



Operational Guide to the EMC, EMD and EMAD Examinations

1. Objective and Purpose of the Examinations

The examinations are a major component of the Emergency Medicine Certificate (EMC), Diploma (EMD) and Advanced Diploma (EMAD) training programs. The purpose of this document is to:

- outline the way that the EMC, EMD and EMAD 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 exam 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

Program	Number of questions	Duration
Emergency Medicine Certificate (EMC)	80	90 minutes
Emergency Medicine Diploma (EMD)	80	90 minutes
Emergency Medicine Advanced Diploma (EMAD)	50	60 minutes

The pass mark for the examination will be determined using a standard setting process.

4. Number of Attempts

Trainees have a maximum of three (3) attempts at an examination. For instance, if a trainee is required to complete the EMC, EMD and EMAD examinations, they can attempt the EMC examination three times, the EMD examination three times, and the EMAD 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 EMC are held three times per year. Examinations for the EMD and EMAD are held two times per year. Examination dates are provided on the EMC, EMD and EMAD pages on the [ACEM website](#).

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 EMC exams are usually held in March, June, and September each year
- The EMD exams are usually held in April and October each year
- The EMAD 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 [EMCD 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 should refer to the [Studying for Examination Guide](#) to familiarise with the format of the examination questions.

8. Registering for an Examination

Trainees who believe they are eligible to sit an examination can register up until the closing date (three weeks prior to the examination date) using the [Online Examination Registration form](#) available on the EMC, EMD and EMAD webpages.

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

If the trainee is organising an alternative location other than the emergency department where they completed their emergency medicine training, then they must contact the [EMCD Team](#) to discuss their invigilator requirements.

An invigilator can be:

- A trainee's Primary Supervisor
- A FACEM
- An ACEM Advanced Diplomat
- A Program Support Officer (PSO) (where applicable)
- A Specialist Medical Practitioner

The EMCD Team at the College will determine if the invigilator is an appropriate person to supervise your undertaking of the examination.

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

10. 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 EMC, EMD and EMAD pages on the [ACEM website](#). Complete the [Online Examination Registration Form](#) prior to the application closing date.
4. Please refer to the document titled [Studying for examinations](#), for more detail about the preparation for the content of the examination.
5. Review the examination instructions sent to you by EMCD Team, one week prior to the examination. Contact the EMCD Team on EMCD@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.

11. Contacts for Further Information

Your Primary Supervisor

EMCD Team
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