



EBP Examination in Core Paediatrics

TERMS AND CONDITIONS

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A. GENERAL STATEMENT

By registering for the EBP examination, the candidate confirms that he/she adheres to the terms and conditions as stipulated within this binding document.

B. ELIGIBILITY CRITERIA & REQUIRED DOCUMENTATION

1. Candidate must meet all eligibility criteria and provide all required documentation during the online registration within the registration period in order to be accepted to sit the examination.
2. The registration period (i.e. start/end of registrations) is announced on the EAP website.
3. To register for the examination, candidates must:

Eligibility criteria	3.1 Be a qualified medical practitioner with current full medical registration and 3.2 Be enrolled in a recognized training program in Paediatrics or 3.3 Be in a career grade (substantive) post involving Paediatrics
Required documentation	3.4 Provide a university-awarded medical degree 3.5 Provide a recent photograph (portrait format, passport sized) 3.6 Provide attestation (for example, from the Training Director or Clinical Director of the Paediatric Department) of your position on a Paediatric training program/career grade post

4. Each registration will be processed within 14 days. The outcome of the application will be conveyed by email. Application fees will not be processed until registration has been approved.
5. The candidate must provide all original documentation, accompanied by an official translation if the original is not in the English language. The EBP office has the right to ask for translated documentation in cases where the documentation provided is in a language other than English. The office has the right to ask candidates to provide any additional documents if eligibility remains unclear.
6. The office has the right to reject any candidate who does not provide all necessary documentation that clearly proves his/her eligibility to sit for the exam.
7. Each candidate must ensure that all travel requirements are met to enter the country where the examination is to be held (if appropriate), and organise all the necessary documentation well in advance (e.g. visa). The EBP office can provide an invitation letter upon request.

C. EXAMINATION FEES & PAYMENT POLICY

1. The standard examination fees set for the 2020 examination are as follows:

	European Diploma
Trainees in European centre*	€350
Trainees in non-European centre	€550
Paediatricians in career grade (substantive) posts	€550

*Europe includes all 51 states as defined [here](#).

Please note that reductions may be offered on the website or elsewhere

2. Registration for the examination is considered incomplete until the EBP office receives full payment of the examination fee.
3. Payments that are not received by the EBP office within 14 days after the end of the registration period will lead to disqualification of the participant from the examination registrations.
4. No refund of the examination fee is made for cancellations, withdrawals or not attending the examination.
5. Reduced fees may apply to candidates who are sent by their National Training Authority to sit the examination as part of the national exit examination. In order for this to take effect, a written agreement between EBP and the national society must be arranged.

D1. ONSITE REGULATIONS (for examinations held in person)

1. Each candidate must register at the signing desk in front of the examination room in good time for the examination (at least 20 minutes ahead of the start time).
2. Each candidate must bring the personal [voucher](#) and an [identification document](#) (*valid passport, national ID, driver's license*) in order to enter the examination room and sit the examination.
3. No other items and personal belongings apart from 1 piece of sweater or jacket (i.e. no bags, smartphones, wallets, keys, food, drinks etc.) can be brought with the candidate to his/her examination desk.
4. All electronic devices left at the makeshift drop-off place must be switched off.
5. Thirty minutes after the indicated start time, the examination room closes and no participants will be allowed to enter.
6. Electronic devices will be made available to all candidates at the exam, and will contain the questions. Answers will be entered directly into the device.
7. Examination aids (e.g. calculator, notes) are not permitted.
8. During the examination, only technical questions will be answered but no questions regarding the content. You are requested to raise hand in case you have a question.
9. Only 1 person may leave the room for a toilet break at a time. You are requested to raise hand and ask an invigilator to be escorted.
10. Copying or cheating of any form may result in immediate exclusion from the ongoing examination as well as exclusion from future applications to sit the examination. The decision will be at the discretion of the examination supervisor.
11. It is strictly forbidden to either copy or disclose the examination questions in any way. All examination content is confidential.
12. When finished (before or at the end of the allocated time), each candidate must stay at his/her desk and raise hand to notify an invigilator.
13. If a subsequent sitting of the examination is scheduled to follow the first examination, no-one will be able to leave the examination room until 15 minutes before the allocated end time for the examination.
14. No material can be taken out of the examination room by the candidates, either during or after the examination.

15. Candidates must follow the instructions of onsite examination supervisors and staff at all times.

D2. REGULATIONS FOR REMOTE EXAMINATIONS

1. If the examination is held remotely (on-line) specific proctoring will be used to monitor candidates during the examination
2. Details of the process will be provided to candidates ahead of the examination, including information about the technical and security requirements of the candidates
3. Access to reference material, mobile phones, computers or any other device with internet access is strictly prohibited during the examination
4. Any candidate who is deemed to have broken the regulations, or to have cheated, will be referred to the Examination Board. If they confirm the infraction, the candidate may be disqualified from the examination and will forfeit their registration fee. Lesser sanctions (including the possibility to retake the examination) may be used at the discretion of the Board.

E. EXAMINATION STRUCTURE & BLUEPRINT

1. The examination tests knowledge and applied knowledge only.
2. The examination is in the form of multiple-choice questions (MCQs).
3. The examination is delivered only in English.
4. The examination is designed using the approved European syllabus in core paediatrics.
5. The questions selected for the examination are mapped to the examination blueprint. This blueprint shows all topics covered in the examination and the average percentage of questions devoted to each of these topics.
6. All questions require a single best answer (A-type questions).

F. SCORING & RESULTS

1. One (1) point is awarded for each correctly answered question.
2. There is no negative marking for incorrect answers.
3. An unanswered question is considered incorrect.
4. After the examination, all answers are sent to an independent partnering institution for results evaluation and statistical analysis.
5. A 3-round statistical analysis with key validation and decision to keep or eliminate questions with low performance is done by the Examination committee in collaboration with the Institute of Medical Education. Based on this, the passing score is set.
6. In order to pass the examination, candidates must score a number of points equal or higher than the passing score set by the examination committee.
7. Within 4–6 weeks after the examination date, the examination results will be available. A list of successful candidates will be published on the EAP website (if permission has been given). Each candidate will also receive a notification email. These examination results include:
 - 7.1 Official results letter (including subscore analysis)
 - 7.2 Certificate of attendance
 - 7.3 Certificate of CME (if requested during registration)

G. CERTIFICATE DISTRIBUTION & DIPLOMATES REGISTRY

1. Printed certificates will be sent out to successful candidates 4 months after the examination date.
2. Each eligible candidate will be contacted via email to arrange the delivery. Candidates must provide full contact details to the EBP office to arrange the tracked delivery, including full address and phone number.
3. A fee of €50 will be charged for any reprint of the original certificate.

H. USE OF PERSONAL DATA

1. By registering for the EBP examination, the candidate gives consent to EBP to process his/her personal data exclusively related to the organisation of the given examination, determination of the examination result, maintenance of registry of successful/unsuccessful examination attempts, but also for statistical purposes and research.
2. In addition to article H1, EBP can share necessary personal data of the candidates with the provider of examination results and statistics, who cannot share these personal data with any other third party unless written consent from EBP and the candidate is given.
3. In case that EBP or a third party (university, national society, regional society) wishes to further handle personal data (e.g. publish successful European diploma candidates on their websites, present awards), a written consent must be given by the respective candidate and EBP.
4. The retention period of examination answers of each candidate is 12 months from the date of the examination. After expiration of this period, the files will be destroyed.
5. All examination results are stored electronically within the EBP office for further statistical analysis and research.