



## PRIMARY EXAMINATION – 2011.1

**NOTE:** You must be registered with ACEM as a trainee and have a College membership number to apply for the Primary Examination. If you have not yet registered, you must do so before **12 November 2010** for the 2011.1 examination (see *Terms of Candidature*, page 3).

### CLOSING DATE FOR APPLICATIONS – 08 February 2011

Faxed and incomplete applications will not be accepted. Late applications will NOT be accepted.  
 Applications received after close of business on the Closing Date will not be accepted.

ON-LINE MCQ ORALS MCQ On-line venues: Do you plan to sit the MCQ in a state/area other than your home state/area	<b>25 February 2011 (all regions)</b> <b>7 &amp; 8 April 2011 (Adelaide)</b>	Closing date for withdrawal without penalty:	<b>08 February 2011</b>								
If <b>Yes</b>  Please tick ✓	<input type="checkbox"/> Auck	<input type="checkbox"/> C'Cch	<input type="checkbox"/> Syd	<input type="checkbox"/> Melb	<input type="checkbox"/> Hob	<input type="checkbox"/> Canb	<input type="checkbox"/> Bne	<input type="checkbox"/> FNQ	<input type="checkbox"/> Adel	<input type="checkbox"/> Dar	<input type="checkbox"/> Perth

### 1. PERSONAL INFORMATION

ACEM Membership No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Preferred Name (if different from First Name): \_\_\_\_\_

### 2. CONTACT INFORMATION

Residential/Home Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ State / Country: \_\_\_\_\_

Postcode: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Hospital where employed: \_\_\_\_\_

Email: \_\_\_\_\_

Contact person in case of emergency: \_\_\_\_\_ Contact No: \_\_\_\_\_

### 3. SUBJECTS TO BE ATTEMPTED

Please tick subject/s to be attempted:  Entire Examination **OR** Subject(s)  Anatomy  Pathology  Physiology  Pharmacology

### 4. ATTACHMENTS

Each of the items specified overleaf (including payment) MUST accompany this application.  
 If any item is not provided, duly attested or a signature is not provided in Items 4A, 5 & 6 (if applicable), the application will NOT be accepted.



# TERMS OF CANDIDATURE

## Eligibility for Primary Examination

You must be registered with ACEM as a trainee and have a College membership number to apply for the Primary Examination. Your registration must have been effected prior to the date shown at the head of page 1 of this application.

## When an application will NOT be accepted

An application will not be accepted if –

- the applicant is not a registered trainee of ACEM;
- all parts of the application form have not been fully & legibly completed and signed;
- all specified attachments do not accompany the application;

## When candidature will be terminated by the College

Candidature will terminate in the following circumstances –

- if the candidate ceases to be a trainee for any reason;
- if all outstanding fees (of whatsoever nature) are not paid by the closing date of the examination,
- if a payment (whether by credit card or cheque) is declined by the bank;
- if any documentation required does not accompany the application. \*

Where this happens, the candidate is notified by registered mail.

**Note** \*: An exception may be considered where an Annual Practising Certificate is at that time in the process of renewal by the relevant authority, in which case a written explanation and request must be made by the candidate.

## General Terms

- None of these Terms of Candidature may be waived or varied without the express written consent of the College.
- In the absence of advice to the contrary, all communications or correspondence with candidates will be directed to the residential/home address or telephone numbers or email (as the case may be) given on the application form.
- In the absence of persuasive evidence to the contrary, correspondence mailed to a candidate at the nominated address will be deemed to have been delivered to the candidate.
- The College will not be responsible for any lack of contact with a candidate due to failure on the part of the candidate to maintain effective channels of communication.

## Responsibilities of Candidates

- Candidates must ensure that all outstanding fees – including the Annual Registration Fee (ARF) – are paid and documentation is provided by closing date of the examination.
- Candidates must maintain effective channels of communication with the College at all times.

- The College is not responsible for the loss of any mail. Candidates should keep a copy of their application as well as proof of mailing (Express Post recommended). If you do not receive a response to your application within three weeks, you should make enquiries to the College.
- Candidates are required to notify the College in WRITING immediately if there is any change to any of the “personal details” provided on the application form.
- Candidates are required to notify the College in WRITING immediately if they will not be contactable for any reason prior to the examination (eg. if temporarily out of the country) and to ensure that all matters which may be outstanding have been finalized beforehand.
- Candidates must ensure that all applicable deadlines are fully complied with or met.

## Withdrawal from Examination

- Candidates may withdraw from the whole examination or individual subject(s) without penalty up to the closing date of the examination. Individual subjects CANNOT be held over to the next examination.
- To withdraw from the examination, the College must be notified in writing on FORM GT-41. Verbal notification is insufficient.
- A refund of the examination fee will NOT be given when withdrawal from part or whole of the examination after the closing date of the examination, unless a medical certificate is provided (in which case up to 90% of the fee may be refunded or held over).

## Photo Guidelines

Your photographs must meet the following criteria –

- they must be identical;
- they must be in colour;
- they must be of passport-quality;
- they must be within 45-50mm high and 35-40mm wide;
- they must be no more than 12 months old;
- they must show your head and the top of your shoulders close-up
- they must show you facing and looking directly at the camera
- they must show your eyes open and clearly visible.

## Payment Details

**Cheque:** If paying by cheque, it must be drawn on an Australian bank in Australian dollars.

**Bank Draft:** These may be drawn by an international bank, but must specify a bank in Australia for presentation and must be denominated in Australian dollars.

**Credit Cards:** Visa, MasterCard and American Express are accepted.

**Cardholder's Signature:** If paying by credit card, please ensure that payment is authorized by the cardholder's signature.