

EUROPEAN COLLEGE OF ANIMAL REPRODUCTION



Resident Exam Guide

What to prepare, bring and expect

DIGITAL EXAMINATION USING EXAMSOFT

1

Prepare before you travel

Complete the digital setup early and bring the required equipment.

About two weeks before

Your ExamSoft account will be created approximately two weeks before the exam. Activate the account and download Exemplify immediately.

Afternoon before the exam

Your exam files will be ready to download. Their presence in Exemplify will be checked during the mandatory introduction session.

Technology checklist

- Your own laptop computer
- Laptop charger
- Exemplify installed and account activated
- Downloaded exam files when they become available

Do not bring these to your desk

Protective laptop cases and privacy or darkening screen protectors are not permitted during the exam.

Before leaving home

You will receive a separate document with detailed ExamSoft instructions. Follow that document for the software workflow and use this guide for the on-site rules and schedule.

Bring an official photo ID, such as a passport or driver's licence, for identity verification at the venue.

2

Mandatory introduction

Attend the day before the exam - usually Wednesday in the late afternoon.

Expected timing

The session usually lasts one hour and takes place between 3:00 PM and 6:00 PM. Attendance is mandatory for every candidate.

What happens at the session

1

Identity check. Present your official photo ID upon arrival.

2

Technology check. Test the Wi-Fi connection. The proctor confirms that the exam has downloaded successfully in Exemplify.

3

Seat assignment. You receive a seat in the exam hall and must use that same seat throughout the exam.

4

Rules briefing. The proctor explains the schedule, permitted materials and exam rules.

5

Candidate confirmation. Sign to confirm that you have read and understood the instructions.

6

Confidentiality agreement. Agree not to discuss, copy or distribute exam questions to other residents or candidates.

7

Anonymous ID. You receive a random identification number and must change your name to this ID in ExamSoft before the exam begins.

Important

Using prohibited materials or violating exam rules - including copying or sharing exam questions - will result in rejection of the exam.

3

Exam schedule

The final detailed schedule will be provided no later than one month before the exam.

DAY	PART	SESSION TIMES
Wednesday	Mandatory introduction	Usually one hour between 3:00 PM and 6:00 PM
Thursday	General part	Session 1 8:00-10:00 Session 2 10:30-12:30 Session 3 13:30-15:30 Session 4 16:00-18:00
Friday	Subspecialty part	Session 5 8:00-10:00 Session 6 10:30-13:00
Friday evening	Social gathering	Dinner arranged by the local organizer

Arrival times

Be in the venue at least 15 minutes early

Arrive no later than 15 minutes before the announced start time of Session 1 and Session 5 - the first session on the second exam day.

At the start of every session

- Follow the proctor's instructions at all times.
- Check the duration and start time shown in ExamSoft.
- Wait for the proctor to provide the session password.

4

What is allowed at your seat

Keep the desk clear. Store all other belongings at the edges of the exam hall.

Writing materials

Paper and pens; no pencil cases.

Quiet snacks

A small amount of non-disruptive food, such as energy or protein bars.

Computer mouse

A mouse may be used with your laptop.

Water

One water bottle.

Medication

Necessary medications.

Earplugs

Foam earplugs are permitted.

Materials that require inspection

Dictionaries and draft paper are permitted, but they must be shown to the proctor on the morning of both exam days before the exam begins.

Draft paper may not be removed from the exam room and must be handed to the proctor after the exam.

Store away from your seat

- Outerwear, bags and personal belongings must be left at the edges of the exam hall.
- Mobile phones and other smart devices must be switched off or set to silent and stored away from your seat. They may not be kept at your seat or in your pocket.

Courtesy: Please avoid strong fragrances during the exam.

5

During each session

Know how to respond to questions, technical issues, breaks and session completion.

While the session is running

- No communication: talking or otherwise communicating with another candidate is strictly prohibited.
- No borrowing: materials may not be borrowed from other candidates.
- Technical problem: immediately contact the proctor by raising your hand or bringing your device to the proctor.
- Question or restroom request: raise your hand and wait for direction.

Restroom rule

No restroom visits are permitted during the first 30 minutes of any session. After that, only one candidate may go at a time, and a local organizing committee member may escort the candidate.

Between sessions

During breaks, you may move freely and talk with other candidates.

Before leaving after each session

Show the proctor both of the following:

- Your answers uploaded successfully.
- You returned to the ExamSoft dashboard.

Simple end-of-session sequence

Finish > Upload > Return to dashboard > Show the proctor > Leave

Conduct and special situations

Protect the integrity of the examination and the experience of other candidates.

Cheating

Cheating includes, but is not limited to:

- using smart devices,
- using unauthorized materials, or
- engaging in any other dishonest activity.

Consequence

Cheating results in immediate disqualification from the examination.

Disturbances

Causing disturbances or behaving inappropriately during the exam is prohibited. Candidates who disturb others may be removed from the examination if necessary.

More information

Further examination information is available in the constitution and bylaws of the ECAR college:

[ECAR Constitution and Bylaws](#)

Final reminder

Bring your laptop, charger and official photo ID. Complete the ExamSoft setup early, attend the mandatory introduction and follow the proctor's directions at every stage.