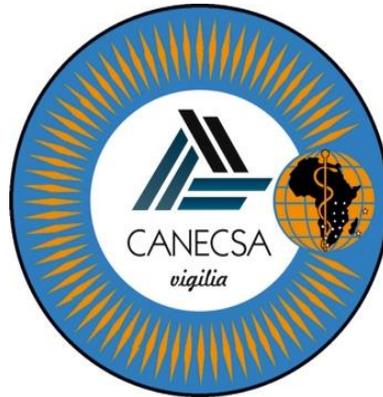


**College of Anaesthesiologists for East, Central  
and Southern Africa**



**Standard Operating Procedures for the  
CANECSA Examinations Process**

**2019**

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## 1.0 Introduction

The purpose of these standard operating procedures is to provide clarity to all involved in the running of the CANECSA exams. It lays out the actions to be taken in order to ensure the smooth functioning of the examination process for both Membership of the College of Anesthesiologists of East Central and Southern Africa MCA (ECSA) and Fellowship of the College of Anesthesiologists of East Central and Southern Africa FCA (ECSA) exams.

These procedures define the actions to be taken relating to the exam process throughout the year. They state when each action needs to be carried out and whose responsibility each action is. For ease of use a calendar of actions, and checklists for those with major responsibilities in relation to the examination process are also provided.

The major events in the exam year are: the written exams will take place on the first Wednesday of September, the CANECSA AGM will be on the first Wednesday of December, the MCA Objective Structured Clinical Exam (OSCE) will be on the Monday preceding the AGM, and the FCA OSCE and Viva exams take place on the Tuesday preceding the AGM. These dates are subject to change as candidate numbers increase.

## 2.0 Roles

The following, in no particular order, are the key personnel that will be involved in the CANECSA exams process:

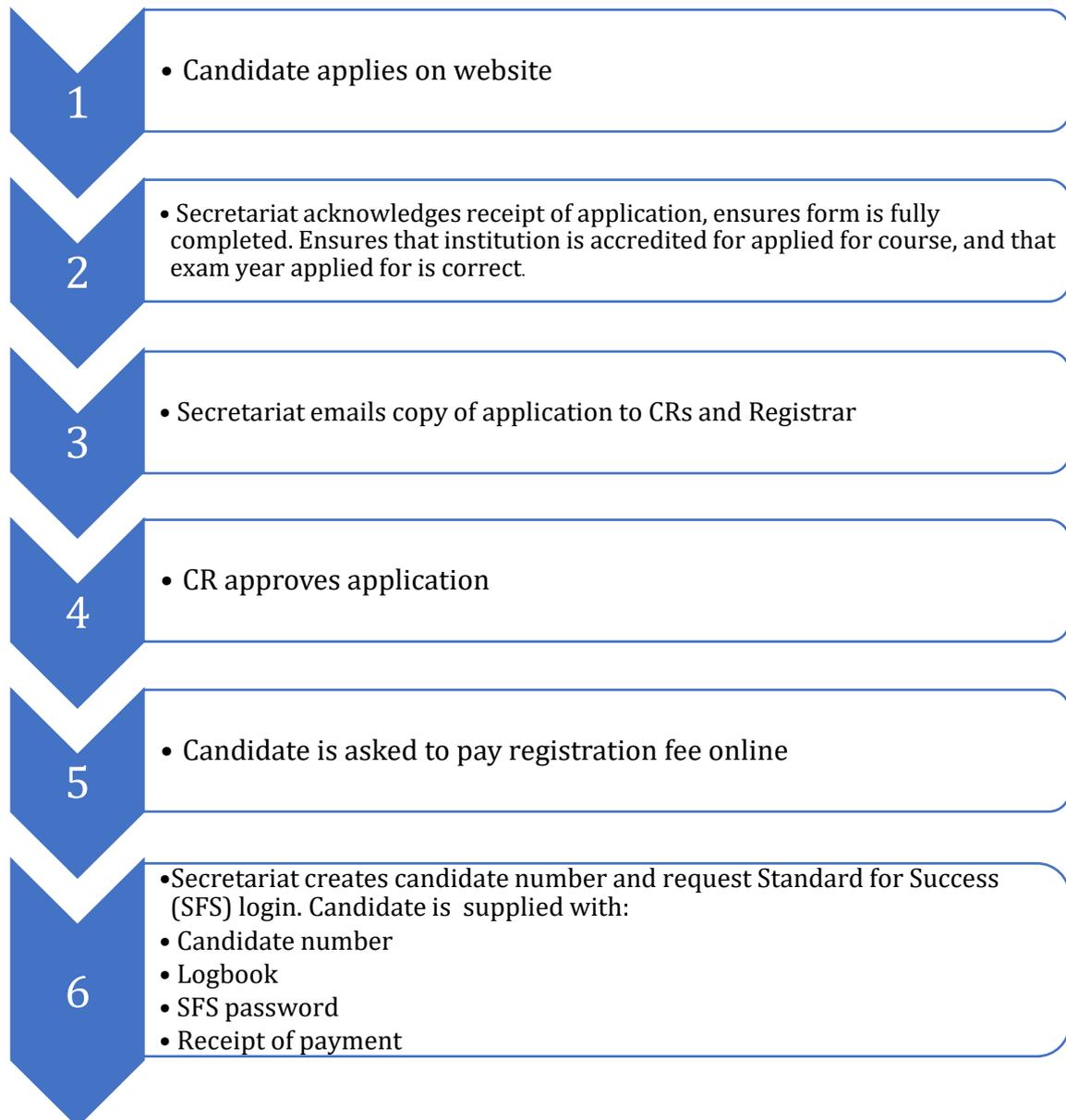
1. Secretariat Examinations Coordinator (SEC)
2. Local Examinations Coordinator (LEC)
3. Chair of Examinations and Credentials Committee (Chair ECC)
4. Deputy Chair Examinations and Credentials Committee (Deputy Chair ECC)
5. Members of the CANECSA Examinations Committee (ECC)
6. CANECSA Country Representatives (CRs)
7. Other CANECSA secretariat staff members
8. Local Exam Administrators and Translators
9. Panel Head
10. CANECSA Examiners (both Council members and non-Council members)
11. External Examiners
12. Registrar
13. Candidates

### 3.0 Glossary of Terms

<b>Capsule</b>	The online information management tool used to record all information about CANECSA candidates, fellows etc.
<b>Chair ECC</b>	The Chairperson of the Examinations and Credentials Committee
<b>Court of Examiners</b>	A body tasked with delivering CANECSA examinations to international standard.
<b>Consolidation Sheet</b>	A section of the electronic logbook, which shows the anesthetic procedures that candidates have performed in summary
<b>CR</b>	CANECSA Country Representative
<b>Deputy Chair ECC</b>	The Deputy Chairperson of the Examinations and Credentials Committee
<b>ECC</b>	The CANESCA Examinations and Credentials Committee
<b>E-Logbook</b>	An electronic logbook in which candidates record details of every anesthetic procedure they perform or assist with during the period of their CANESCA training programme
<b>Exams Board</b>	When the ECC members meet after each examination to ratify the results of the exam; they are referred to as the exams board.
<b>Group</b>	In the context of the OSCE/viva exams this refers to the groups that candidates will be divided into on the morning of the exams, e.g. one FCA group, which will sit OSCE in the morning and viva in the afternoon and another group, which will sit viva in the morning and OSCE in the afternoon
<b>LEC</b>	Local Exams Coordinator
<b>OSCE</b>	Objective Structure Clinical Examination – this is the format that will be used for the MCA and FCA examinations.
<b>School for Anesthesiologists</b>	An e-learning platform (that will be produced in collaboration with our partners e.g. RCOA, Royal College of Anesthesiologists in Ireland etc.) which contains large amount of anesthesia training material. It will also contain case study courses for MCA, FCA. Candidates in these programmes must complete a minimum of 6 of these case studies in each year of their training.
<b>SEC</b>	Secretariat Exams Coordinator
<b>Station</b>	One “piece” of the viva exam or OSCE exam. This term is used to refer to either a viva room or OSCE station.
<b>Stream</b>	A full set of stations in an OSCE exam
<b>Panel Head</b>	The CANECSA fellow with responsibility for examinations and education for a particular CANECSA programme.
<b>Viva Exam</b>	The oral part of the CANECSA exam.
<b>Written Exam</b>	The written exam will take place in September and will be a pre- requisite for being invited to the OSCE/viva exam

## 4.0 Application and Information Management

Candidates will apply for CANECSA training programmes online on CANECSA website. This means that the Secretariat is in possession of all necessary information at the beginning of each candidate's training period. The online registration process for both MCA and FCA trainees (even if they have already completed CANECSA MCA) is as follows:



As part of this process the Secretariat records the date of registration of the candidate. The deadline for registration is the end of February for that calendar year.

**Example**

A candidate for the 2021 MCA exam must register by end of February 2020. For the same exam date an FCA candidate must register by end of February 2019. Candidates registering from March 1<sup>st</sup> onward, the year in which they register will only be considered a partial year in terms of completing their training period. Therefore, a candidate registered in March 2020 will only be eligible to sit the MCA exam in 2022.

The only exceptions to the above are that candidates with an MMed (Anesthesiology) qualification may:

1. Sit the MCA immediately
2. Register for the FCA without sitting the MCA.

Any exceptions to the above regulations require approval from the CANECSA Examinations and Credentials Committee (ECC).

The 31st July will be the final date for payment of examination fees. In the weeks after the written exam, and again after the viva and OSCE exams, candidates' marks will be added to Capsule (CANECISA's information management system) and their status will be changed as necessary. As well as the above, after the OSCE/viva exam, new fellows' details will be added to the list of fellows publicly displayed on CANECSA website

## 5.0 E-Learning

Completion of e-learning cases on [School for Anesthesiologists website](#) is a mandatory part of the training of MCA and FCA. Candidates must complete a minimum of six out of ten available case studies in each year of their training. This also applies to candidates repeating examinations.

The first cases are made available from early March, with the first deadline for closing a case set in early April. Cases continue until the end of August, with each of the cases generally closing two weeks after the previous one. This timing is in order to allow registration of candidates to be completed by end of February, then allowing for a few weeks for candidates to become familiar with the e-learning platform before beginning the cases. The final cases close at the end of August in order for the online course to be finished in advance of the written exam. Following the close of the last cases the Secretariat will email the Chair ECC a spreadsheet showing case completion per candidates

Registration of candidates finishes	end of February
First case closes	early April
Last case closes	late August / early September

Any exceptions to the above regulations require ECC approval.

## 6.0 Written Exams

The written exam takes place in each CANECSA country (that has candidates that year) on the first Wednesday of September. By special arrangement and at the discretion of the ECC, written examinations may also be held in other jurisdictions. Passing the written exam is a pre-requisite in order to be invited for the OSCE or Viva exam.

The written exams are each prepared under the auspices of the panel heads. This process should be complete by 1<sup>st</sup> June each year, at which point the written exams are emailed to the external examiners for comment. External examiners' comments are received by 1<sup>st</sup> July and any changes felt necessary are then made by the panel heads.

The exam papers are emailed to the country reps on the first Monday of September, two days before the written exam and the CRs print them confidentially. The exams are held on the first Wednesday of September (starting at the same time in regardless of time zones to ensure no possibility of communication between candidates across borders). By the end of day on the first Thursday of September, the day after the exam, the CRs will have emailed scanned PDF copies of all papers to the SEC, who will ensure that all pages of exams from all candidates have been received. These will then be collated by exam type and emailed to the relevant panel heads. The panel heads will print, mark, scan and return the papers to the secretariat.

Exam candidates are instructed to write on one side of the paper only. The SEC will file the marked exam sheet and input the exam results into each candidate's Capsule file, and inform the Chair ECC of the exam results.

The Registrar will inform candidates of their result by email. Candidates should be informed of their result by the end of September. Candidates will, at the same time, be informed of the logistics of OSCE/viva exam by 20th October.

## **7.0 Initial OSCE, Viva Exam Preparation**

### **7.1 Organization of Examiners**

In the first week of March (after candidate registration closes at the end of February) the SEC will provide the Chair ECC with the initial list of candidates for that year's exam. Based on this list, the Chair ECC will determine how many examiners are estimated to be needed. Taking account of the location of the exam and CANECSA council membership, and consulting with the relevant panel heads, the Chair ECC will draw up a list of proposed examiners and external examiners, and provisionally invite them to examine in the OSCE/viva exam. All examiners must either be already part of the CANECSA Court of Examiners (see section 10) or be inducted to the Court of Examiners by taking the pre-exam preparation course. This list will be completed by 30th June. After the written exam, the SEC will send the Chair ECC the revised list of exam candidates, and any necessary changes to the list of examiners will then be made.

### **7.2 Organization of Candidates**

In the first week of March (after candidate registration closes at the end of February) the SEC will inform candidates of the date of the written exams and the date and location of the OSCE/viva exams. In August the SEC will double check the list of written exam candidates with CRs from each country. By the end of August, the LEC will supply recommended candidate accommodation and other general information about the host city. After the written exam, successful candidates will be informed of the date of the OSCE/viva exam, general exam logistics and suggested accommodation. Accommodation and other local information will have been supplied to the SEC by the Local Exam Coordinator (LEC). Candidates will also be reminded of the format of the exam and requested to review the exam preparation video on [canecsa website](#) (see Appendix 3 for Sample Acceptance Email). In October, the SEC will reconfirm the list of candidates with CRs from each country.

## **8.0 Finance**

### **8.1 Candidate fee payments**

Candidates can pay exam fees (MCA \$500, repeat MCA \$200, FCA \$700, repeat FCA \$300) either online on the CANECSA website, by bank transfer to the CANECSA Secretariat or in cash to their CRs. Candidates paying in cash will be considered to have paid when notification is received from the CR, rather than when the cash is received by the Secretariat. However, the candidate is allowed to take the OSCE and viva exam only after the money is transferred to the office and an official receipt is produced. All candidates making any payment must be sent a receipt and their payment noted in Capsule immediately upon receipt of payment. The deadline for candidate payment for exams is July 31<sup>st</sup>.

### **8.2 Per diem payments for examiners, external examiners**

Examiners who examine for 1 day will be accommodated by CANECSA for 2 nights, those who examine for 2 days will be accommodated for 3 nights. CANECSA Council and External Examiners will be given an honorarium of USD 50 per full day of examining; this will be distributed on the day of the relevant exam.

### **8.3 Payment of local costs**

The cost of managing the exams will be paid by the Secretariat at a rate of up to USD 50 per candidate. The payment is expected to cover the expenses related to arranging the examinations e.g. tea/coffee breaks, meals, printing paper etc. This transfer will be made in early November.

## 9.0 Logbooks

Each CANECSA trainee has a personal, online electronic logbook in which they record details of every anesthetic procedure they perform or assist with. These anesthetic procedures can then be viewed by examiners either individually or in aggregate and assessment of this anesthetic record forms an important part of the examination process. The CANECSA e- logbook allows administrators to view the progress of trainees in real time. This information is supplied to panel heads and the ECC Chair to keep abreast of the anesthetic procedures being performed by trainees throughout the year. Logbooks are to be filled in throughout the candidate's training period and only the anesthetic procedures in the candidates' CANECSA electronic logbook will be considered. Trainees print off the anesthetic procedures lists from their electronic logbooks on a regular basis and have them signed off by their supervisor. They bring the signed anesthetic procedures list and a recent signed print off of their consolidation sheet with them to the OSCE/viva exam.

All trainees are required to record all anesthetic procedures for the period of their CANECSA training in the e-logbook.

At the end of November, the SEC will supply the chair ECC and panel heads with the consolidation sheets (see appendix 3 for an example of a consolidation sheet) of each exam. This will be used to crosscheck the signed consolidation sheet that candidates will themselves bring to the exam.

## 10.0 Examiners, Court of Examiners, Pre-Exam Seminar, Examiners' Briefing

All invited CANECSA examiners must complete a standard pre-exam training course, which will explain the expectations for its examiners and ensure quality and consistency amongst CANECSA's examiners. This course will take place on the day before the MCA exam. The conduct of this course will be the responsibility of the ECC Deputy Chair.

### Selection criteria to serve as an Examiner at CANECSA MCA and FCA examinations

**Eligibility Criteria:** Examiners are required to:

- Be a Fellow (or Honorary Fellow), in good standing of CANECSA, or be fellows of sister colleges with which CANECSA has an agreement of reciprocal recognition.
- Hold or have held a full consultant post (not a locum post) for at least 5 years post anesthesia training qualification.
- Must have prior experience with teaching and examining of anesthesia trainees in their country of practice.
- Be clinically active at the time of the examinations
- Provide a certificate of good standing from the National medical Council or
  - Registering Authority
- Provide 2 references from College Fellows
- Must attend the pre-examination examiners workshop/seminar
- Must observe a CANECSA examination before examining

**Personal Attributes:** Examiners must show commitment to:

- High professional standards as an Examiner, including understanding of appropriate examining techniques and a policy of courtesy, fairness and non-discrimination towards all candidates.
- High professional standards in teaching, including an ability and positive attitude towards teaching.
- Professional competence in the practice of anesthesiology and an interest in the relevant basic science disciplines.
- Commitment to the examination process.
- Fulfilling obligations such as writing questions and attending examinations except in exceptional circumstances.
- Commitment to ongoing assessment, training and development as an Examine

## 11.0 Exam Location Preparation

### 11.1 Examination Venue Requirements

Please see section 14 for diagrams and more information about how the stations for the OSCE/viva exam should be set up:

1. Adequate numbers of OSCE stations and viva stations for the exam:
  - a) MCA – 15 stations per stream.
  - b) FCA – 6 stations per stream.
2. There should be a minimum of one viva station for every two candidates. Each station should have a table, two chairs and curtains.
3. Candidate briefing room – room for up to 100 people, secure, lockable and close to bathroom.
4. Administrative room – close to candidate briefing room, with several large desks and a printer.
5. Examiners' meeting room – room for up to 100 people, with a projector.
6. If there is a morning and afternoon group changeover of candidates (i.e. where one group sits the viva in the morning and the OSCE in the afternoon where the other group does the opposite) separate break rooms should be provided for lunch breaks to ensure no communication between groups.

#### *The day before*

On this day the Court of Examiners training will take place, overseen by the ECC Deputy Chair (see section 10 for more details).

The day before the exam the venue should be inspected by the EEC Chair, LEC and panel heads. Stations being used should be identified and numbered in sequence to ensure smooth movement of the circuit. Signage should be in place to indicate the stations. Directional signs should be posted as needed around the hospital.

OSCE stations should be numbered in order of their physical position (i.e. number 4 should be between numbers 3 and 5 etc). Chairs for waiting candidates should be provided near, but not directly outside the stations. Nor should they be directly outside the exam admin office.

### 11.2 Equipment

1. Necessary equipment for skills station, if requested by ECC Chair.
2. A bell / bells or similar to mark the end of each session.
3. A photocopier near the exam's administration room.
4. Access to a second printer and photocopier must be assured in case of any problems with those supplied.

### **11.3 Personnel**

Two local administrators are required for each stream of stations, and one other who will move between the stations and the exam administration room. Depending on the national context translators may also be required for each clinical station.

### **11.4 Catering**

Tea/coffee and snacks will be provided in the morning and afternoon and lunch will be provided. Examiners, external examiners, candidates and administrative staff will be catered for. Examiners and candidates will be supplied with a bottle of water at their respective briefings and there will be at least one water station, which will be marked on the map. The SEC will supply the LEC with the number of people to be catered for a week in advance of the exams.

## 12. Exam Administration Preparation

**The following will be received from the ECC Chair and printed by the SEC:**

1. Marking sheets (see appendix 3 for a sample marking sheet).
2. Marking descriptors.
3. Timetable of exams showing where examiners and candidates will be at all times (see appendix 3 for sample timetable).
4. OSCE station scenarios, with examiner and candidate instructions.
5. OSCE marking sheets
6. Viva scenarios and questions.
7. Viva “questions asked” sheet, which candidates bring from their first to their second viva.

**As well as these, the SEC will prepare in advance of the exam:**

1. Recent consolidation sheets (see appendix 3 for a sample consolidation sheet) for all relevant candidates, to crosscheck at random against the signed consolidation sheets brought by candidates to the exam.
2. Pens and assorted stationary
3. Stapler, sellotape, blutack
4. Pre-prepared certificate for each candidate confirming they have passed the relevant exam. This will be given to the registrar in advance of the examination.
5. Exam excel sheet prepared with examination numbers (not candidate names)
  - a. for inputting of marks.
6. Venue maps (see appendix 3 for a sample map).
7. A word document listing all candidates’ names by exam type. At the end of exam
  - a. those candidates that fail will be deleted from the sheet and the sheet will be displayed to candidates as a list of those who have passed.
8. Name badges for all examiners and external examiners
9. Badges for all candidates – these will not have a name, but rather a candidate
  - a. number specific to the exam and unrelated to their trainee number.
10. Badges for all volunteers and administrators. Ideally there will be different
  - a. colour lanyards for a) examiners and b) candidates and c) administrators and volunteers.
11. Signs for all rooms and bays and directional signage.
12. Candidate and Examiner sign in sheets. They received their name badge when they sign in.

13. An administrators' folder for each administrator containing:
  - a. A sheet matching examination numbers to candidate names & numbers.
  - b. Contact sheet with local phone numbers of all involved in administering exam, to be distributed to same.
  - c. Venue map
  - d. Timetable of exams
14. Folders for each examiner containing:
  - a. Marking sheets
  - b. Marking descriptors
  - c. Exam timetable
  - d. Venue map (including bus transport detail)
  - e. OSCE station scenarios, with examiner and candidate instructions
  - f. Viva scenarios
  - g. Pens
15. Lunch vouchers
16. List of names and local phone numbers of key personnel involved in the exam.
17. Envelopes with nametags for taking mobile phones and sheet with student
  - a) Names for writing down the type of phone

**To be prepared by the LEC in advance of the exam are:**

Based on information supplied by the Chair ECC, the LEC will:

1. Choose and prepare the exam venue for MCA and FCA exams, including: room for Court of Examiners course, MCA bays and Viva rooms, FCA bays and Viva rooms, administration center, examiners briefing room, trainees briefing room, catering and water.
2. Arrange transportation for examiners and candidates to and from the exam venue.
3. Recruit and brief local administrative volunteers.
4. Prepare a simple map of the venue.

The LEC may also wish to appoint an administrator to assist with the duties assigned to the LEC.

**Candidates** will be expected to bring the following to the examination

1. Photographic ID.
2. A printed version of their electronic logbook, containing:
  - a) The anesthetic procedures list for the period of their time in the relevant CANECSA programme, signed by their supervising Anesthesiologist.
  - b) A recent consolidation sheet, signed by their supervising Anesthesiologist.

### 13.0 Exam Academic Preparation

As discussed in section 6, the **ECC Chair** will invite examiners based upon expected candidate numbers and collate responses. Invited examiners will understand that their participation is subject to change depending on candidate numbers. Upon receipt of the final list of OSCE/viva candidates in September, the Chair ECC will determine:

1. Number of groups and streams, and therefore the number of OSCE bays and viva rooms.
2. Final count of examiners needed – re-adjust list of invited examiners in light of final candidate list.

The **ECC Chair**, with the **Panel Heads** and other examiners as necessary, should also prepare the following documents, which will be emailed to all examiners one week in advance of the first exam. The SEC will print, transport and distribute as necessary:

1. Timetable of exams - showing which examiners will be in which bay, and which candidates will pass through each set of bays.
2. MCA OSCE Scenarios
3. MCA and FCA marking sheets appropriate to the examination format - which should show possible marks with examiners being asked to circle the chosen mark. Marking sheets should also require the candidate's name, examiners' names, bay number and relevant examiners' comments.
4. FCA marking descriptors - which clearly outline the profile of a candidate receiving each mark.
5. Candidate briefing letter - outlining examination format, timings, instruction, warnings and consequences of communication between candidates during examination, how results will be announced, certificates distributed.
6. Examiner briefing letter - outlining examination format, timings, warning instruction, details of examination board meeting, housekeeping issues
7. FCA viva scenarios and questions.

*All printed material should have the CANECSA logos*

## 14. The OSCE/Viva Examination

The OSCE and viva exams will take place on Monday (MCA) and Tuesday (FCA) preceding the CANECSA AGM, which will be held on the first Wednesday of December each year. Each day will run in the same way, except for the differences noted in the *FCA Exam Specific Procedures* section.

The number of examiners needed is as follows:

### **MCA Minimum Examiner Numbers**

<b>Candidates</b>	<b>Streams</b>	<b>OSCE stations</b>	<b>Examiners</b>
30	1	15	15
31-60	2	15	30
61-90	3	30	45
91-120	4	30	60

### **Example - 60 MCA Candidates**

Each MCA candidate needs to do 15 OSCE stations. For 60 candidates, 2 streams are required, each having 15 OSCE stations, a total of 30 stations. With one examiner per station, 30 examiners are required for the conduct of this exam. Candidates are equally divided into two groups, one per stream – in this case two groups of 30.

Group 1 will sit the examination in the morning and then return to the briefing room. This examination will take approximately 2 hours and 30 minutes. Groups 1 and 2 must be kept separate to ensure that there is no communication between the two groups. Group 2 will then sit the examination.

### **FCA Minimum Examiner Numbers**

<b>Candidates</b>	<b>Streams</b>	<b>Clinical Stations</b>	<b>Examiners</b>
1-12	1	6	12
13 - 24	2	6 or 12	24
25 - 36	3	12 or 18	36
37 - 48	4	12 or 24	48

### **Example – 25 FCA Candidates**

Each stream can accommodate 12 candidates. For 25 FCA candidates three streams are required. The OSCE exam will take approximately 2 hours 3 minutes, while the viva exam will approximately take a further 1-hour 40 mins.

To reduce the number of stations required (but not the number of examiners required) two streams can sit the OSCE exam in the morning while the third sits the Viva. In the afternoon, these can be reversed with two streams sitting the viva exam and one sitting the OSCE. This allows one stream to be used in both the morning and afternoon, allowing for a lower number of bays. If this model is implemented, those trainees who sit the Viva in the first must be kept separate at break times from those who sit the OSCE first.

#### **14.1 Overall Responsibility (responsibility of Chair ECC)**

The Chair ECC will circulate as necessary through the stations and exam admin office, observing all aspects of the exam and intervening if necessary.

#### **14.2 Local Organization (responsibility of LEC)**

1. In the morning before the exam, each station should be double checked together with the ECC Deputy Chair.
2. Transport to the venue for examiners and candidates
3. Catering
4. Organization and briefing of volunteers - two volunteers will be assigned to each stream. Another volunteer will circulate between the exam admin room and stations to bring the complete marking sheets to the exam admin office. If translation is needed, there will be one volunteer translator per bay/station.

#### **14.3 Candidates (responsibility of Deputy Chair ECC)**

The ECC Deputy Chair will be in charge of the candidates and candidate briefing room

and will circulate as necessary through the bays and exam admin office.

1. Candidates should be brought to the candidate briefing room and asked to sign the attendance list. Candidates will have to produce photographic ID and will be given their badges.
2. They will be read a pre-prepared candidate briefing by the ECC Deputy Chair and given an opportunity to ask questions.
3. Candidates will be reminded to bring their consolidation sheet with them into the viva exam, and will be provided with a viva “questions asked” sheet, which candidates bring from their first to their second viva.
4. Candidates should be provided with envelope/bag in which they can store their mobile phone and other devices, a sticker with their name/exam number should be provided to identify their envelope.
5. A lunch voucher will be distributed to each candidate.

6. Place the candidates in the correct group and sub-group and ensure invigilator is present to direct candidates to the venue and to place them outside their station.
7. Ensure that different groups of candidates do not interact with each other throughout the day.

#### **14.4 Examiners' Briefing (responsibility of Chair ECC)**

An examiners' briefing will take place in the examiners' meeting room immediately prior to the exams, and this meeting will be chaired by the ECC Chair. A nominated

CANECSA staff member or examinations volunteer will distribute materials and sign in examiners.

1. Examiners will be asked to sign in.
2. Examiners will be reminded of regulations, exam layout and marking scheme.
3. Examiner name badges will be distributed.
4. Each examiner will receive a folder containing marking sheets, marking descriptors, exams timetable, venue map and pens. For MCA examinations OSCE scenarios will also be included, while for FCA examinations OSCE station scenarios with examiner and candidate instructions and viva scenarios will be included.
5. A lunch voucher will be distributed to each examiner.

#### **14.5 Examination Conduct and Timing and Examiners (Panel Heads)**

1. For MCA examinations, one examiner will be assigned to each station. For FCA examinations, two examiners will be assigned to each bay and to each viva room. Examiners will remain in the same location throughout the entire examination (MCA) or each part of the examination (FCA) except for break and lunch times.
2. External Examiners will circulate as necessary through the bays.
3. Substitute examiners will be present in case of conflicts
4. Panel heads are responsible for ensuring that all examiners in their specialty are present and in the correct bays
5. Panel heads will assist the ECC Chair in delivering the examiners' briefing for their specialty.
6. Panel heads will ensure that there is only one observer in any exam station at any one time
7. Panel heads will assist the Chair ECC in the post-examination meeting for their speciality.
8. Oversee the commencement of the examination. Several invigilators may be required to keep time depending on venue of examination and they should be given clear instruction regarding duties.

9. All stations should commence at the same time with clear instruction given to examiners regarding the warning bells to be used to indicate start, time warning and end of stations.
10. The notification bell or other warning signal used should be adequate to be heard clearly through all stations, additional call outs by the invigilator may be required as necessary.
11. In advance of the commencement of the examination the examinations administrator and the Chair ECC should ensure that all examiners are present in their station, OSCE materials and others are also in place before the candidates are brought to the venue.
12. Candidates should be allocated by number sequence and placed outside stations in numerical sequence
13. Examiners and candidates to be instructed that they must immediately leave the station when time is up.
14. Candidates are called to their examination in exam number sequence e.g. candidates 100-108 to Room A for their OSCE examination. Candidate 100 is placed outside Station 1 etc.

#### **14.5 Collation of Marks (responsibility of SEC)**

The SEC and two other CANECSA staff members will be based in the exams admin room.

1. Candidate mark spreadsheet to be prepared.
2. One volunteer should be allocated to collect mark sheets from each stream and bring to the administration room while the examination is being held.
3. SEC should input marks with assistance from other CANECSA staff members as required.
4. For high stakes exams marks should be double keyed and cross checked for accuracy.
5. Prepare results notification for candidates.
6. After the exam, the SEC records in Capsule the date on which the certificate was distributed by the Registrar, and to whom the certificate was given (if not the graduate themselves).

#### **At the End of the Exam**

Candidates will return to the candidates' briefing room, where they will be returned their mobile phones etc under the supervision of the Deputy Chair ECC. Examiners will proceed immediately to the Post-Exam meeting in the examiners' meeting room under the supervision of the Chair ECC. The SEC will prepare the final marks and notifications for the candidates, while the Post Exam Meeting is taking place. The LEC will thank the administrative volunteers and arrange transport for the candidates and examiners.

#### **14.6 Immediate Post-Exam Meeting (responsibility of the Chair ECC)**

All examiners and external examiners will attend this meeting.

1. The MCA Panel head will report on the conduct of the exam, and invite questions and comments from the examiners.
2. External examiners will give their thoughts on the exams
3. Pre-exam board anonymous exam results will be displayed

#### **14.7 Exam Board Meeting (responsibility of the Chair ECC)**

Only the members of the ECC will attend this meeting. The Exam Board will ratify the results provided by the SEC. The Exams Board may modify the pass/fail mark or otherwise adjust the pass/fail rate where there is clear reason to do so.

#### **14.8 FCA Exam Specific Procedures**

Due to the fact that each FCA exams has a different panel head, the responsibility for the conduct of the exam is more devolved to the Panel Heads, with the ECC Chair maintaining an overarching responsibility. Panel Heads should replace MCA signage with the appropriate FCA signage (if using the same stations) on the morning of the FCA exams.

1. At the Immediate Post-Exam Meeting each panel head will report on the conduct of the exam, and invite questions and comments from the examiners.
2. At the Immediate Post-Exam Meeting external examiners will give their brief comments on the relevant exams.

## 15. Release of Exam Results to Candidates

The examination number of candidates who passed the exam are displayed. Candidates whose numbers are not displayed are those who were unsuccessful in the exam.

1. After grades are compiled following the exams, the Panel Head should cross check the grades and present them to his Panel of Examiners. External examiner must be present.
2. Once the Panel of Examiners have approved the results, these must be presented to the ECC and Court of Examiners for approval.
3. The lists of MCA and FCA examination results to be released to the candidates need to bear the signatures of the Panel Head, the external examiner and ECC chair and the Registrar.
4. The Registrar must confirm that the results posted are correct.
5. Exams officer to prepare the list of prospective graduates and submit this to the ECC Chair. The list shall also include the highest scoring candidates in all disciplines (MCA and FCA) and the overall FCA top-scoring candidate.
6. The ECC chair must confirm that the list approved for graduation is correct, and submit the list to the Registrar.
7. Registrar to do the final cross check of the list for graduation with the examination results posted previously and sign the correct certificates of the candidates for graduation.

### 15.1 Certificates (responsibility of Registrar)

1. Certificates for all candidates should be printed and signed by the President and SG before the exams
2. The certificates for those who fail will be destroyed, while certificates for those who pass will immediately be signed.
3. The Registrar should put signature only after the results are posted.
4. MCA certificates will be distributed to successful candidates immediately.
5. FCA certificates will be presented at the Graduation Ceremony to those successful candidates who can pay their graduation fee that morning.

Both MCA and FCA candidates will be notified of candidates who have passed their exam in the evening after their respective examinations.





## Appendix 2 - Checklist by Person

### 1. Secretariat Examinations Coordinator (SEC)

#### 1 Initial Registration

- Record date of Candidate Registration
- Acknowledge receipt of application
- Ensure form is fully completed
- Ensure institution is accredited for course and exam year is correct
- Emails copy of registration to relevant CR and Registrar
- Issue Candidate number, logbook, SFS password and Receipt of Payment
- Update closing dates on CANECSA website
- Provide list of candidates for upcoming year to Chair ECC (end March)
- Receive provisional invitation from Chair ECC and send to examiners
- Collate Yes/No responses from examiners and send list to Chair ECC (end May)

#### 2 School for Anesthesiologists

- Email Chair ECC with spreadsheet showing case completion per candidate post case close out

#### 3 Written exams

##### Pre-exam

- Inform candidates of date of written exams and date/location of OSCE/viva (early March)
- Collect written exams from Panel Heads and send to External Examiner for review (early June)
- Acknowledge receipt of hard copies of exam papers from Chair ECC
- Print and mail hard copies of exam papers *and/or* email Soft copies of exam paper to CRs (early June)
- Confirm with CRs the final list of Candidates taking the written exam (end August)

Post-exam

- Review PDF copies of written exams sent by CRs and collate by exam type
- Email the grouped exam papers to relevant panel heads
- File marked exams and input exam results into each candidate's Capsule file
- Send Chair ECC list of exam results and final list of those taking the OSCE/Viva exam in December

**4 a. OSCE/Viva Examinations**

Pre-exam (at Secretariat)

- Agree final numbers of examiners with Chair ECC (end Sept).
- Receive final formal invitation to Examiners and send to Examiners (post-written exam)
- Supply list of recommended accommodation/general info from LEC on host city to Examiners
- Collate Yes/No responses from examiners and send list to Chair ECC (end Sept)
- Send above information to LEC for organization of logistics (end Sept).
- Inform Secretariat Finance Officer of examiner numbers for payments (per diem USD\$50 per day)
- Inform Secretariat Finance Officer of candidate numbers for payment of local organizers. (US\$50 per candidate)
- Send recommended accommodation/general info on host city from LEC to candidates (end September)
- Support Chair ECC, Deputy Chair ECC and LEC to organize exam venues/logistics as appropriate
- Request & receive (from Chair ECC) and print (end October): 
  - o Marking Sheets
  - o Marking Descriptors
  - o Timetable of Exams (including OSCE Station Time Sheet see Appendix 3)
  - o OSCE Station Scenarios with examiner candidate instructions
  - o Viva scenarios and questions
  - o Viva "questions asked" sheet.
  - o Briefing letters for candidates and examiners
- Prepare and print Candidate and Examiner sign in sheets (end Oct).
- Prepare and print name badges for all examiners and external examiners. Lanyard yellow (end Oct).
- Print badges for all candidates – no name, no trainee number, just candidate exam number. Lanyard Red (end Oct).
- Prepare and print name badges for all volunteers and administrators. Lanyard Green (end Oct).
- Prepare recent consolidation sheets for all relevant candidates and compile into booklets by speciality for submission to Panel Heads (end Oct)

- Prepare MCA (yellow) and FCA (white) certificate for each candidate (mid Nov).
- Prepare Exam excel sheet prepared with examination numbers (not candidate names) for inputting of marks (Nov).
- Prepare a word document listing all candidates' names by exam type for exam results (mid Nov).
- Prepare and print venue maps (mid Nov).
- Prepare and print signs for all rooms and bays and directional signage for MCA and FCA Exams (mid Nov).
- Prepare, print and cut lunch vouchers (mid Nov).
- Prepare and print list of names and local phone numbers of key personnel involved in the exam (mid Nov).
- Prepare and print sheet with student names for writing down the type of phone (mid Nov).
- Order and pack pens, stapler, sellotape, blutack for signage (mid Nov).
- Order and pack envelopes with name stickers for taking Candidate mobile phones (mid Nov).
- Prepare and pack medals, graduation gowns and mace (mid Nov).
- Prepare and Print material for Court of Examiners' Meeting received from Chair ECC (tbc) (mid Nov)
- Prepare *Administrator Folder* for each administrator containing: (mid Nov)
  - Briefing Letter from Chair ECC
  - A sheet matching examination numbers to candidate names & numbers.
  - Contact sheet with local phone numbers of all involved in administering exam, to be distributed to same.
  - Venue map
  - Timetable of exams
- Prepare *Examiner Folder* for each examiner containing: (mid Nov)
  - Briefing Letter from Chair ECC
  - Contact List of Exams Administrators
  - Marking sheets
  - Marking descriptors
  - Exams timetable
  - Venue map (including bus transport detail)
  - Clinical station scenarios, with examiner and candidate instructions
  - Viva scenarios
  - Pens
  - Lunch voucher x 3
- Prepare *MCA and FCA Candidate Folders* for each candidate containing: (mid Nov)

- Briefing Letter from Chair ECC
- Contact List for key exam administrators
- Venue Map
- Envelope for phone
- Nametag
- Lunch voucher x 2


#### 4 b. OSCE/Viva Examination

##### Exam Period (Onsite)

- Inspect the MCA and FCA OSCE/Viva Exam venue with Chair ECC, Deputy ECC, Panel Heads (MCA day before the exam, FCA morning of the exam).
- Set up Candidate/Examiner Registration Desks, Examinations Room (morning of MCA & FCA exam).
- Give *Candidate Folders* to Deputy Chair ECC (morning of MCA & FCA exam)
- Give *Examiner Folders* to Chair ECC (morning of MCA & FCA exam)
- Give *Administrator folders* to relevant administrators (morning of MCA & FCA exam)
- Give Certificates to Registrar (morning of MCA & FCA exam)


#### 4 c. OSCE/Viva Examination

##### Collation of Marks (Onsite MCA & FCA)

- Prepare candidate mark excel spreadsheet
- Allocate one volunteer should be allocated to collect mark sheets from the stations and bring to the administration area while the examination is being held.
- Input marks to excel with assistance from other CANECSA staff member
- Double key and cross check high stakes marks for accuracy
- Submit results to Chair ECC and attend Exam Board Meeting as required
- Prepare results notification for candidates


#### 5 Post-exams

- Add candidate marks to Capsule and amend Candidate's status
- Record date certificate distributed to Registrar and to whom cert given (if not graduate)
- New fellows' details added to list of fellows on CANECSA website

## 2. Candidate

### 1. Initial Registration

- Register for MCA or FCA on the CANECSA website and pay application fee (end February).
- Pay examination fees in cash, online or by bank transfer (end July).

### 2. School for Anesthesiologists

- Complete 6/10 cases on School for Anesthesiologists E-Learning Programme by end August (MCA, FCA)

### 3. E-Logbook

- Input all operation details to CANECSA E-Logbook for review/assessment by examiners.
- Print off a list of anesthetic procedures each month and submit to for sign off by supervising Anesthesiologist.
- Print/bring a full list of anesthetic procedures plus consolidation sheet to the OSCE/Viva Exam (see 6).

### 4. Written Exam

- Take written exam in-country at the start September (pre-requisite for OSCE/Viva Exam)

### 5. OSCE/Viva Exam (MCA & FCA)

- Confirm correct name/details with the SEC (unnecessary once all candidates are registered online) (late Sept)
- Bring photographic ID to the Exam Centre for registration
- Print/bring printed version of E-Logbook, containing:
  - The anesthetic procedures list for the period relevant CANECSA programme, signed by supervising anesthesiologist.
  - A recent consolidation sheet, signed by their supervising anesthesiologist.
- Register, receive *Candidate Folder* and attend briefing at Exam Centre with Deputy ECC (morning of the exam)
- MCA candidates will be examined at 8 clinical stations (15 mins) and 2 viva stations (30 mins) over two exam days.
- FCA candidates will be examined at 6 clinical stations and 2 viva stations over one exam day.

### 6. Post-exam

- Candidates will receive their results onsite immediately after the exams

## 3. Local Examinations Coordinator (LEC)

## 1. OSCE and Viva Exam (MCA & FCA)

### Pre- exam

- Appoint an administrator to assist with the duties assigned to the LEC
- Supply list of recommended accommodation/general info on host city to SEC (end August).
- Supply Map of the hospital to SEC (end August).
- Request final numbers of candidates and examiners from SEC (end Sept).
- Choose and prepare exam and administration rooms (mid October).
- Recruit local administrative volunteers (2 personnel, 1 courier, 1 translator per exam stream).
- Book transport for examiners and candidates from hotels to hospital (start November)

### **a. Organize Court of Examiners Welcome & Induction Venue (100 people)**

- Organize transport for Examiners (day before the exam)
- Choose and prepare room with projector

### **b. Organize MCA & FCA Exam Venue**

- Organize transport for Examiners (100) and Candidates (100) to and from hospital on exam day.
- Choose and organize MCA (Monday) and FCA (Tuesday) Exam Stream & Stations (no of streams dependent on no of candidates)
  - MCA – 8 stations per stream
  - FCA – 6 stations per stream
  - Viva – 4 stations per stream
- Put 3 Chairs, 1 Table in each Viva Station, waiting chair outside station
- Put 2 Chairs, 1 Table and curtains in each MCA and FCA station
- Allocate one bell to administrative volunteer of each stream

### **c. Choose and organize Candidate Briefing Room (100 people)**

- Organize secure, lockable room, close to bathroom

### **d. Choose and organize Administrative Room**

- Organize Administrative Room, five large desks, 2 printer/photocopiers

**e. Choose and organize Examiners Meeting Room**

- Organize room for 100 people, projector

**f. Choose and organize 3 Break Rooms**

- Organize three rooms for lunch (100 examiners, 50 people x 2 to keep candidates separate at lunch/tea break)

**g. Organize Catering**

- Organize Morning tea/coffee, snacks and lunch for both examiners and candidates (approx. 200 people – number to be confirmed by Chair ECC)
- Organize water station close to Candidate Briefing Room (re-stock at 3-hour intervals)

**2. The Day Before the Exam**

- Inspect exam venue with Chair ECC, Deputy ECC, SEC, Panel Heads – ensure stations are fully set up.
- Put directional signage in place for streams/stations.
- Organize volunteer briefing to dispense assignment, nametag, map, sign in on registration sheet (with panel heads).

**3. Exam Period (3 days)**

- Double-check each station with the ECC Deputy Chair (morning before the exam).
- Organize and brief of volunteers in advance of arrival of examiners/candidates (morning before exam).
- Ensure sufficient transport to the venue in place for examiners and candidates.
- Ensure all exam venues/room are unlocked.
- Ensure sufficient/ timely catering.

**4. Post exam**

- Debrief and thank the administrative volunteers.
- Arrange return transport for the candidates (notify Deputy ECC) and examiners (notify Chair ECC).

**4. Chair of Examinations and Credentials Committee (Chair ECC)**

**1. Initial Registration**

- Request candidate registration list from SEC (end March)
- Determine number/specialties of examiners and draw up list of Examiners
- Draft provisional invitation letter and send to SEC to invite them to the exams.

**2. School for anesthesiologists**

- Review School for Anesthesiologists spreadsheet showing case completion per candidate/eligibility to sit OSCE/viva (end August).

### 3. Written Exam

- Review final written exam submitted by Panel Head (mid-July).
- Review list of written exam results submitted by SEC.

### 4. Clinical/Viva Exam

#### Pre-Exam (End Oct)

- Compile and send SEC the below documents for printing (End October) and email 1-7 to Examiners (1 week before exam)
- Marking sheets (see appendix 3 for a sample marking sheet).
- Marking descriptors.
- Timetable of exams showing where examiners and candidates will be at all times (see appendix 3 for sample timetable).
- OSCE station scenarios, with examiner and candidate instructions.
- Viva scenarios and questions.
- Viva “questions asked” sheet, which candidates bring from their first to their second viva.
- Examiner Briefing Letter
- Candidate Briefing Letter
- Determine the final list of clinical/viva candidates (end Sept)
- Determine the number of groups and streams, and therefore the number of clinical/viva stations.
- Determine final count of examiners needed (2 examiners per station plus substitute see Section 14) – re-adjust list of invited examiners in light of final candidate list.
- Agree and send final numbers of examiners with SEC (end Sept).
- Draft formal invitations to Examiners and send to SEC (to be issued by SEC post-written exam)
- Send above information to LEC and SEC for organization of logistics (end Sept).

### 5. OSCE/Viva (Examiners - responsibility of Chair ECC)

#### Court of Examiners' Welcome & Induction Meeting

- Organize and implement Court of Examiners training for examiners pre-exam with Deputy ECC (tbc – day before the exam)

#### The Day Before the Exam

- Inspect the OSCE/Viva Exam venue with Deputy ECC, LEC, SEC, Panel Heads (day before exam).
- Ensure appropriate number of stations is set up.
- Ensure appropriate patients are selected.

- Ensure directional signage is in place for streams/stations.

#### Examiners' Briefing

- Chair Examiner Briefing and organize sign in (with CANECSA staff member).
- Remind Examiners of regulations, exam layout and marking scheme.
- Distribute *Examiner Folder* to each Examiner containing name badges, marking sheets, marking descriptors, exams timetable, venue map, clinical station scenarios with examiner and candidate instructions, viva scenarios, pens and lunch voucher.

#### MCA & FCA Exam Period

- Circulate as necessary through the stations and exam admin office, observing all aspects of the exam and intervening if necessary.

#### Immediate MCA & FCA Post Exam Meeting with Examiners

- Chair Post-Exam meeting in the examiners' meeting room.
- Field feedback from external examiners (with Panel Heads)
- Display pre-exam board anonymous exam results
- Liaise with LEC and instruct examiners regarding transportation to hotel.

#### Exam Board Meeting

- Chair Exam Board Meeting
- Ratify the results provided by the SEC (with Exam Board).
- Modify the pass/fail mark or otherwise adjust the pass/fail rate where there is clear reason to do so.
- Final check of exam results before release to candidates

## 5. Deputy Chair Examinations and Credentials Committee (Deputy Chair ECC)

### 1. OSCE/Viva Exam

#### Court of Examiners Training

- Organize and implement Court of Examiners training for examiners pre-exam with Chair ECC (tbc) with Chair ECC

### 2. Pre-exam

- Inspect exam venue the day before the OSCE/Viva Exam with Chair ECC, LEC, SEC, Panel Heads (day before the exam for MCA – Sunday; Morning of FCA exam -Tuesday).

- Ensure appropriate number of stations are set up.
- Ensure directional signage is in place for streams/stations.
- Double check streams/stations with LEC to ensure all is in order (morning of the exam)

### 3. Exam Period - Candidates (responsibility of Deputy Chair ECC)

- Escort candidates to briefing room and ask them to sign the attendance list. Ask candidates to produce photographic ID and give out their badges (CANECSA Staff Member to assist).
- Read pre-prepared candidate briefing and give candidates an opportunity to ask questions.
- Disseminate *Candidate Folder* with Briefing Letter from Chair ECC; Contact List for key exam administrators; Venue Map; Name tagged envelope for phone; Lunch voucher x 2
- Collect candidate's mobile phone and other devices in envelopes
- Remind candidates to bring their consolidation sheet with them into the viva exam, and provided a viva "questions asked" sheet, which candidates bring from their first to their second viva.
- Place the candidates in the correct group and sub-group and ensure invigilator is present to direct candidates to the venue and to place them outside their station.
- Ensure that different groups of candidates do not interact with each other throughout the day.
- Circulate as necessary through the bays and exam admin office.

### 4. Post Exam

- Hold first post-exam debriefing with candidates in the candidates' briefing room
- Return candidate's mobile phones etc.

### 5. Exam Board Meeting (responsibility of the Chair ECC)

- Attend the Exam Board meeting to ratify the results provided by the SEC. The Exams.

### 6. Dissemination of Exam Results

- Hold second post-exam debriefing with Candidates and disseminate results
- Liaise with LEC and instruct candidates regarding transportation to hotel.

## 6. Panel Heads

### 1. Written exam

- Prepare written exams (1 June), incorporate comments from external examiners (15 July) and submit final exam to Chair ECC
- Print, mark, scan and return marked papers to SEC

## 2. OSCE/Viva Exam

### Examiner Briefing/Panel Group Meeting

- Assist the ECC Chair in delivering the examiners' briefing.
- Assign two examiners to each clinical and viva station.
- Instruct examiners to remain at their station except coffee/lunch breaks.
- Instruct external examiners to circulate as necessary through the bays.
- Instruct substitute examiners to be present in case of conflicts
- Disseminate consolidation sheets to external examiners in panel group pre-exam

### Exam Period

- Give clear instruction to invigilators regarding timing and ringing notification bells for all stations (morning before exam).
- Oversee the commencement of the examination.
- Ensure examiners are present and in the correct bays (before start of exam)
- Ensure that there is only one observer in any exam station at any one time
- Give clear instruction to examiners regarding the warning bells to be used to indicate start, half time and end of stations.
- Meet allocated candidates and placed them outside stations in numerical sequence
- Instruct examiners and candidates that they must immediately leave the station when time is up.
- Call Candidates to their examination in exam number sequence e.g. candidates 100-108 to Room A for their OSCE examination. Candidate 100 is placed outside Station 1 etc.

### Post-Exam Meeting

- Assist the Chair ECC in the post-exam meeting.
- The MCA and FCA Panel head will report on the conduct of the exam, and invite questions and comments from the examiners
- Final check of exam results before release to candidates

## 7. CANECSA Examiners (Court of Examiners, Council members and non-Council members)

### 1. Pre-Exam

- Notify Chair ECC of intention to act as Examiner (end October)

### 2. OSCE/Viva

#### Court of Examiners' Training (day before the exam)

- Take pre-exam preparation course to join CANECSA Court of Examiners (if not already on Court)

### **Examiner Briefing (morning of the exam)**

- Sign in on registration sheet.
- Attend examiner briefing – note regulations, exam layout and marking scheme
- Receive Examiner Folder from Chair ECC which contains name badge, marking sheets, marking descriptors, exams timetable, venue map, clinical station scenarios with examiner and candidate instructions, viva scenarios, pens and lunch voucher.
- Meet Panel Head and fellow examiners (2 examiners will be assigned to each station)

### **Exam Period**

- Go to OSCE/Viva Station and remain there through exam, except for break and lunch times.
- Document marks on marking sheets.
- Notify Chair ECC and use substitute examiners in case of conflicts.
- Submit marking sheet to invigilator

### **Post-Exam**

- Proceed immediately to the Post-Exam meeting in the examiners' meeting room held by Chair ECC and provide feedback on exam process.

### **Court of Examiners Only**

- Final check of exam results before release to candidates

## **8. External Examiners (one external examiner per speciality)**

### **1. Written Exam**

- Review written exams prepared by Panel Heads for return (1 July)

### **2. OSCE/Viva**

- Review Candidate consolidation sheets disseminated by Panel Head pre-exam
- Circulate during exam and take note of good practices/recommendations
- Attend examiner post-exam meeting and provide initial feedback
- Prepare and submit post-exam validation report and list of recommendations for submission to Chair ECC
- Final check of exam results before release to candidates

## **9. CANECA Country Representatives (CRs)**

### 1. Initial Registration

- Approve Candidate's application
- Accept cash payments for exams from Candidates and transfer to Secretariat bank account

### 2. Written Exams

- Organize venue/logistics for in-country written exams (end July)
- Review the final list of Candidates taking the written exam and return to SEC (end August)
- Print hardcopies of Exam papers (first week September)
- Organize invigilators and implement exams (first week September)
- Scan and email PDF copies of all completed exams (immediately after exam)

## 10. Other CANECSA Secretariat Staff Members

### 1. Initial Registration

- Receive, acknowledge and receipt Candidate payments. Updates Capsule accordingly. (Finance Officer)

### 2. Exam Period

#### Finance Admin

- Organize/issue US\$50 per day per diem for council members and external examiners. (Finance Officer)
- Issue payment (US\$50 per candidate) for local exams costs (caterings, printing, venue etc.) (Finance Officer) (at registration desk the morning of Examiner Meeting?)

### 3. Examiner Meeting

- Provide admin support/manage registration at Examiners Briefing (2 CANECSA Staff)

### 4. Candidate Meeting

- Provide admin support/manage registration at Examiners Briefing (2 CANECSA Staff)

### 5. Exams Admin Room

- Provide support to SEC in marking exams (2 CANECSA Staff)

## 11. Local Exam Coordinators and Translators

<b>1. OSCE/Viva Exam</b>	
<ul style="list-style-type: none"> <li>▪ Attend Briefing with LEC (or appointed staff) to receive assignment, nametag, map, register on sign in sheet. (morning of exams)</li> </ul>	<input type="checkbox"/>
2. Bring each group of candidates to their stream/station (1 volunteer per stream)	<input type="checkbox"/>
3. Collect mark sheets from the stations and bring to the administration area while the examination is being held.	<input type="checkbox"/>
4. Manage timing and ensure notification bells are rung on time to ensure candidates circulate between stations at the same time.	<input type="checkbox"/>
<b>2. Registrar</b>	
<b>1. Initial Registration</b>	
<ul style="list-style-type: none"> <li>▪ Oversight of Registration/Candidate Applications</li> <li>▪ Deal with queries related to Candidate applications</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>2. Written Exam</b>	
<ul style="list-style-type: none"> <li>▪ Inform candidate of their result by email and inform candidates of logistics for Clinical/Viva exam (end-Sept).</li> </ul>	<input type="checkbox"/>
<b>3. OSCE/Viva Exam - Certificates (responsibility of Registrar)</b>	
<ul style="list-style-type: none"> <li>▪ Receive certificates from SEC</li> <li>▪ Review, sign/emboss certificate of successful candidates</li> <li>▪ Destroy the certificates of unsuccessful candidates</li> <li>▪ Distribute MCA certificates to successful candidates immediately post-exam.</li> <li>▪ Present FCA certificates at the Graduation Ceremony to those successful candidates who can pay their graduation fee that morning.</li> <li>▪ Present awards at Graduation Ceremony (collect mace and medals from SEC morning of graduation).</li> <li>▪ Final check of exam results before release to candidates</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>4. Review</b>	
<ul style="list-style-type: none"> <li>▪ Manage award applications/nominations</li> <li>▪ Select and adjudicate candidates for CANECSA awards</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

## Appendix 3 – Sample Documents

### 1. Example Exam Acceptance Email – FCA Candidate

Dear Dr

You have been accepted to sit the upcoming FCA Examination taking place on Monday 1<sup>st</sup> December in Malawi. **Your exam number is 6253.**

#### **Date & Time of Examination**

Tuesday 2<sup>nd</sup> December 2019

All candidates must present at 08:00 for registration and examination briefing. Candidates who are late for registration will not be admitted to the examination. Candidates will be divided into two groups upon arrival. The OSCE and Viva sessions will commence at 09:00 and two sessions will run parallel. Sessions will last approximately 3 hours in the morning and 3 hours in the afternoon.

#### **Exam Centre Location**

University of Malawi, Lilongwe – see location map below.

Candidates must bring approved paper logbooks. Candidates must bring proof of identity such as a current passport or driver’s license that includes their name and photograph. Failure to do so may result in entry being denied into the examination hall. Please present yourself to reception and wait for directions to the exam room. Please see the attached checklist for CANECSA Candidates.

#### **Visa**

Some visitors may require an entry visa for Malawi. Please check your eligibility through the link [www.immigration.gov.mw/visa.html](http://www.immigration.gov.mw/visa.html), if required, an application for a visa can be made online. If you are unable to make an application for a visa online and require a sponsor for entry to Malawi please inform me at the earliest opportunity.

#### **FCA OSCE & Viva**

The FCA OSCE normally consists of 6 stations (each 15 minutes in duration). It is important to note that may also be one or more rest stations (non-examined blank stations). Each candidate will visit 2 viva stations (each 30 minutes in duration)

The FCA OSCE will examine the following broad content areas, which are listed below....

[Insert details of broad content areas] Further information on the FCA Clinical and Viva exams is available at canecsa website. If you have any questions please feel free to contact me directly by email.

#### **Directions to Exam Venue:**

[Insert details of venue and directions]

Yours sincerely,

### 3. Sample Exam Schedule- OSCE/Viva

Time	Sunday Court of Examiners	Monday MCA Exam	Tuesday FCA Exam	Wednesday Graduation	
6.30	Transport Exams Committee to Exam Venue	Transport Exams Committee to Exam Venue	Transport Exams Committee to Exam Venue	AGM/ Graduation	
7.00		<b>LEC Volunteer Meeting</b> (SEC, LEC, Deputy ECC, local volunteers) <i>Volunteer Meeting Room</i>	<b>Preview FCA Exam Venue</b> Exam Venue Set Up, Patient Selection and Hansignage (Chair ECC, Deputy Chair ECC, LEC, SEC, Panel Heads) <i>Hospital</i>		
		Transport Exams Committee to Exam Venue	Transport Exams Committee to Exam Venue		
		Transport Exams Committee to Exam Venue	Transport Exams Committee to Exam Venue		
8.00	<b>Preview MCA Exam Venue</b> Station Set Up, and Hang Signage (Chair ECC, Deputy ECC, LEC, SEC, Panel Heads) <i>Hospital</i>	<b>Examiner Meeting</b> (Chair ECC, Panel Heads, Examiner, CANECSA Finance Officer & Admin Staff) <i>Examiner Briefing Rm, Hospital (100 people)</i>	<b>Candidate Meeting</b> (Deputy ECC, SEC, CANECSA Admin)  <i>Candidate Briefing Rm, Hospital (100 people)</i>	<b>Candidate Meeting</b> (Deputy ECC, SEC, CANECSA Admin)  <i>Candidate Briefing Rm, Hospital (100 people)</i>	
		<b>Panel Heads take Examiners to Stations</b> <b>Volunteers take Candidates to Stations</b>	<b>Panel Heads take Examiners to Stations</b> <b>Volunteers take Candidates to Stations</b>		
9.00		<b>OSCE/Viva Exam</b> All)	<b>Exams Marking</b> (SEC et al.) Exams Rm.	<b>OSCE/Viva Exam</b> (All)	<b>Exams Marking</b> (SEC et al.) Exams Rm.
10.00					
11.00	Transport Exams Committee to Hotel				
12.00	Examiner	Lunch	Lunch	Lunch	Lunch

	<b>Welcome Lunch</b>	<b>Examiners /Admin</b> <i>Venue 1</i>	<b>Candidates (OSCE)</b> <i>Venue 2</i>	<b>Candidates (Viva)</b> <i>Venue 3</i>	<b>Examiners /Admin</b> <i>Venue 1</i>	<b>Candidates</b> <i>Venue 2</i>			
<b>13.00</b>		<b>Panel Heads take Examiners to Stations</b> <b>Volunteers take Candidates to Stations</b>			<b>Panel Heads take Examiners to Stations</b> <b>Volunteers take Candidates to Stations</b>				
<b>13.30</b>		<b>Court of Examiners Induction</b> (Chair ECC, Deputy ECC Panel Heads, SEC, Examiners) <i>Conference Room, Hotel (100 people)</i>	<b>OSCE/Viva Exam (All)</b>		<b>Exams Marking (SEC et al.)</b> Exams Rm.	<b>OSCE/Viva Exam (All)</b>		<b>Exams Marking (SEC et al.)</b> Exams Rm.	
<b>14.00</b>	<b>Examiner Feedback Meeting</b> <i>Examiners' Briefing Room</i>		<b>Candidate Initial Feedback Meeting</b> <i>Candidate Briefing Room</i>		<b>Examiner Feedback Meeting</b> <i>Examiners' Briefing Room</i>		<b>Candidate Initial Feedback Meeting</b> <i>Candidate Briefing Room</i>		
<b>15.00</b>									
<b>16.00</b>	<b>Transport Examiners to Hotel</b>		<b>Volunteer Feedback Meeting (LEC)</b> Volunteer Meeting Room	<b>Exam Board Meeting</b> <i>Exam Board Meeting Room</i>	<b>Transport Examiners to Hotel</b>	<b>Volunteer Feedback Meeting (LEC)</b> Volunteer Meeting Room	<b>Exam Board Meeting</b> <i>Exam Board Meeting Room</i>		
<b>17.00</b>	<b>Candidates Exam Results Meeting</b> <i>Candidate Briefing Room</i>			<b>Candidates Exam Results Meeting</b> <i>Candidate Briefing Room</i>					
<b>18.00</b>	<b>Transport Candidates to Hotel</b>			<b>Transport Candidates to Hotel</b>					
<b>19.00</b>				<b>Transport Examiners to Reception</b>					
<b>20.00</b>				<b>Examiners Reception</b>					
<b>21.00</b>									
<b>22.00</b>									
				<b>Transport Examiners to Hotel</b>					

**Key:**

-  **CANECSA Exam Committee**
-  **Local Exam Committee**
-  **Candidate**
-  **Examiner**
-  **Logistics**
-  **Exam Period**
-  **Exam Marking**

4. Sample Marking and Topic Sheets

**COLLEGE OF ANAESTHESIOLOGISTS OF EAST, CENTRAL AND SOUTHERN AFRICA**

**OSCE EXAMINATION MARKING SHEET**

-This sheet to be submitted to exam office -

- SERIOUS FAIL- 4**
- FAIL - 5**
- PASS - 6**
- GOOD PASS - 7**
- VERY GOOD PASS - 8**

PLEASE REFER TO DESCRIPTORS. ALL MARKS TO BE COMPLETED BY EACH EXAMINER INDEPENDENTLY. PLEASE CIRCLE REQUIRED MARK.

CANDIDATE NUMBER	
------------------	--

STATION		THEME	
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EXAMINER 1 MARK (please circle)					EXAMINER 2 MARK (please circle)				
4	5	6	7	8	4	5	6	7	8

	NAME	SIGNATURE
EXAMINER 1		
EXAMINER 2		

COMMENTS

**COLLEGE OF ANAESTHESIOLOGISTS OF EAST, CENTRAL AND  
SOUTHERN AFRICA**

**VIVA EXAM TOPIC SHEET**

- This sheet is to be retained by each candidate -

<b>CANDIDATE NUMBER</b>	
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<b>VIVA 1</b>	<input type="checkbox"/> Critical care <input type="checkbox"/> Neuro anesthesia <input type="checkbox"/> Cardiac anesthesia
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**FIRST HALF: EXAMINER 1 TO LEAD**

THEME 1
THEME 2
THEME 3

**SECOND HALF: EXAMINER 2 TO LEAD**

THEME 1
THEME 2
THEME 3

	NAME	SIGNATURE
EXAMINER 1		
EXAMINER 2		

**COLLEGE OF ANAESTHESIOLOGISTS OF EAST, CENTRAL AND  
SOUTHERN AFRICA**

**VIVA EXAM MARKING SHEET**

- This sheet to be submitted to exams office -

- SERIOUS FAIL - 4**
- FAIL - 5**
- PASS - 6**
- GOOD PASS - 7**
- VERY GOOD PASS - 8**

PLEASE REFER TO DESCRIPTORS. ALL MARKS TO BE COMPLETED BY EACH EXAMINER INDEPENDENTLY. PLEASE WRITE COMMENTS OVERLEAF. PLEASE CIRCLE REQUIRED MARK.

CANDIDATE NUMBER	
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VIVA

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**FIRST HALF: EXAMINER 1 TO LEAD**

	THEME	MARK (please circle)
THEME 1		4   5   6   7   8
THEME 2		4   5   6   7   8
THEME 3		4   5   6   7   8

**SECOND HALF: EXAMINER 2 TO LEAD**

	THEME	MARK (please circle)
THEME 4		4   5   6   7   8
THEME 5		4   5   6   7   8
THEME 6		4   5   6   7   8

	NAME	SIGNATURE
EXAMINER 1		

EXAMINER 2		
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