



## ESMO EXAM POLICY FOR LOCAL ORGANIZERS

**In order for the program to maintain its credibility, and to be consistent with our administration, policy must be adhered to at all times – no exceptions!**

The ESMO Head Office, in collaboration with the ESMO Examination Working Group (further referred as "ESMO"), has established the below procedures:

### Main session

- a. The Exam main session will be held at the ESMO Congress venue place.
- b. ESMO is responsible for the size of the setup of the room at the main session only.

### Local Sessions

1. Local organizers can apply for sessions outside the main venue only with the official form "*Application form for External sessions*" (attach 1).
2. The ESMO National or Regional representative has to be present at the local session. If this is not possible, he has to appoint another ESMO Certified Full member in good standing by sending a reference letter to ESMO Head Office. This ESMO Certified member has to supervise the session.
3. ESMO has neither responsibility nor influence of the location of the session. ESMO is not responsible and does not take care of any logistical setup for external sessions.
4. Local organizers have to apply by latest **1<sup>st</sup> April 2010** with the official form as indicated in point 1. If the form is not sent within the deadline via fax or mail, ESMO will not consider the request of a local session.
5. A minimum of 10 participants are requested in order to apply for a local session.
6. If the minimum of 10 participants is not reached after the late registration deadline 1 August, ESMO is entitled to cancel the local session; alternatively participants will be offered the "Main Session" location.
7. ESMO can decide to merge external sessions if the locations are geographically too close to each other, or to the main session.
8. Local organizers have to verify that all necessary facilities and equipment are reserved and will be available on exam dates, such as:
  - a. Classroom.
  - b. Size/seating/arrangement.
  - c. Tables with adequate room/space between examinees for the written exam.
  - d. Organize supervisor for the session.



## ESMO EXAM POLICY FOR LOCAL ORGANIZERS

### e. On exam day

- Verify ID for each participant.
  - Verify that examinee signs the "presence" form (delivered from ESMO).
  - Distribute Examination Question Booklets according to the written name on the envelope.
  - Distribute copy of the "Instructions" to each candidate (see attach 2).
  - Make sure that examinee opens the envelope only after authorization.
  - Local organizers have to ensure that pencils are available.
  - Collect question booklet after exam.
  - Return the exam booklet to ESMO Head Office by courier mail.
9. Local session will be held at the same day and time as the main session and ESMO will inform the local organizers accordingly. Local organizers can not change the exam time.

### Registrations details

- Each candidate has to register through the official registration form of ESMO. Incomplete registrations forms are not considered valid and will be cancelled.
- Only ESMO Full and Junior members in good standing can register for the Exam. Exception available only for AIO, FMH and DGHO (see "Exceptions").
- No correspondence will be opened from ESMO with candidates.
- Examination registrations through other persons or organizations are no longer taken into consideration.
- By 15 August to the registered candidates will receive an official confirmation letter with session and time to the mailing address provided.
- Results will not be sent out before eighth weeks after the session.
- Registration fees:
  - ESMO Members
    - Early registration deadline before **1 April** EUR 50.00
    - Late registration deadline before **1 August** EUR 100.00
  - Non ESMO Members but AIO, FMH and DGHO members
    - Always EUR 200.00



European Society  
for Medical Oncology

ESMO Head Office  
Education Department  
Via Luigi Taddei 4  
CH-6962 Viganello-Lugano  
Switzerland

Tel. +41 (0)91 973 19 20  
Fax +41 (0)91 973 19 21  
examination@esmo.org  
www.esmo.org

## ESMO EXAM POLICY FOR LOCAL ORGANIZERS

### II Exceptions

#### *AIO and DGHO members (Germany)*

- AIO members can register for the ESMO Examination without being ESMO members, using the official registration form of ESMO.
- DGHO members can register for the ESMO Examination without being either AIO or ESMO members. They will have to register through AIO using the official registration form of ESMO.
- AIO and DGHO members will pay their registration fee directly to ESMO.

#### *FMH members (Switzerland)*

- FMH members can register for the ESMO Examination without being ESMO members, using the official registration form of ESMO.
- Candidates have to register to FMH using the respective official registration forms. FMH will then forward the forms to ESMO.
- The registration fee will have to be paid to FMH.
- FMH will then reimburse the paid fee to ESMO.

### **Cancellation policy**

Cancellations made after the 18<sup>th</sup> September 2010, and no-shows on the day of the examination will forfeit their entire examination fee.

ESMO Head Office  
ESMO Exam Working Group



European Society  
for Medical Oncology

ESMO Head Office  
Education Department  
Via Luigi Taddei 4  
CH-6962 Viganello-Lugano  
Switzerland

Tel. +41 (0)91 973 19 20  
Fax +41 (0)91 973 19 21  
examination@esmo.org  
www.esmo.org

**Attach 1**

**APPLICATION FORM  
EXTERNAL SESSION**

**Application to organize an external session of the ESMO Examination 2010  
To be considered as part integrant with the ESMO Exam Policy  
Application deadline: 1<sup>st</sup> April 2010**

**Country of local Session** .....

**City of local Session** .....

**Expected number of participants** .....  
(minimum required 10. All applicants must be oncologists and ESMO Full or Junior members in good standing)

**Organizer** .....

**Proposed location** .....

**Correspondence address** .....  
.....  
.....  
.....

**Phone** .....

**Fax** .....

**E-mail** .....

**Invigilators** .....  
(ESMO certified Full member in good standing, please indicate ESMO ID) .....

**Place/date and signature** .....

**Signature of ESMO NR/RR representative** .....

Fax or e-mail to  
Laura Spacca  
ESMO Head office  
Examination Working Group  
E-mail: examination@esmo.org  
Tel. +41 (0) 91 973 19 20  
Fax +41 (0) 91 973 19 21



European Society  
for Medical Oncology

ESMO Head Office  
Education Department  
Via Luigi Taddei 4  
CH-6962 Viganello-Lugano  
Switzerland

Tel. +41 (0)91 973 19 20  
Fax +41 (0)91 973 19 21  
examination@esmo.org  
www.esmo.org

## **Attach 2**

The examination booklets and answer sheets are confidential documents, which will be kept in the ESMO Examination files. It is strictly forbidden to either copy or discuss the ESMO Examination questions in any way. All information will be treated confidentially.

# **ESMO Examination in Medical Oncology**

## **Instructions**



European Society  
for Medical Oncology

ESMO Head Office  
Education Department  
Via Luigi Taddei 4  
CH-6962 Viganello-Lugano  
Switzerland

Tel. +41 (0)91 973 19 20  
Fax +41 (0)91 973 19 21  
examination@esmo.org  
www.esmo.org

## Attach 2

# ESMO Examination in Medical Oncology

## Regulations and Instructions

1. 120 minutes are allowed for the examination. This is strictly applied.
2. Please check your personal details both on the Examination booklet and the answer sheet. Please complete any additional personal details at the end of the Examination booklet.
3. The Examination booklet and the answer sheet are the only paper material allowed on your desk.
4. No examination aids are permitted e.g. calculator or dictionary.
5. All bags and belongings must be placed at the designated location.
6. Copying or cheating during the Examination will result in immediate disqualification. The decision will be at the discretion of the examination supervisor.
7. Unfortunately it is not possible to permit toilet breaks.
8. Mobile phones must be switched off.
9. The Examination booklet and answer sheet must be signed and returned to the Examination supervisor at the end of the Examination session.
10. Exam results will not be sent out until 8 weeks after Exam.



## Attach 2

### The correct way to answer

1. **Read the entire question and all related answers carefully prior to marking your answer on both the Examination booklet and the answer sheet.**
2. **First mark all your answers in the Examination booklet.**  
For Type A, B and E questions, circle only one correct answer.  
For Type K' questions, each answer you consider True, mark (+), each answer you consider False, mark (-).
3. **Answer every question.** If you don't know the correct answer, mark the one you consider most appropriate.

**Type A, B and E** questions, correct answers are '1' (one) point.

**Type K'** questions are scored as follows:

|                                |                  |
|--------------------------------|------------------|
| if 1 out of 4 answers correct: | 0 (zero) points  |
| if 2 out of 4 correct:         | 0 (zero) points  |
| if 3 out of 4 correct:         | 0.5 (half) point |
| if 4 out of 4 correct:         | 1 (one) point    |

An unanswered question is considered incorrect.

There is no negative marking for incorrect answers.

4. Before you copy your answers onto **answer sheet** make sure you have properly marked all answers onto the Examination booklet. In the event of loss or destruction of the answer sheet, the answers marked onto the Examination booklet will be assessed.

**Allow enough time to copy answers from the Examination booklet to the answer sheet. (Please see instructions on the following page.)**

The answer sheet is the primary document for scoring the Examination. Incomplete or erroneous transfers of answers to the answer sheet are not valid grounds for an appeal.

5. **Sign the Examination booklet and the answer sheet.** By signing, you confirm you understand and adhere to the regulations.

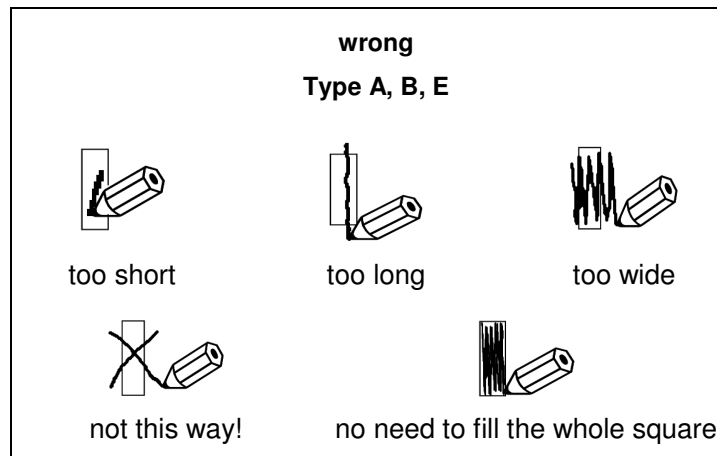
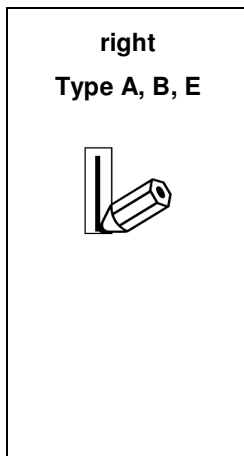
## Attach 2

### Correct marking of the answer sheet

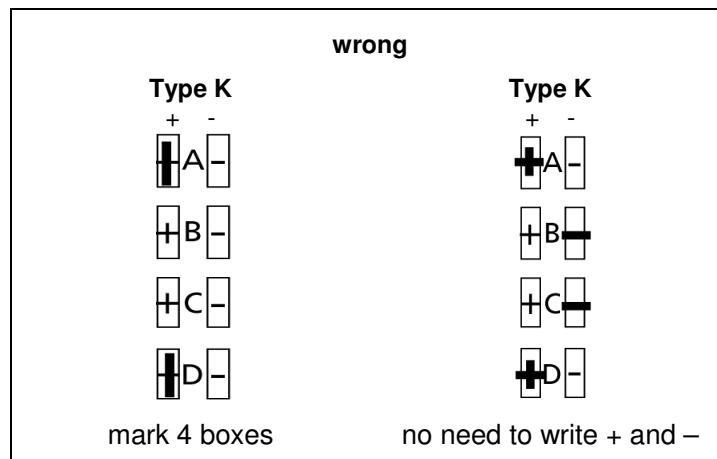
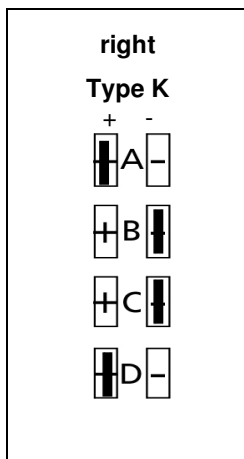
#### Instructions

In the following illustrations, the answer boxes have been enlarged, for easier reading.

- Mark the boxes as shown on the left of the illustration. **In pencil**, you should mark, from the top to the bottom of the box for both Type A and Type K questions.
- For **Type A** questions, mark **only one box** with a vertical line.



- For **Type K** questions, mark **4 boxes** with a vertical line (+ stands for True, - stands for False). See the illustration, below.



- Erase as little as possible.** If you have to erase, make sure that no traces of the eraser remain on the sheet and no other answers are affected.