

EUROPEAN DIPLOMA IN ANAESTHESIOLOGY & INTENSIVE CARE

GUIDELINES FOR OLA HOSTS

1.0 EXAMINATION CALENDAR

The On-Line Assessment (OLA) is held every year in April, in a number of Departments of Anaesthesia worldwide. The OLA takes place from 14:00-17:00 CEST (Central European Summer Time). This timing may vary in some cities e.g. Jerusalem or Jakarta. The OLA is made of 120 multiple choice True/False questions which must be completed in 2 ninety-minute periods.

2.0 LOCAL ARRANGEMENTS

2.1 Accreditation. Departments of Anaesthesia willing to host the OLA do not require any specific accreditation from the ESA. They do however need to fill in the latest version of the Centre Application Form each year.

2.2 Premises. The OLA should be held in a convenient venue with reasonably easy access for the candidates, bearing in mind that the OLA is always on a Friday. The room should be equipped with tables, chairs and Internet connection (wired and/or Wi-Fi). **The Host is responsible for ensuring a stable Internet connection and power socket for all candidates. In case Wi-Fi is used for the OLA, we therefore strongly recommend that you consult with your IT Department to define precisely how many candidates could benefit from a stable wireless connection.** The total number of available examination stations (table, chair, stable Internet connection and power socket) defines the number of candidates the centre can accommodate. By the specified deadline, the Host must inform the Examinations Office of the maximum capacity of his/her centre. There is also a need for a candidate waiting room and the usual facilities. Please note that the European Society of Anaesthesiology will not cover the costs of room rentals.

2.3 Computers. For an optimal browsing experience, we recommend that you use one of the following browsers: Internet Explorer 8 (or later), Microsoft Edge, Mozilla Firefox (version 3.5 or later), Google Chrome, Safari; a resolution of 1024 pixels or higher is recommended for the screen width. **Before the OLA, Hosts must check the compatibility of the computers to be used at this address: www.ortrac.com/compatibility** (note: by accessing this webpage, you will be using the same website as you would when attending the examination). The Host is free to use any computers available in the assessment room, although candidates will be instructed to bring their own laptop computer to the OLA centre. Hosts should inform their candidates accordingly as the ESA declines any responsibility for the availability of computers. As Internet security can be very high in hospitals, the Host must ensure that access to the OLA can be guaranteed.

2.4 Candidate registration. All OLA centres are open both to local and external candidates.

Group registrations take place in autumn before individual on-line registrations in order to give priority to local candidates. Only remaining examination stations will be made available to external candidates through the individual on-line registration system.

During group registrations, Hosts can register their candidates by sending back the Group Registration Form to the ESA Secretariat by email. If a Host registers candidates, an invoice for the group will be sent to him/her. The Host must ensure that one group payment will be organized upon receipt of the ESA invoice. Any individual payments received from candidates registered through a group registration form will be rejected. The payment of the invoice should be made before the deadline which will be set by the Examination department and communicated to the Hosts. Groups which would remain unpaid at the deadline will be cancelled.

During individual registrations, candidates pay directly online. Candidates who were registered during group registrations by their Host Centre should not register again individually via the on-line system.

There is no minimum number of candidates required to organise the OLA in a given centre. Any refund or postponement of a candidate's assessment will not be possible after the individual on-line registration deadline.

2.5 Informing candidates. The Examinations Office needs to be provided with appropriate information regarding the precise examination venue and details of access. A document containing these details is sent to each candidate prior to the assessment by the ESA Secretariat. Signage should be put up in the building where the OLA is to be held to guide candidates to the assessment room, waiting room and toilets.

Before the assessment, candidates should have read the “**Regulations for candidates**” which are available on the ESA website. The Host should read out this document to the candidates before the start of the assessment. The invigilators should tell the candidates when 30 and 60 minutes have elapsed for each of the two sets of questions.

3.0 HOST DUTIES

3.1 Selection of the Host and Assistants. The OLA Host acts as a representative of the ESA Examinations Committee in his centre. As such, he should enforce all the regulations set by the Examinations Committee with integrity and transparency. As a general guideline, any conflict of interest between the appointment of the Host and the organisation of the examination must be avoided at all costs. The OLA Host must be a consultant, preferably one with teaching or training responsibilities and cannot be a trainee. **The OLA Host and their assistants cannot be candidates of the examination.** The Host will make sure to appoint assistants who can take part in the organisation of the examination without any conflict of interest. The OLA Hosts and their assistants cannot register as OLA or Part I candidates within the 2 years that follow their hosting an examination centre.

All OLA Hosts must be Active or Affiliate members of the Society. The Host's assistants do not need to be ESA members.

3.2 Set-up and material. There is no specific requirement for seating arrangements, unless the Host has agreed with specific candidates to provide them with computers. Hosts should note that it takes at least 2 hours to set up and check the assessment room. It is necessary that the room as well as all of the IT equipment be checked the evening before the assessment at the latest. Please refer to points 2.2 and 2.3 for material requirements.

3.3 Identity and attendance check. The Host will be supplied with a list of the expected OLA candidates and their individual access codes for the OLA platform. Each candidate is asked to bring a proof of identity (passport or ID card) and admission document. Their identity must be checked against the list as they arrive and before they enter the assessment room. Only candidates appearing on that list can be accepted. The Host must then provide candidates with their access codes which they can then use when instructed to log onto the OLA platform. The Host will indicate which candidates attended the OLA on the candidate list and will e-mail the list back to the ESA office at the end of the assessment or on the following day. The list should be sent together with any useful comments about the running of the OLA and, if possible, with a couple of pictures of the examination room, one of which should be taken from the back of the room to avoid privacy issues if the picture is published by the ESA.

3.4 Supervisor. **The Host will supervise the assessment in person** and will be helped in this task by other supervisors he/she will have appointed. In order to transfer this supervision responsibility to another colleague, the Host needs to receive ESA official approval before the assessment. Invigilation during the OLA must be carried out from the back of the room, so that the invigilators can see the computer screens. One supervisor is required per 20 candidates. The Host must be ready to answer questions from the candidates. These usually concern points of clarity of an MCQ. However, Hosts are not given access to the questions as they have to invigilate and should therefore not be taking the test at the same time. **Infringement of any of the “Regulations for candidates” available from the ESA website will lead to the automatic disqualification of the candidates involved.** The Host will have to report such cases to the Examinations Office in Brussels.

Note about language switch: there is a drop-down menu in the bottom left-hand corner of the question pane. Once a language is selected, subsequent questions will automatically appear in that language until a different language is selected.

3.5 Timing and completion of assessment. There is no formal break between the two sets of questions. However, candidates may leave the assessment room between the two sets of questions **provided that they have clicked the “Finish” button of the first set of questions**. Candidates have a total of 3 hours to complete both sets of questions, and maximum 90 minutes for each set - the time they take for a break cannot be added to prolong the 3 hours allotted for the assessment.

90 minutes after the start of each of the two sets of 60 questions, the session will automatically close. Candidates can leave the assessment room quietly before the end of the allotted time only after receiving express approval from the invigilator.

Candidates marked as dyslexic on the candidate list will be awarded 15 additional minutes for each paper.

3.6 Food and drinks. Candidates can consume snack food and drinks during the assessment but this should be kept to a strict minimum, at the discretion of the Host.

4.0 EXPENSES

4.1 OLA candidates should meet their own refreshment expenses.

4.2 Any essential expenses incurred by the Host and that are related to the OLA will only be met by the Examinations Office if there has been prior agreement on this (excluding room rentals which are not covered by the ESA). Please note that tasks performed by anaesthetists are considered voluntary in the interest of the ESA and can therefore not be remunerated.

5.0 RESULTS

The percentage results of the candidate will be displayed on the computer screen at the end of the assessment. Detailed results will be e-mailed to the candidates some weeks after the assessment. Hosts will receive the results of non-specialist candidates they registered via a group registration form some weeks after the assessment.