



Operational Guide for the FEMTP, IEMTP and AEMTP Examinations

1. Purpose

The purpose of this document is to:
outline the way that the FEMTP, IEMTP and AEMTP examinations operate, and
advise trainees of the steps for registration and arrangements to sit the examination/s.

It is recommended that this document is read in conjunction with the document titled [Studying for Examinations](#).

2. Eligibility Criteria

Eligibility for each individual examination will be assessed at the time of the examination application closing date.

For details on eligibility to undertake the examinations, please refer to the **Examinations** section of the [Training Handbook](#).

3. The Examinations

Training Program	Number of questions	Duration
Foundational Emergency Training Program	80	90 minutes
Intermediate Emergency Medicine Training Program (IEMTP)	80	90 minutes
Advanced Emergency Medicine Training Program (AEMTP)	50	60 minutes

The passing score for the examination is determined using a standard setting process. This process is explained in the EMATP Examinations Standard Setting and Results document.

4. Number of Attempts

Trainees have a maximum of three (3) attempts at an examination. For example, if a trainee is required to complete the FEMTP, IEMTP and AEMTP examinations, they can attempt the FEMTP examination three times, the IEMTP examination three times, and the AEMTP examination three times (subject to meeting the eligibility requirements of each examination).

After three (3) unsuccessful attempts at an examination, the trainee will be considered for removal from the Training Program.

5. Examination Fee

There is no cost to sit the examination on the first attempt. If a trainee is unsuccessful at an examination, each subsequent attempt will require payment of the examination re-sit fee. To re-sit an examination, the trainee must organise an appropriate location to sit the examination, arrange an invigilator and apply via the Online Exam Registration process. The re-sit fee must be paid prior to sitting the exam.

6. Examination Dates and Locations

Examinations for the FEMTP are held three times per year. Examinations for the IEMTP and AEMTP are held two times per year. Examination dates are provided on the FEMTP, IEMTP and AEMTP pages on the [ACEM website](#). Examinations are held at 12pm AEST/AEDT. Candidates outside this time zone will need to sit at their local time equivalent to this.

There is approximately one month between each of the three examinations, so a trainee who wants to complete more than one examination will have time to prepare for the subsequent examination, should they be eligible to undertake it.

The FEMTP exams are usually held in March, June, and September each year.
The IEMTP exams are usually held in April and October each year.
The AEMTP exams are usually held in May and November each year.

Each examination is held at the site where the trainee is undertaking training.

In conjunction with their Primary Supervisor, the trainee must organise an appropriate examination space at the site, which must have computer access. The examination space must be in a quiet location where the trainee will not be interrupted. Only the trainee(s) sitting the examination and the examination supervisor (invigilator) should be present in the examination space.

A trainee who has left their training site can arrange to sit the examination in another location provided they can organise an appropriate examination space and an invigilator. Please contact the [EMATP Exams Team](#) if this situation applies.

7. System requirements

Trainees will require internet access and an appropriate internet browser (Google Chrome, Mozilla Firefox, Safari or Microsoft Edge (Chromium)), on the date and time the examination is taking place.

Trainees can familiarise themselves with the format of the examination by accessing the [mock Associateship Emergency Training Programs Exam](#).

This mock examination of the EMATP MCQ is a function test to enable trainees to become familiar with the look and functions of the online exam. It is **NOT** intended to be used as a revision tool.

For further information, trainees should refer to the [Studying for Examination Guide](#).

8. Registering for an Examination

Trainees who are eligible to sit an examination can register up until the registration closing date, which is three weeks prior to the examination date. Candidates can register for the examination using the [Online Examination Registration form](#) located on the FEMTP, IEMTP and AEMTP webpages.

Applications received after the examination registration closing date will not be accepted and the trainee will need to register for the next available examination.

9. Invigilation

Trainees must organise an appropriate invigilator to supervise their examination. An invigilator must be approved by the trainee's Primary Supervisor and be available for the full duration of the examination.

An invigilator cannot supervise a trainee remotely using technology. The invigilator must be physically in the same room as the trainee while they are undertaking the examination and must be able to view the trainee's computer screen during the examination. If there is more than one trainee sitting the examination at a site, the site may require an additional invigilator depending on the room configuration. No more than five trainees per one invigilator is recommended.

An invigilator can be a:

- Trainee's Primary Supervisor
- FACEM
- ACEM Associate (Advanced)
- Program Support Officer (PSO) (where applicable)
- Specialist Medical Practitioner

The EMATP Exams Team will determine if the invigilator is an appropriate person to supervise the examination.

Examination instructions are sent to the invigilator and trainee approximately one week prior to the examination. These instructions outline the examination preparation and procedure for the invigilator and candidate to follow on examination day.

10. Special Consideration Application

The [Exceptional Circumstances and Special Consideration Policy](#), referenced in the Training Handbook, Section 15.2, can be found on the ACEM Website and defines the circumstances warranting special consideration. If a candidate feels an application for special consideration is warranted, they must submit this to the EMATP Exams Team in accordance with the policy.

The time frame for an application to be submitted prior to the examination is at least three weeks before the examination date. A separate application should be submitted for each examination attempt.

11. Withdrawal from the Examinations

To withdraw from an examination, candidates must complete and submit the [Examination Withdrawal Form](#).

12. Examination Results

Examination results will be emailed to trainees within two (2) weeks following the examination date.

Results reflect a successful or unsuccessful outcome. Unsuccessful candidates will also receive a score range.

Checklist of Steps to Prepare for the Examinations

1. Check the date/s of the examination/s that you wish to attempt. Check the closing date.
2. Contact your Primary Supervisor to alert them of your intended examination date/s and arrange an appropriate invigilator for your examination. Your invigilator must be approved by your Primary Supervisor.
3. Follow the instructions for registration. Information is provided on the FEMTP, IEMTP and AEMTP pages on the [ACEM website](#). Complete the [Online Examination Registration Form](#) prior to the application closing date.
4. Refer to the document titled [Studying for examinations](#) for details about the preparation for the content of the examination.
5. Review the examination instructions sent to you by EMATP Exams Team, approximately one week prior to the examination. Contact the EMATP Exams Team on EMATPexams@acem.org.au with any questions.
6. Ensure all necessary checks have been completed for the examination i.e., dates, times, invigilator reminder and that you are prepared.

Contacts for Further Information

Your Primary Supervisor
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