

European Society of
Anaesthesiology and
Intensive Care

EUROPEAN DIPLOMA IN ANAESTHESIOLOGY & INTENSIVE CARE

GUIDELINES FOR PART I AND ITA HOSTS – PAPER EXAMINATION

1.0 EXAMINATION CALENDAR

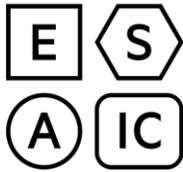
The EDAIC Part I examination (MCQ) is held every year on a Saturday in September. The In-Training Assessment (ITA) is held at the same time on the same day. The EDAIC Part I is held in a number of cities all over the world. The ITA is held in a number of departments of anaesthesia but candidates may also sit the ITA in the same rooms as the Part I examination. There are two Papers, each of 2 hours duration. Paper A is from 10:00 to 12:00 and Paper B from 13:30 to 15:30. These timings may vary in some countries e.g. in Asia or South America.

2.0 LOCAL ARRANGEMENTS

2.1 Premises. The examination should be held in a convenient venue with easy access for the candidates. The examination room should preferably be located in the education facilities rather than in the clinical area. The room should be large enough for a number of well-spaced out tables, the number of which will depend on the number of candidates. The tables must be big enough to accommodate each candidate's MCQ Book and Answer Sheet and should be sufficiently separated so that the candidates cannot see each other's papers. A clock must be visible to all candidates in the room. There is also a need for one or two candidate waiting rooms and the usual facilities. These should be somewhere convenient where the candidates can get something to eat and drink – which will be at their own expense. Host should book rooms that come free of charge whenever this is possible. Any room rental cost related to the examination has to be submitted for approval by the Examinations Committee.

If not contradictory with the national legal framework, examination premises can be equipped with video recording. If the room is equipped with video recording, a clear warning sign informing candidates that they will be recorded during the examination must be displayed both at the entrance and in the examination room.

2.2 Information for Candidates. The ESAIC Examinations Office needs to be provided with appropriate information regarding the precise examination venue, details of access (air, train or road) and details of appropriate hotel accommodation. An information pack containing these details is sent to each candidate with their admission letter prior to the examination. Clear and visible signage in English language should be put up in the building where the examination is to be held to guide candidates to the examination room, waiting room and toilets.



European Society of
Anaesthesiology and
Intensive Care

A timetable of the examination, preferably done as a poster, should also be displayed (the hours shown in this example are the usual ones but do not apply to all centres):

| EUROPEAN DIPLOMA EXAMINATION | |
|-------------------------------------|--|
| 09:30 | Opening of the Examination Room |
| 10:00 | Examination (Paper A, 60 MCQ's) |
| 12:00 | PAUSE |
| 13:00 | Opening of the Examination Room |
| 13:30 | Examination (Paper B, 60 MCQ's) |
| 15:30 | End of Examination |

This timetable should be displayed in English and in the national language. As the candidates will arrive the day before the examination and try to locate the examination room, these posters should be displayed 24 hours before the examination.

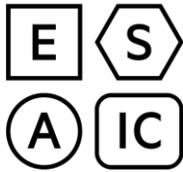
Before the examination, candidates should have read the “**MCQ Instructions**” and “**Regulations for candidates**” which are also printed on the first pages of the MCQ booklets. However, it is recommended that Hosts give precise instructions to the candidates on how to fill in the form just before the exam starts, e.g. using a projector or images and explaining implications of marking incorrectly. Host must make sure that candidates who do not speak the Host’s mother tongue receive these instructions in English language. Candidates should be encouraged to answer all the questions as there are no negative marks. At the start of the examination, Hosts should draw the attention of the candidates to these regulations and should also read out the document titled “**Examination Instructions**” to the candidates (sent to the Hosts shortly before the examination). Please note that these state that the candidates will be told when 60 minutes, 90 minutes and 105 minutes have elapsed for both examination papers.

3.0 HOST DUTIES

3.1 Selection of the Host and Assistants. The Part I/ITA Host acts as a representative of the ESAIC Examinations Committee in his centre. As such, he/she should enforce all the regulations set by the Examinations Committee with integrity and transparency. As a general guideline, any conflict of interest between the appointment of the Host and the organisation of the examination must be avoided at all costs. The Part I/ITA Host must be a consultant, preferably one with teaching or training responsibilities. The Part I/ITA Host cannot be a trainee and cannot be a candidate of the examination. Likewise, the Host will make sure to appoint assistants who can take part in the organisation of the examination without any conflict of interest (for example, trainees or potential candidates should never assist the Host). The Part I/ITA Hosts and their assistants cannot register as Part I/ITA and OLA candidates within the 2 years that follow their hosting an examination centre.

The Part I/ITA Host must speak English fluently enough to communicate easily both in writing and orally with the ESAIC office (conversational level).

All EDAIC Part I and ITA Hosts must be Active or Affiliate members of the Society. The Host’s assistants do not need to be ESAIC members.



- 3.2 **MCQ Papers.** Two to three weeks prior to the examination, the Host is responsible for receiving via DHL, the MCQ books, Answer Sheets, pencils, erasers, and two lists of candidates (the administration instructions are usually sent to the Hosts by e-mail). All DHL packages must be checked, and their contents must be confirmed to the ESAIC Examinations Office by the Host upon receipt. The packages must be stored securely until the day and time of the examination. **The Host will take all measures to keep the questions strictly confidential until the start of the examination.**
- 3.3 **Supervisor.** **The Host will supervise the examination in person** and will be helped in this task by other supervisors he/she will have appointed. In order to transfer this supervision responsibility to another colleague, the Host needs to receive ESAIC official approval before the examination. In case when the Host cannot attend to the examination due to exceptional circumstances (health/family reasons, etc) he/she still needs to make all the efforts to find a suitable replacement and inform the ESAIC office. The minimum number of supervisors required in each examination room is defined by the number of candidates sitting in that room:

| <u>Number of candidates</u> | <u>Minimum number of supervisors required</u> |
|-----------------------------|---|
| <u>1 to 20</u> | <u>2</u> |
| <u>21 to 40</u> | <u>3</u> |
| <u>41 to 60</u> | <u>4</u> |
| <u>61 to 80</u> | <u>5</u> |
| <u>81 to 100</u> | <u>6</u> |
| <u>101 to 120</u> | <u>7</u> |
| <u>121 to 140</u> | <u>8</u> |
| <u>141 to 160</u> | <u>9</u> |
| <u>161 to 180</u> | <u>10</u> |
| <u>181 to 200</u> | <u>11</u> |

At least one supervisor should be from each gender. Both male and female candidates occasionally feel unwell or may need to be escorted to the toilet. Candidates can never be prevented from going to the toilets during the exam but the Host will take every measure to ensure this principle is not used to break any examination rule such as the exchange of information or the use of books or electronic devices (smartwatches, smartphones etc.). The examination room should never be left under the supervision of less than two officers. Invigilators have to be at the front, back and the side of the room to invigilate properly. The Host and all invigilators should put their mobile phones in vibrate mode and should ideally not answer calls in the examination room.

Before the exam, the host must organise a meeting with all invigilators to explain the rules of the Part I, highlighting cheating and copyright infringement using modern methods such as spyglasses, smartwatches or earpieces.

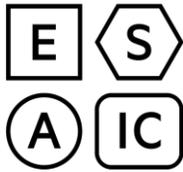
The Host must be ready to answer questions from the candidates. These usually concern points of clarity of an MCQ or, sometimes, difficulties relating to translation. Candidates are not allowed to use dictionaries. Any translation issue that is reported by the candidates and confirmed by the Host based on the English master version must be clarified to all candidates present in the centre and reported immediately during the examination to the ESAIC Examinations Office (lise@esaic.org) and to the Examinations Subcommittee Part I Chairman (nicolas0brogly@hotmail.com) by the Host. After confirming the mistranslation with the relevant

translator of the Examinations Committee, the ESAIC office will then inform the relevant Hosts in all centres impacted by the mistranslation and for this reason all Hosts should remain available by e-mail and by phone (on vibrate mode) during the examination.

The ESAIC Examinations Committee would like to draw the attention of the Hosts on the existence of sophisticated modern means of cheating such as cameras hidden in glasses or in pens, small earpieces allowing remote communication etc. Candidates must leave all their belongings at the back of the examination room and cannot use their own pens or pencils during the examination. **Infringement of any of the “Regulations for candidates” available from the ESAIC website will lead to the automatic disqualification of the candidates involved. The Host will have to report such cases to the Examinations Office in Brussels.**

Hosts should know that the ESAIC has developed a tool allowing to conduct a similarity test on the examination results of individual candidates. Such test aims at making sure that EDAIC examinations are free from instances of cooperation between candidates. Similarities in pairs of answers higher than 90% are a clear indicator of illegal cooperation between candidates. The chance for such a similarity rate between candidates sitting the EDAIC Part I at the same centre is extremely low. Therefore, cases showing a similarity rate above 90% between candidates from a same centre will be reported to the host who should be ready to comment on the running of the examination.

- 3.4 Set-up and material. Hosts should note that it takes at least 2 hours to set up and check the examination room. It is recommended therefore that the room be set up the evening before the examination although, for security purposes, distribution of the MCQ books should be left until just before the starting time. Pencil sharpeners are not sent by the ESAIC Office and should be foreseen by the Host in sufficient numbers for the examination. A video projector may also be foreseen, see 2.2. One of the possible ways to organize the examination room is to set it up with the examination number of each candidate at his or her designated chair, but the set-up is left at the discretion of the host. Hosts are requested to record and save the seating list of the candidates. One of the advantages of allocating chairs to candidates is to avoid having two candidates sit one next to the other because they know each other. Please note that the identity of the candidates should be kept anonymous as much as possible, and for this reason the chairs can be numbered but can never be named. The Answer Sheets are all marked with the candidate's name and their examination number. These, together with the pencils and erasers could be put out at the numbered chairs before the candidates enter the room.
- 3.5 Identity check. The Host or the appointed supervisor will be supplied with lists of both the expected Part I and ITA candidates. Each candidate is asked to bring proof of identity (passport or ID card) and their identity must be checked against the lists as they arrive and before they enter the examination room.
- 3.6 Food and drinks. Candidates can consume snack food and drinks during the examination but this should be kept to a strict minimum, at the discretion of the Host. It should be drawn to the attention of the candidates who wish to eat or drink during the examination that each candidate is responsible for the cleanness of their answer sheets.
- 3.7 Collection of papers. Following the 2 hours allocated for Paper A, all MCQ books and Answer Sheets must be collected. **Answers sheets should not be placed into the MCQ booklets.** The set-up and collection procedure is then repeated for Paper B.



European Society of
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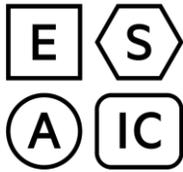
- 3.8 Return of Answer Sheets and MCQ books. The Host or supervisor should pack all MCQ books and Answer Sheets into their containers for return to the Marking Company **by DHL Express**. Before packing the answer sheets, these should be photocopied or scanned in case the DHL package should be lost. The ESAIC Office will inform the Hosts when the photocopies can be destroyed at the end of the year. Scanned answer sheets should be sent to lise@esaic.org. **MCQ books and Answer Sheets may not be retained. They must ALL be returned, even the unused ones.**
- 3.9 Report and Pictures. As soon as possible after the examination, the Host will e-mail to the ESAIC Examinations Office:
- a report of any problem that occurred during the examination and of any violation of the rules
 - the notification of despatch of the examination material to the Marking Company by DHL Express (for example in the form of a picture of the DHL air waybill)
 - if possible, a couple of pictures of the examination room, one of which should preferably be taken from the back of the room to avoid privacy issues if the picture is published by ESAIC.
- Note: mistranslations should be reported during the examination itself, see 3.3.
- 4.0 EDAIC Part I Inspectors. New EDAIC Part I centres as well as a certain number of other centres will be visited by a representative of the Examination Committee each year. The host will be informed prior to the exam about this visit. These inspectors are sent to examination centres to confirm the correct organisation and running of the examination. Inspectors also support the running of the examination as much as possible.

5.0 EDAIC PART I HOSTS – BENEFITS

The official Host of any centre organising the EDAIC Part I examination in a given year will receive a free registration for the Euroanaesthesia congress of the following year. This free registration is not applicable to the ITA Hosts and is not transferable to any of the Part I Host's assistants. This benefit can only be given to Hosts supervising the exam in person – see 3.3.

6.0 EXPENSES

- 6.1 All DHL expenses, outward and return are met by the ESAIC Examinations Office.
- 6.2 Examination and ITA candidates should meet their own refreshment expenses.
- 6.3 Any essential expenses incurred by the Host and that are related to the examination will be met by the ESAIC Examinations Office, provided that such costs have been approved by ESAIC before the examination. Please note that tasks performed by anaesthetists are considered voluntary in the interest of ESAIC and can therefore not be remunerated.



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Intensive Care

7.0 RESULTS

Candidates should be told that all results (anonymous candidate numbers with pass/fail results) will be posted on the ESAIC website approximately 6 weeks after the examination. Detailed results will be e-mailed to the candidates approximately 2 months after the examination. All successful Part I candidates will automatically receive an invitation from the ESAIC Office to take the Part II examination.