



Policy on Oral Certification Examination Administration

BACKGROUND

The Board of Directors has approved a policy to define a candidate's responsibility for arriving at an examination and the American Board of Emergency Medicine's (ABEM's) responsibility regarding cancellation or interruptions to an examination administration or an individual oral case encounter should such circumstances arise.

POLICY

Late Arrival or Missed Appointments

A candidate who does not appear by the beginning of the candidate's examination session is at risk of losing his or her Oral Certification Examination seat. If a candidate is unable to arrive for the examination session at his or her scheduled time for any reason, it is the candidate's responsibility to contact ABEM to determine his or her options for rescheduling.

No special make-up examinations will be held for candidates who do not arrive at the scheduled exam time. If an open seat is available during the same examination administration, the candidate may reschedule his or her examination for that open seat. If a candidate chooses not to reschedule the examination, or if there are no seats available during the same examination administration, the candidate must wait to take the examination during a future administration.

Cancelled Examination Administrations

ABEM reserves the right to cancel an examination administration, or a candidate's individual case encounter(s), if, in the sole judgment of ABEM, holding an examination would put candidates, staff, or the security of the examination at risk.

ABEM will make every attempt to reschedule the cancelled examination administration at the earliest possible time. The rescheduled examination administration would only be available to those candidates who were previously scheduled and affected by the decision to cancel.

Interrupted Examinations

An examination administration may be interrupted due to force majeure situations such as emergency evacuation, natural disaster, or power interruptions. If an examination administration is interrupted, the remaining portion of the examination session may be cancelled.

Interrupted Case Encounters

A candidate's individual case encounter may be interrupted due to situations such as examiner illness, technical malfunction, or loss of power. If a case encounter is interrupted and the case cannot be resumed in a timely manner, the Chief Examiner may elect to drop that case from scoring. The remaining cases will be scored so that there is no disadvantage to the candidate. In the event of interrupted individual case encounters, the candidate does not have any alternative scoring options.

Scoring Options

In the event of a cancelled examination administration, candidates will be given the option of having their examinations scored if they have completed a minimum of 80 percent of the scorable cases. If the candidate chooses to have the examination administration scored, the passing criterion will be the same as is used for examinees taking the total test. If candidate data is lost or unobtainable for more than 20 percent of the Oral Certification Examination, the candidate's examination will be invalidated.

Examination Rescheduling

Candidates whose Oral Certification Examinations cannot be scored or are invalidated will be rescheduled as explained in the Policy on Loss of Examination Data.

Fees

All personal and incidental costs related to the examination are the candidate's responsibility. Fees will be handled as defined in the Policy on Fees.

PROCEDURES

Oral Certification Examination candidates will be routinely informed of this policy prior to each examination administration.

ABEM will operationalize this policy by making the final seating determination for each examination session prior to the start of the first case of each exam session.

EXCEPTION

None

APPEALS

Candidate protest of the decision of the Chief Examiner or ABEM designee is guided by the Policy on Candidate Requests for Investigation of an Examination. Interested candidates should refer to that policy.