



CERTIFYING EXAMINATION ADMINISTRATION

BACKGROUND

The Board of Directors has approved a policy to define the number of allowed attempts for candidates to pass the Certifying Examination (CE), a candidate's responsibilities for arriving at the CE, and the American Board of Emergency Medicine's (ABEM's) responsibilities regarding cancellations or interruptions to an examination administration or an individual case encounter, should such circumstances arise.

POLICY

Candidates are permitted a maximum of five attempts to pass the CE within six years of board eligibility, as defined by the ABEM Policy on Board Eligibility. Previous attempts at the Oral Certification Examination (OCE) count toward these five attempts. Candidates who fail the CE will not be scheduled for another attempt until 9 months have passed to ensure fairness and prevent undue advantage. Candidates granted a second term of board eligibility will receive a second set of attempts.

Candidates who fail to appear by the start of their scheduled examination session risk forfeiting their seat. It is the candidate's responsibility to contact ABEM if they are unable to arrive on time. No special make-up examinations will be offered. If an open seat is available during the same administration, the candidate may reschedule; otherwise, they must wait for a future administration.

ABEM reserves the right to cancel an examination administration or an individual case encounter if, in its sole judgment, proceeding would jeopardize candidate safety, staff safety, or exam security. ABEM will make every effort to reschedule the cancelled administration as soon as possible for affected candidates only.

Examination sessions may be interrupted due to force majeure events, such as emergency evacuations, natural disasters, or power outages. In such cases, the remaining portion of the session may be cancelled. Individual case encounters may also be interrupted due to examiner illness, technical malfunction, or power loss. If a case cannot be resumed promptly, the Chief Examiner may remove it from scoring without disadvantaging the candidate.

If an examination administration is cancelled, candidates who have completed at least 80 percent of scorable cases may choose to have their exam scored. The passing criterion will remain consistent with that used for the full examination. If more than 20 percent of the candidate data is lost or unobtainable, the examination will be invalidated.

All personal and incidental costs related to the examination are the candidate's responsibility. Fees will be managed in accordance with the Policy on Fees.

EXCEPTION

None.