ Registration for the exam will be open from 08.30h on the day
- ✚ All candidates should be seated by 09.50h.
- ✚ Examination starts at 10.00h, No candidate will be allowed in the room once the exam has officially started.
- ✚ Pre-explanatory session will be held at 09.15 in the examination room for all those wanting to attend. It is not compulsory, though recommended, to attend this session in order to have a good knowledge of how this exam works.

### **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.

## Material needed for the exam

Candidates will use an optical answer sheet to mark their answers. The answer sheets are provided by the organization as well as the pencil, eraser and the MCQ paper needed. No other items will be allowed on the table.

## Answer sheets, how to fill them correctly?

The answer sheets are read using a machine. If you do not fill the answer sheet following the instructions below, the computer used may reject your answer sheet:

- ✚ Use only the pencil provided. Other materials may not be read.
- ✚ Mark the appropriate boxes with a clear horizontal line as shown in the sample at the top of the answer sheet.
- ✚ If your answer sheet has been spoiled, ask for another one. You can re-write your answers in the new answer sheet, this should be done within the examination time.
- ✚ Do not fold or crease the answer sheet.

## Markings

There is NO NEGATIVE marking for the exam, therefore we recommend you to try to answer all questions.

A formal process of standard setting according to the Angoff Technique will be performed by the Panel of examiners and the Executive Committee after the exam and the pass mark will be set up according to this standard setting at the level of the “average/standard candidate”. Those candidates whose mark has been above the pass mark in the Part I written exam will be found eligible to proceed to Part II of the European Board exam (oral exam).

## 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 should be switched off before entering the room.
- ✚ Candidates cannot leave the room taking a sample of the exam with them. The examination contents are confidential. Unauthorized possession, reproduction, copying of any examination material before, during or after the exam 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 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.

### **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. If sudden illness / medical condition should arise, an Official Medical certificate is mandatory. Medical certificates dated after the date of the exam will not be accepted.

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.

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.
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