



# Regulations and Information for Candidates

## European Board Examination in Endocrinology, Diabetes and Metabolism

2024 Edition

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## **1. Introduction**

The European Board Examination in Endocrinology, Diabetes and Metabolism (EBEEDM) is designed to assess a candidate's knowledge and understanding of the clinical sciences relevant to specialist medical practice, and of common or important disorders to a level appropriate for a newly appointed specialist in endocrinology and diabetes.

Developed by the ESE Council of Affiliated Societies (ECAS) and its Affiliated Society members, ESE and UEMS, this examination gives candidates the opportunity to gain internationally standardised recognition of their clinical expertise.

The following Regulations apply to all candidates entering the RCPI examinations. Any decision on the interpretation of these Regulations made by the College is binding. The acceptance of any application is at the sole discretion of the College.

The European Board Examination in Endocrinology, Diabetes and Metabolism is made up of one examination held once a year.

All RCPI examinations are conducted in the English language.

## **2. Applications**

### **2.1 Entry Requirements**

There are no prerequisites for entry to the European Board Examination in Endocrinology, Diabetes and Metabolism.

### **2.2 Method of Application**

All exam applications are submitted online through RCPI website, candidate will be prompted to include required documentation and make payment as required for the examination. The College accepts payment by credit/debit card or PayPal only.

Applications after the published closing date will not be accepted.

Candidates (first-time applications only) must upload a Passport style photo (colour, full-face, minimum 100x100 pixels, neutral background).

The candidate's full name must be given at the time of application for the examination. The name you provide will be used on all official correspondence (such as diplomas, qualifications and certificates) issued by RCPI. Candidates who change their name(s) by marriage or deed poll must upload documentary proof of this, if they wish to be admitted to the examination in their new name.

### **2.3 Examinations Locations**

The RCPI written examinations are delivered by remote invigilation through our online exam provider TestReach. Remote invigilation allows a candidate to sit the computer-based exam from their own computer e.g., at home or at work.

Candidates are supervised remotely by invigilators/supervisors throughout the exam.

Candidates are required to adhere to the following requirements to sit an exam by remote invigilation:

- A quiet, secure environment as set out below:

- A room where candidate can take the exam without interruption.
- A room to which you have exclusive access (single occupancy - not shared)
- A room that does not have integrated security cameras, or any recording equipment, other than the webcam on PC or laptop
- Candidate is confident he/she will not be disturbed during the examination, e.g. by traffic, construction work, or people
- A PC or laptop computer with a reliable internet connection, webcam and microphone. Must have permissions to install software and meet the system requirements as set out by the exam provider. Multiple screens are not permitted.
- After conducting the validation checks with the supervisor, candidates must switch their mobile phone off and put it out of reach. In the unlikely event of encountering technical difficulties during the examination, you may use your mobile phone to call TestReach technical support, if you don't have a landline. This is the only time you are permitted to use your phone during the exam.
- Candidates should read the Testreach candidate FAQ section for further information on system requirements available on the Testreach website
- For more information about remote invigilation visit our website; [remote invigilation link](#)

## 2.4 Visa

If a candidate requires a visa to sit an examination, it is the responsibility of the candidate to ensure that the visa application is made in sufficient time before the examination date for which it has been sought. A refund will not be given if a candidate is unable to attend the exam as a result of visa-related problems.

## 2.5 Examination Fees

The fees payable on application for the European Board Examination in Endocrinology, Diabetes and Metabolism are published on the relevant examination website [RCPI EBEDM Exam Format](#) which is updated regularly.

Candidates will be permitted to take the examination only when all fees are paid in full.

## 2.6 Withdrawal from the Examination

Notice of withdrawal from an examination must be given in writing to the College. A refund less 10% will be made if written notice of withdrawal is received by the College on or before the closing date of application to the examination. Refunds will not be made where candidates submit their withdrawal request after the application closing date.

For Written examinations, candidates may request a deferral of their application to the next diet after the closing date of applications. An administration fee of €100 will be charged to complete the deferral request. Written notice of deferral must be received by the College on or before the examination date. No fee will be held over to a future examination unless there are exceptional extenuating circumstances. For further details, please see the [RCPI Cancellation Policy](#).

If a candidate has received allocation of an ESE grant they must contact ESE directly regarding this if they choose to defer their exam sitting. It is at the discretion of the ESE whether a grant can be deferred.

## 2.7 Cancellation of Examination

RCPI reserves the right to cancel, reschedule the date, or change the location of an exam. In the event of a reschedule or cancellation by RCPI, the College will endeavour to inform all applicants at

least six weeks prior to the exam date. If an exam is cancelled or rescheduled by RCPI, candidates will be offered a full refund or option to transfer to another date if applicable. For further details, please see the [RCPI Cancellation Policy](#).

## 2.8 Absence

Candidates who do not attend the examination without notifying RCPI, or who do not complete both papers on the same day, will be recorded as absent.

Absence will count as an attempt of the examination.

Examination fees are non-refundable in the event of an absence. For further details, please see the [RCPI Cancellation Policy](#).

## 2.9 Examination Registration

All candidates taking the examination via remote invigilation will be emailed by our online exam provider, TestReach approximately 10 days in advance of the examination date. This email will contain the candidate's login credentials and instructions to download the Exam Application on the device the candidate will use to take their examination.

Candidates will receive a second email notifying them that they have been assigned to the examination. The email contains instructions for the candidate to login to the application and test their device, webcam, microphone, and speakers. The candidate is also instructed to book a time slot to start their examination. The start time of the examination is based on the candidate's location and time settings on their device. **This step must be completed at least 72 hours before the exam**, or the candidate will not be able to start the examination.

On the day of the examination candidates are instructed to login into the Exam Application at least 15 minutes before their exam start time. This is to allow time to connect with the invigilator/supervisor and to complete the pre-validation process (including proof of identity check), before beginning the examination.

Any candidates who arrive or login after their allocated registration time, **will not be permitted to take the examination**.

## 2.10 Limited Attempts Policy

Candidates sitting the European Board Examination in Endocrinology, Diabetes and Metabolism will be allowed a maximum of six attempts.

Candidates who reach six attempts at any examination will be allowed to apply for one final additional attempt. To allow for sufficient additional training and education there must be a minimum of six months or one examination diet between the sixth and the additional (seventh) attempt. The maximum time allowed between the sixth and the additional (seventh) attempt is three examination diets. Only one additional attempt will be permitted.

The number of attempts is counted from a candidate's first sitting of the examination, not from the effective date of this policy.

Examination	Maximum Number of Attempts	Time limit to Pass	Additional Attempt	Maximum Time limit for completing Additional Attempt
EBEEDM Written	6	Unlimited	1	3 diets from the 6 <sup>th</sup> attempt

Please refer to our [limited attempts policy](#) for more details.

### 3. Preparation for the Examination

Preparation requires a wide breadth of knowledge and you should review what you have learned during your specialist training, and access relevant textbooks, journals, and clinical guidelines.

### 4. Examination Format

#### 4.1 Examination Format

The EBEDM papers contain questions designed to test core knowledge and comprehension, the examination also assesses the ability to interpret information and to solve clinical problems.

The examination consists of two papers each with 100 Single Best Answer (SBA) format questions. Candidates have 3 hours allocated for each paper. The examination is delivered online via remotely invigilation.

Each question consists of an initial stem followed by 5 possible answers. Candidates should select single best answer.

Each question is equally weighted. There is no negative marking, so you are strongly advised to give a considered response to every question.

#### 4.2 Blueprint

The questions are selected to achieve a balanced spread of questions across the topics. The categories of the 200 questions used in the Examination are determined by the percentages outlined in the table below. The skills will be examined across the specialties and not necessarily within any individual specialty.

TOPICS	% ± 5%
<b>Diabetes</b>	
<b>Diabetes Presentation and Management</b>	14%
<b>Diabetes Complications</b>	14%
<b>Diabetes Emergencies</b>	6%
<b>Hypothalamus &amp; Pituitary</b>	10%
<b>Thyroid</b>	18%
<b>Parathyroid/Bone/Ca<sup>2+</sup></b>	8%
<b>Adrenal</b>	10%
<b>Reproductive/Gonads</b>	10%
<b>Other (Hypertension, Lipids, Obesity, Genetics)</b>	10%

### 4.3 Marking

The marks of the two papers will be combined. Each correct answer will be awarded 1 mark making a total of 100 available for each paper. There is a total combined mark of 200. Candidates will not be required to pass both papers individually. There is no negative marking; therefore, all candidates are encouraged to answer all questions.

Data files containing candidates' answers are automatically verified and scored against an answer key in the system. Mathematical performance indicators are then calculated and scrutinised by the Board, to confirm the fairness of every question. The pass mark is approved by the Board for each examination.

## 5. Examinations Rules and Guidelines

These Regulations apply to all examination candidates of the College. Candidates should note that by applying to sit an examination, they are deemed to have understood and agreed to comply by these Regulations.

5.1. Candidates will not be permitted to take the Written examination if they do not register their start time in advance or if they login to the exam after their allocated start time.

5.2. Candidates must have a government issued photo id (e.g., passport or driver's licence), as proof of identity, the candidate's name must be stated in the same manner as on their examination application. Candidates will not be admitted to take the examination unless they produce photographic identification.

5.3. Candidates should note that biochemical and other measurements will usually be expressed in SI units.

5.4. Candidates are not permitted to have in the exam environment where they are sitting the remote exam, smart technology, additional laptop computers, headsets, tablets, calculators, textbooks, documents, any recording equipment or personal items of any kind other than those specifically allowed for that particular examination and previously notified to them. Any candidate found to be in possession of any of above during the examination will receive an infringement warning from the exam invigilator/supervisor.

5.5. Candidates may not carry or look at any device that can store or record information or be used for communication (e.g., mobile phones, tablets or smart watches), headsets, calculators, textbooks, documents or personal items of any kind, other than those specifically allowed for that particular examination while in the examination. Candidates taking a Clinical examination will be required to hand over their phone and/or smart devices to the Examination Coordinator for the duration of the exam. Any candidate found to be in possession of or attempting to access any of the above during the examination will have their exam suspended and will automatically fail the examination.

5.6. It is strictly forbidden for candidates to talk or attempt in any way to communicate with anyone other than the examiner/invigilator/supervisor while the exam is in progress.

5.7. Candidates taking written examinations are not permitted to switch the webcam off, lean out of the webcam view, block the webcam, commence hand movement that could be interpreted as sign language, glance at other areas of the room that the invigilator cannot see, look away from their screens repeatedly or look at their hands or wrists, behave in an unsuitable or inappropriate manner

to the invigilator/supervisor. If invigilators identify any of the above behaviour, they will make a record of this, and it will be reported to RCPI.

5.8. Smoking or vaping is not permitted during the examinations.

5.9. One brief (<5 minutes) comfort break is permitted during the written examination. No additional time will be added to the examination to compensate for breaks. The supervisor will record the time that the candidate leaves their desk and when they return. If a candidate takes more than one break, or a break longer than five minutes, their performance will be subject to an enhanced review of the proctoring record and analysis of their keystroke/clickstream data obtained after the examination. Candidates who require to take an additional break for medical reasons should request this through reasonable adjustments process. Supporting evidence will be required for such requests.

5.10. Dress and appearance are an important aspect of professionalism.

5.11. To facilitate the assessment of non-verbal communication skills and interaction with patients, examiners, and invigilators, RCPI will require exam candidates, for the duration of the examination, to remove any clothing and/or other item which covers all, or part of, their face.

5.12. Candidates will be prevented from proceeding with the exam if the invigilators/examiners believe that they are too unwell to continue or candidates who are considered by invigilators/examiners to be acting in an unprofessional, improper, or inappropriate manner during examination will be asked to stop that particular part of the examination and may be prevented from continuing with the examination. RCPI may also report these issues to candidates' employers or supervisors.

## **6. Emergency and Fire Evacuation**

6.1. Candidates taking written examinations via remote invigilation: if there is an emergency at the location where you are taking the exam, notify the invigilator/supervisor and follow the evacuation guidelines for the location. The invigilator/supervisor will submit your examination and notify the RCPI Examination Department of the incident. Each incident will be reviewed by the RCPI Examination Department on a case-by-case basis.

6.2. A written report of the evacuation will be filed by the College.

6.3. In the event that it is not possible to resume the exam within a reasonable time period, the examination will be re-scheduled. In this case, candidates will be contacted by the Examinations Department regarding alternative examination arrangements. Candidates may then leave when safe to do so.

## **7. Examinations Code of Conduct**

This code applies to all examinations candidates and includes behaviour and all contact with Examiners, Invigilators, Patients and RCPI Staff, before during and after the examination. By submitting an application for an RCPI examination, candidates are confirming that they have read, understood and will abide by these regulations, the candidate code of conduct, and the supporting regulations and guidance on the RCPI website. Misconduct includes, but is not restricted to:



- Any attempt to communicate with another candidate or any person other than an invigilator/supervisor during the examination.
- Any attempt to gain access to or plagiarise the work of another candidate.
- Any attempt to gain or pass on information with regard to the content of the examination in advance of, during or after the examination.
- Any attempt to remove materials or content from an examination other than those specifically permitted.
- Any form of cheating or conduct likely to give an unfair advantage to the candidate or others.
- Bribery of another candidate or examination official.
- Bringing in or removing any materials or audio or communication devices (including mobile phones and 'smart' watches), other than those specifically permitted into any examination.
- Failure to act with respect for fellow candidates at all times.
- Failure to abide by the instructions of an invigilator/supervisor or other examination official.
- Failure to ensure patient, surrogate or actor comfort and safety at all times during clinical exam interaction.
- Failure of a candidate to inform RCPI if any limitations on medical practice are placed on them by the Irish Medical Council or the equivalent regulatory body in the country in which they practice.
- Failure to maintain strict confidentiality regarding patient identity or details, before during or after the examination.
- Failure to respect patient, surrogate or actor dignity and modesty at all times.
- Falsification or alteration of any results document or qualification.
- Impersonation of a candidate.
- The use of any recording equipment (including all photographic, video and audio recording equipment).
- Unacceptable, inappropriate or disruptive behaviour at all times, including but not limited to harassing and/or bullying RCPI staff, invigilators, examiners, patients, surrogates and actors.
- Aiding or abetting any of the above.

Any candidate acting in breach of any of the above Regulations, or of any further rules and regulations communicated to them by RCPI or an Exam Provider, or misbehaving in any way, may be suspended from the examination, or be deemed to have failed the examination. If an infringement of the College Regulations is deemed to be particularly severe, the candidate concerned may be permanently disbarred from entering any future College examinations.

### 7.1. Reporting Procedure of Examinations Misconduct

Suspected misconduct may be reported to the College by examiners, invigilators/supervisors, candidates, patients and any other person who becomes aware of suspected misconduct.

RCPI reserves the right to conduct retrospective investigations. This may lead to results being amended or annulled after they have been confirmed, and to withdraw membership status after it has been awarded.

Where an invigilator/supervisor suspects a candidate of violation of examination rules and guidelines, they will:

- a. Confiscate any unauthorised material in the possession of the candidate.
- b. Make a note of the time when the alleged infringement was discovered.

- c. Allow the candidate(s) to continue the examination.
- d. For a remote invigilation exam, the invigilator may terminate the candidate's exam session in the case of major violations of the exam rules, such as leaving the room without authorisation, attempting to use unauthorised equipment or material, or communicating with unauthorised persons.
- e. Inform the candidate(s) at the end of the examination that a written report of the incident will be submitted to RCPI, the Examination Manager and the Examination Board Chairs.
- f. Submit a written report of the alleged infringement within one working day for clinical examinations and within three working days for remote invigilation examinations.

## 7.2. Investigation Procedure of Examinations Misconduct

RCPI will endeavour to ensure that investigations will be completed as quickly and efficiently as possible and candidates will be kept informed of progress.

The Examinations Manager will review the report of the alleged case of misconduct prior to the results being issued for the written remote invigilation examinations. The Examinations Manager will determine whether there is sufficient evidence of a case to be answered after consulting with other members of College staff where necessary. In cases deemed to be of a very minor or technical nature, a letter of reprimand will be issued to the candidate, and no further action is taken.

In all other cases the Examinations Manager will review the report with the Examination Board Chairs. Following the review, the candidate will be informed of the allegations in writing prior to the results being issued for the remote invigilation examinations.

The candidate will be invited to reply to the allegation of misconduct, within 10 working days from receipt of the email/letter. If the candidate does not respond to the letter within the specified time frame, the College will consider this as an acknowledgment of the allegation and will proceed to the next phase of the misconduct investigation procedure.

Following a response from the candidate, the College will acknowledge the receipt of the response.

The Examination Board Chairs will prepare a file which includes the candidate's response if one has been received and send the file to the ESE Education Committee Chair and UEMS for a final decision along with a recommendation of an appropriate penalty.

The candidate will be notified of the final decision within 30 days of the clinical examination date and within 30 days of the results meeting for the remote invigilation examinations.

A candidate who believes that there was an error in the conduct of the investigation may, within 10 working days of receiving the Committee's decision, request a review of the investigation by the College Censors.

The College Censors shall review all information provided by the candidate, to determine if the correct procedure was followed in the conduct of the investigation, and if the investigation was fairly treated. The purpose of this review is solely to determine if such a procedural irregularity has occurred and is not to relitigate the decision.

If the review concludes the investigation to be fair the candidate will be notified within 10 working days from receipt of their request.

If the College Censors determine that there was an error in the conduct of the investigation, they may refer the matter back to the ESE Education Committee Chair and UEMS for further consideration. The candidate will be notified of the status of their review request and provided with an estimated timeline for the final decision. The Censors shall then refer the matter to the College Executive, which shall decide on any appropriate further action. The decision of the Censors and/or College Executive shall be final.

## **8. Reasonable Adjustment Arrangements**

Any candidate who has a physical disability, learning disability or any other special need that they believe could affect their performance in an examination, may be entitled to adapted examination arrangements. The purpose of any specific arrangement is to compensate for any restrictions imposed by a disability without impairing the validity of the examination.

All such candidates should inform the Examinations Department at the time of application of their circumstances in writing, together with a consultant's report to support their application. Failure to include this information at the time of application may affect the arrangements that can be put in place in time for the examination. The information provided is treated strictly confidentially.

For further details, see Reasonable Adjustments Policy: [Examinations Policies and Procedures](#).

## **9. Examination Results**

The College processes the marking of the examinations as quickly as possible, consistent with ensuring accuracy, fairness and a stable pass standard.

For Written exams, data files containing candidates' answers are automatically verified and scored against an answer key in the system. Mathematical performance indicators are then calculated and scrutinised by the Board, to confirm the fairness of every question. The pass mark is approved by the Board of Examiners for each examination.

Please refrain from telephoning or emailing the College regarding your result during this period, as this will delay the process.

## **10. Recheck Procedure and Appeals Policy**

### **10.1 Recheck Procedure**

Candidates can request a recheck of their examination results in the EBEDM Written examination. A fee of €150 applies for this procedure. The fee will be refunded if a recheck changes the overall examination result to a pass mark. Exam marks are generated by a rigorous process with multiple safeguards and are also reviewed by the Examinations Board before the results are released. Given the nature of single best answer questions, the quality assurance measures undertaken by the Board, and the exam being conducted via computer-based testing, the margin for error is negligible and therefore it is highly unlikely that a recheck will result in a change to an exam result.

Candidates wishing to request a recheck of their exam results, must submit their request in writing to the Examinations Department [exams@rcpi.ie](mailto:exams@rcpi.ie). The candidate will be required to complete the recheck application form and pay the applicable fee within four weeks of the results release date.

## 10.2 Appeals Policy

An 'appeal' is defined as a request for a review of a decision made by or on behalf of an Examinations Board about the performance in an examination of a candidate subject to the grounds of appeal as set out in the in the appeals policy.

The only accepted grounds for an appeal are if there is clear evidence of procedural irregularity in the conduct of the examination or there were exceptional circumstances which adversely affected a candidate's performance.

Candidates are expected to notify Examinations staff of any irregularity regarding their examination during the examination or within 48 hours of the examination. at the earliest opportunity.

Please refer to our appeals policy for more details: [Examinations Policies and Procedures](#).