***Terms of Ordinal Of the Medical Final Examination***

***and the Medical-Dental Final Examination***

**§ 1.**

*Terms of Ordinal of the Medical Final Examination and the Medical-Dental Final Examination, hereinafter referred to as "Regulations", specify the procedures and rules of conduct of Medical Final Examination and Medical-Dental Final Examination.*

**§ 2.**

Whenever the regulations refer to:

1) LEK – it means the Medical Final Examination;

2) LDEK - it means Medical-Dental Final Examination;

3) the Act - the Act of 5th December 1996 on the Doctor’s and Dentist’s Profession (Journal of Laws of 2011, No. 277, item. 1634, as amended);

4) regulation - means the regulation of the Minister of Health of 30th July 2012 on the Final Medical Examination and the Medical-Dental Final Examination (Journal of Laws of 2012 pos. 903);

5) CEM - it means the Medical Examinations Centre in Łódź;

6) Examination Board - means the Examination Board as referred to in Article 14b paragraph 1-4 and 9 of the Act;

7) Examination Team - this means the Examination Team, as referred to in art. 14b paragraph. 5-7 of the Act;

8) protocol of examination - means the protocol of LEK or LDEK respectively in the given exam hall.

**§ 3.**

*1. In the course of LEK and LDEK the Chairman of Examination Board coordinates and supervises the correctness of the course of LEK / LDEK in all examination halls.*

*2. Examination teams conduct LEK / LDEK in individual examination halls.*

**§ 4.**

*Exam halls must satisfy the following conditions:*

*1) should be large enough to ensure the proper conditions for writing the test for at least 40 LEK / LDEK examinees;*

*2) in auditoria (with rising floor) the LEK / LDEK examinees should occupy every second row;*

*3) the distance between the seats occupied by LEK / LDEK examinees should be at least 120 cm;*

*4) The examination halls shall be adequately illuminated;*

*5) Whenever possible, halls should be equipped with picture recording equipment.*

**§ 5.**

*LEK / LDEK examinees are obliged to obey the instructions of the members of the Examination Team.*

**§ 6.**

*1. LEK / LDEK is developed in the form of test booklets in two versions.*

*2. The start of LEK / LDEK for all examinees in the country is determined at the same time. A maximum 30-minute delay in the commencement of the examination is allowed*

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**§ 7.**

*1. On the day of LEK / LDEK CEM provides test booklets and answer sheets to the place of exam conduction, in the number corresponding to the planned number of examinees increased by a essential margin. The test booklets are delivered in sealed packages.*

*2. The test booklets are secured in such a way that disclosure of their contents by unauthorized persons shall not be possible.*

*3. Removal of security and disclosure of test tasks takes place in the examination hall at the start of LEK / LDEK.*

*4. During the course of LEK / LDEK it is prohibited to take test booklets or answer cards out (or remove in any other way) outside the examination hall.*

**§ 8.**

*1*. *Answer sheets are marked with code numbers of examinees, given by CEM.*

*2. In order to ensure the anonymity of examinees, it is prohibited to enter any data enabling identification of the examinee to the answer sheet.*

*3. Answer sheet is the only document designed to provide answers during LEK / LDEK.*

*4. Answer sheets should be completed using a pencil. However, one may fill it with a pen. In this case, however, the examinee loses the ability to make correction to previously marked answers.*

**§ 9.**

*1****.*** *Examinees taking LEK / LDEK should arrive at the place of the exam at least 60 minutes before the time set for its start. For a large number of candidates LEK / LDEK in one examination hall, the Director of CEM may decide to extend this period, which the examinees are informed about in the notice referred to in § 3, section 9 of the regulation.*

*2. The decision to start the admission of examinees into the exam hall is taken by the Chairman of the Examination Team in each examination hall.*

*3. At the time of entry of the LEK / LDEK examinee into the exam room, the Examination Team members:*

*1) verify the examinee’s identity on the basis of the identity document;*

*2) determine whether the examinee possesses documents referred to in § 7, sections 2-6 of the Regulation;*

*3) recommend to deposit all the notes, notebooks, bags, briefcases, etc. in a place designated by the Chairman of the Examination Team.*

*4. Examinees who do not possess any identity document or documents referred to in section 3 point 2, cannot sit to LEK / LDEK. The cause of such termination to admission to LEK / LDEK is recorded in the examination protocol.*

*5. After completing the steps referred to in section 3, a member of the Examination Team hands the answer sheet to each LEK / LDEK examinee. The answer sheet is marked with code number assigned to this person, according to the list of numbers assigned by CEM.*

*6. LEK / LDEK examinees occupy places with previously designated numbers, as referred to in § 8. 1. The LEK / LDEK examinees cannot arbitrarily change their places.*

*7. After entering the examination hall it is forbidden for examinees to leave the hall, without the consent of the Chairman of the Examination Team.*

**§ 10.**

*1. After taking seats in the examination hall by all LEK / LDEK examinees, the Chairman of the Examination Team shall communicate to them information as referred to in § 8 section 2 of the Regulation and, in particular, recall the prohibition of having devices for copying or transmission of information (including mobile phones) and the consequences of violation of this prohibition.*

*2. Then the Examination Team Members distribute one copy of the test booklet to each LEK / LDEK examinee.*

*3. Holders of odd code numbers receive the first version of the test booklet, and having even numbers - second version of the test booklet.*

*4. Examinees occupying adjacent seats may not receive the same version of the test booklet.*

*5. The Chairman of the Examination Team ensures the correctness of test booklets distribution.*

*6. To confirm the identification of the person acceding to LEK / LDEK, one should apply personally, to the clean side of the answer sheet an inscription that reads: "Medical Examinations Center. Final Medical Examination"- (as appropriate) -" Medical-Dental Final Examination, conducted on ........... version ........... ". Examinees seating to the exam in a foreign language may apply an appropriate inscription in that appropriate language.*

**§ 11.**

*1. After checking the correct distribution of test booklets the Chairman of the Examination Team announces the start of LEK / LDEK.*

*2. Duration of LEK / LDEK is 4 hours (240 minutes).*

*3. The Chairman of the Examination Team informs the examinees about the time of start and end of LEK / LDEK.*

*4. After the start of LEK / LDEK entering the examination hall is prohibited.*

*5. The provision of section 4 does not apply to the members of the Examination Board and CEM employees.*

**§ 12.**

*1. The test should be solved independently. Use of any help of others or any teaching materials is strictly prohibited. The examinees are prohibited from placing any objects in the external auditory canals.*

*2. During the examination on the desktop in front of the examinee, there may appear only examination materials: test booklet, answer sheets, pencil, eraser and code number.*

*3. In order to verify if the examinee possesses a device for copying and transmission and reception of information, members of the Examination Team may use an electronic detector of such devices****.***

*4. During LDEK, the examinee cannot behave in a manner distracting other examinees’ attention, and in particular eat or to consume beverages in cans.*

*5. The examinees violating prohibitions in force during LEK / LDEK or interfering its proper course shall be disqualified.*

*6. Disqualification is determined by the Chairman of the Examination Team.*

*7. The fact of disqualification is recorded in the protocol of examination by the Chairman of the Examination Team, indicating the reasons and time of LEK / LDEK interruption.*

*8. Disqualification is equivalent to getting a negative result of LEK / LDEK.*

**§ 13.**

*1. Within 150 minutes from the start of LEK / LDEK examinees are forbidden from leaving the examination hall. This prohibition also includes individuals disqualified. In exceptional, justified circumstances, such as health reasons, the examinee may, with the consent of the Chairman of the Examination Team, leave the room before that time. This fact, along with the code number, is recorded in the protocol of examination.*

*2. The examinees may leave the examination hall to use the toilet once. In exceptional circumstances, with the consent of the Chairman of the Examination Team, the examinee may leave the room several times.*

*3. Examinees leaving the room with the intention of returning, are assisted by a member of the examination team in all cases. Before leaving the room, they deposit a test booklet and answer sheet with the Chairman of the Examination Team or a designated member of the Examination Team.*

*4. The fact of leaving the room as referred to in section 2 shall be recorded in the protocol of the examination, which shall include in particular information on the time of leaving the examination hall and length of stay in the toilet.*

*5. The period of stay in the toilet cannot exceed 10 minutes. Exceeding this time limit may constitute grounds for disqualification. The provisions of § 12 section 6-8 are applied respectively.*

**§ 14.**

*1. In the case of the test booklet editing errors (or any other technical errors), preventing giving the correct answer, the examinee has the right to report it to a member of the Examination Team.*

*2. The Chairman of the Examination Team, after the confirmation of the validity of the notification shall immediately notify the Chairman of the Examination Board or the Director of CEM.*

*3. The Chairman of the Examination Board, in communication with the Director of CEM can decide how to correct the errors found by information forwarded to all examinees or elimination of tasks burdened with mistake.*

*4****.*** *In case of decision to eliminate the task burdened with a mistake, such task is omitted in the calculation of LEK / LDEK results, which accordingly reduces the number of possible points and is taken into account when determining the number of points to enable the submission of LEK / LDEK****.***

*5. The Chairman of the Examination Board or the Director of CEM provides information on how to correct the identified error to all Chairmen of Examination Teams, who shall promptly notify the examinees.*

**§ 15.**

*1. After the expiry of time destined for the solution of test tasks, the Chairman of the Examination Team announces the end of LEK / LDEK.*

*2. After the announcement of the end of LEK / LDEK the examinees put the test booklets and answer sheets aside. Then, they remain seated until the time of collecting all test booklets and answer sheets by the members of the Examination Team, and then leave the room.*

*3. In the event of early termination of solving the test, the examinee passes the test booklet and answer sheet to a member of the Examination Team or its Chairman and irrevocably leaves the examination hall, subject to § 13section 1.*

*4. The examinee, who finished solving the test less than 15 minutes before the end of LEK / LDEK, indicates the need to pass the test booklet and answer sheet to the members of the Examination Team and remains in place until the reception of these materials by a member of the Examination Team or its Chairman. The Chairman of the Examination Team may decide, for organizational reasons, on the need to remain seated by the examinees who completed solving the test before the announcement of the end of LEK / LDEK, until all the test booklets and answer sheets are collected after the exam.*

*5. It is forbidden for members of the Examination Teams conducting LEK / LDEK to permanently leave the examination hall before the end of the exam. Violation of this prohibition is recorded in the protocol of examination in part 4.*

**§ 16.**

*1. After collecting all test booklets and answer cards the Examination Team members secure them.*

*2. The securing shall take place in the presence of three examinees who last leave the room. These persons certify the correctness of executed security, with their handwritten, legible signature of the Protocol to the test.*

*3. The Chairman of the Examination Team forwards collected and secured test booklets and answer sheets to CEM.*

**§ 17.**

*1. In the case of substantive comments to the test tasks, the LEK / LDEK examinee has the right to file a written objection during the examination or immediately after its completion to the Chairman of the Examination Team.*

*2. The objection must be made on the objection sheet, a specimen of which is specified in Annex 1 to the Regulations. In the course of formulating objections in the examination hall, the examinee has the right to have access to the test booklet.*

*3. A person who seated to LEK / LDEK can submit substantive objections to the test tasks also after leaving the examination room, through a form available on CEM website, but not later than within 3 days from the date of taking the exam.*

*4. After the expiry of the period referred to in section 3, all objections made within this period of time are dealt with by the Commission, as referred to in art. 14c section 2 of the Act.*

*5. In the event that an objection is accepted, such test task covered by the objection is omitted, in the calculation of LEK / LDEK results, which respectively reduce the number of possible points**and is taken into account when determining the number of points to enable the submission of LEK / LDEK.*

**§ 18.**

*1. The course of LEK / LDEK in individual examination halls is documented in the Protocol of the Exam, a specimen of which is specified in Annex 2 to the Regulations.*

*2. The protocol of the examination is passed to the Chairman of the Examination Board, who based on the data contained in it shall prepare a summary report, the specimen of which is specified in Annex 3 to the Regulations.*

*3. The Protocol of the examination along with the summary report, completed and signed respectively by the members of the Examination Team and the Chairman of the Examination Board are passed to CEM.*

**Annex 1**

**date:** …………...

**THE LEK/LDEK EXAMINATION QUESTION OBJECTION SHEET**

|  |  |  |
| --- | --- | --- |
| The examinee’s code number | Examination room number | Place of the exam |

**Number of objected question Test version**

Objection content:

Justification:

Podpis członka UKR obecnego na sali egzaminacyjnej

**verte**

**Objection sheet accepted by:**

Signature of the Examination Board Member