UEMS  Section of Surgery & European Board of Surgery
Instruction for e-portfolio users application process

September 2015
Applying for the exam

Applying for the exam can be achieved by the following steps:

1. From the list of exams available for division user can apply for particular exam by clicking *Apply* link.

![EBSQ Exam Table](image)

2. All users need to login or register examinee account before applying.

   - You need to be logged in to apply for the Examination
   - To sign in please go to the login page
   - If you don’t have account please go to the registration page

3. During registration process user needs to provide following information:
   - Female/Male*
   - Title
   - First Name*
   - Last Name*
   - Hospital*
   - Street*
   - Town*
   - Country*
   - Phone*
   - Fax
   - E-mail*
   - User name
   - Password

Commercial in confidence
Red asterisk marked fields are mandatory.

4. After registration, user receives a email with registration confirmation and can now sign in to the system.

5. After signing in and applying for the application, examinee will see exam details and will be asked to upload required files and place the payments. List of files to upload is possible to configure in metadata of the exam – add or remove fields. User can add only a specific types of files shown below the “apply” button. By clicking info-icon user will see pop-up with information about how to zip (compress) multiple documents into one file and upload it as a Logbook.

6. After applying, examinee can proceed to his application details and perform 1st payment for the exam. After payment confirmation email is sent and now examinee will be add to the exam list.
7. After the 1\textsuperscript{st} payment examiner decides about eligibility. After positive review, examinee will receive confirmation email about his eligibility process.

8. Along positive verification examinee will be asked to perform 2\textsuperscript{nd} payment for the exam. Payment can be placed from particular application details page.

9. After completing 2\textsuperscript{nd} payment the email with 2\textsuperscript{nd} payment confirmation will be send.

10. Upon completing all payments examinee is waiting for the exam date.

11. If the examinee couldn't attend exam, examiner can send an email with further instructions.

12. If he shows up and pass the exam an email confirmation will be sent and he should wait for certificate.

13. If examinee shows up and unfortunately failed the exam an email confirmation will be sent. In that case of scenario examiner could allow examinee to re-exam and if yes he will choose one of the future exams. Examiner decide about re-exam payment also. If examinee will actually should to pay he will pay for 2\textsuperscript{nd} payment only and he will be able to do it when the future exam will be public.
Honorary Diploma

In case of applying for the Honorary Diploma the steps 1-5 are the same as for applying for the normal exam.

1. On details page of honorary diploma application examinee will be able to make a payment for the honorary diploma like it is shown below.

![Application details](image)

2. After verification examinee will receive email notification with eligibility information.
3. Examiner will decide about the certification.
Members area panel

By clicking “Members area” link at the top of the page we can go to the members panel.

Members panel:

When we want to view/edit our account details just click the left side menu link “Account manager”. If we need to check our exams click “Applications” link from the left side menu and click “view details” chosen exam.
Examinee documents

All user documents and payment confirmations are listed on the application page here:

Application details

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<th>Date</th>
<th>20.10.2015</th>
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</thead>
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<td>Place</td>
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<tr>
<td>Application deadline</td>
<td>19.10.2015</td>
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<tr>
<td>1st payment price</td>
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</tr>
<tr>
<td>2nd payment price</td>
<td>200 € Paid</td>
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<tr>
<td>Additional information</td>
<td>Additional information</td>
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Your requested exam language

List of required documents

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<thead>
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<th>Type</th>
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<tbody>
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<td>Logbook</td>
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<td>29 Sep 2015</td>
<td></td>
</tr>
</tbody>
</table>

Documents to download

First Payment confirmation EBSQ
Second payment confirmation EBSQ
Invitation letter EBSQ