UEMS-CESMA Appraisal Application

**Please note that UEMS-CESMA only accepts applications for appraisals of examinations where all parts of the examinations (including the underlying processes, such as –but not limited to–
standard setting methods, construction of questions, use of examination blueprint, examination security, suitability of the venue, etc.) are considered for appraisal.**

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| --- | --- | --- | --- |
| **Date of application\*** | Klik of tik om tekst in te voeren. | **Date received by UEMS\*\*** | Klik of tik om tekst in te voeren. |

\* Date of application needs te bo completed by the applying European Board/Society
\*\* Date received by UEMS is completed by the UEMS-CESMA Liaison Officer for Appraisals once the complete submission with attachments is received. The UEMS-CESMA Liaison Officer for Appraisals will need approximately a 4-week period to arrange the appraisal visit and the UEMS-CESMA Observers.

# Details of contact person

|  |  |
| --- | --- |
| **Name** | Klik of tik om tekst in te voeren. |
| **European Board/Society/MJC+ Relevant UEMS Section** | Klik of tik om tekst in te voeren. |
| **E-mail address** | Klik of tik om tekst in te voeren. |

# Details of European postgraduate assessment

|  |  |
| --- | --- |
| **Official name of assessment** | Klik of tik om tekst in te voeren. |
| **Venue details** | Klik of tik om tekst in te voeren. |
| **Date and time schedule\*\*\*** | Klik of tik om tekst in te voeren. |
| **Examination experience** | [ ]  1st time examination (formative appraisal)[ ]  examination organized at least for the 2nd time (summative appraisal) |

\*\*\* Please make sure that the application for UEMS-CESMA appraisal is submitted at least 6 months prior to the date of the assessment that is asked to be appraised. Within a 4-week period after the appraisal visit a “draft report” will be submitted for review to rule out any possible misunderstandings (as the UEMS-CESMA appraisal procedure is an independent evaluation process no major changes by the requesting European Board/Society to the draft report are accepted.

**Please add all available information regarding the structure, modality of organisation and eligibility criteria to this application form as attachment to this UEMS-CESMA Appraisal Application form.**

***Important aspects to be covered in the documentation are: governance, approval of endorsing UEMS section, security measures, examination procedures, blueprint, test scoring algorithms, psychometric analysis methods, pass mark setting methods, possibilities to appeal, handling of conflicts of interest, question banking, question selection and examiner selection***

# Further information

Please find all relevant information regarding the UEMS-CESMA Appraisal procedure on our website:
<https://www.uems.eu/areas-of-expertise/postgraduate-training/cesma/cesma-appraisals>.

By introducing this document to UEMS-CESMA the Board/Society agrees to pay the **UEMS-CESMA Appraisal fee** (430 euro, of which 200 euro is non-refundable in case of cancellation and has to be paid in advance at time of submission) as well to **cover the expenses** (travel, accommodation and meals) of the UEMS-CESMA Observers who do not receive any fees.

# Please return this form and the attachments by e-mail to the UEMS-CESMA Liaison Officer for Appraisals and the UEMS Central Office(danny.mathysen@uantwerpen.be AND coordination@uems.eu, secretariat@uems.eu )

# List of attachments

Please provide a description of the list of attachments to this application form. All relevant documents need to be attached to this application form (actual documents, no links to any website!). Apart from the existing documents describing the examination, please provide also a summary for the UEMS-CESMA Observers in which the different documents are linked to each other.

Description of the following elements are considered as mandatory attachments:

* Official request letter for the appraisal signed by the relevant UEMS Board/Section **and by** the Chair of the Examination Committee
* Detailed description of the examination structure (e.g. part 1 MCQ’s, part 2 oral assessment, etc.) including question writing procedure, question management procedure, question selection procedure, procedure for score calculation, procedure for pass/fail decision, …
* Detailed description of the workforce involved in construction and delivery of the examination
* Detailed description of the logistics of the examination
* Detailed description of the information provided to candidates and to examiners
* Detailed description of conflicts of interest (commercial interest with e.g. examination delivery providers, teaching in preparatory/revision courses, examiners being known to candidates, etc.)
* Detailed procedure for appeals available to candidates
* Detailed description of demographics of examiners and of candidates
* Language(s) in which the examination is conducted
* Indication of two persons that may be involved in UEMS-CESMA appraisals (of other examinations) in the future

Klik of tik om tekst in te voeren.

# Guidelines for UEMS-CESMA appraisal reimbursement

* UEMS Sections and/or Boards and/or Multidisciplinary Joint Committees (from now on: UEMS bodies) performing European (a) examination(s) can apply to UEMS-CESMA for an appraisal of their examination process.
* Application for assessment entails full acceptance of the financial rules hereby detailed.
* Examination process assessment will be charged a fee of € 3.000 to be paid in two equal tranches, the first at the request (not refundable in any case), the second within 30 days after appraisal procedure and before receipt of the appraisal report. UEMS-CESMA contributions of the past 3 years need to be duly paid.
* Assessment team number and composition will be decided by the UEMS-CESMA executive according to the specific need, upon consultation with the requiring UEMS body.
*In principle two appraisers will be selected per site and per appraisal visit (e.g. in case the different parts of the examination are organized on different dates/locations) for observation of oral assessment, while appraisal of written examination parts is done theoretically by two appraisers and on-site by one or two appraisers depending upon the decision of the UEMS-CESMA Executives)*
* Assessment expenses will be fully borne by the requiring UEMS body under these rules:
	+ - Reasonable travel expenses (economy class flights, first class rail fare)
		- Taxi and/or metro and/or bus
		- Private car (only if no other solution available): rate of € 0.40/km
		- Accommodation and subsistence should be arranged by the inviting body if not otherwise agreed with the assessment team members
* Flight / train and accommodation expenses wil be paid directly by the UEMS body. Possible residual expenses will be reimbursed against receipt of invoices to be sent ASAP to the UEMS body, that will reimburse them together with the second tranche within 30 days from delivery.
* No honorarium will be paid to the assessment team.

# Electronic signature UEMS Section/Board/MJC President

By siging this UEMS-CESMA Appraisal application form (to upload your electronic signature please tap on the box below and follow the instructions), I hereby declare that all necessary documents have been attached to this application form, and I also declare that my UEMS body has accepted the above-mentioned financial guidelines regarding the UEMS-CESMA Appraisal procedure.



# Electronic signature Examination Chair

By siging this UEMS-CESMA Appraisal application form (to upload your electronic signature please tap on the box below and follow the instructions), I hereby declare that all necessary documents have been attached to this application form, and I also declare that my UEMS body has accepted the above-mentioned financial guidelines regarding the UEMS-CESMA Appraisal procedure.

