UEMS - EBDV European Board of Dermato-Venereology UEMS - Section of Dermato-Venereology	**CONSENT to INVIGILATE the UEMS-EBDVD Examination for candidate/ candidates:**

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(Name, Surname of candidate/ candidates)

With this CONSENT the INVIGILATOR confirms that he/ she is aware of the terms and general conditions of the UEMS European Board of Dermatovenereology Diploma (EBDVD) Examination and agrees to invigilate the above candidate/ candidates.

Requirements for the examination room, equipment and invigilator:

1. The classroom, meeting room, training room or other in the hospital where the candidate is working, university, headquarters of a national professional association;
2. Good enough quality of the internet to be online full time of the examination;
3. The computer and phone for examination should have audio and video equipment to monitor the examination remotely, that is, from the headquarters of UEMS-EBDV;
4. How to prepare your computer and phone you can find out by clicking on this link: https://apps.orzone.com/orzoneexaminfo.html
5. Quiet room only with the candidate/ candidates and the invigilator/ invigilators present in the room during the examination;
6. Each candidate interested to sit the online examination must submit a photo of the room selected for his/her remote examination;
7. The head of the relevant institution should be informed about the ongoing examination and has to designate a responsible person to invigilate the examination and we will trust his decision;
8. One invigilator can supervise up to 10 candidates;
9. Each candidate interested in sitting the online examination must ensure a suitable invigilator/invigilators to supervise the examination. Such invigilator must be a reliable person with suitable qualification, dermatologist or dermato-venerologist, university teacher, professor at the university, a senior doctor or other responsible person appointed by the head of the relevant institution. The invigilator´s task is to ensure that candidates follow the rules and instructions of the UEMS-EBDVD Examination. Non-compliance with the rules and instructions of the UEMS-EBDVD Examination will result in exclusion from the examination and the paid fee will not be refunded;
10. Each candidate accepted to sit the online examination must submit a written Consent to Invigilate the UEMS-EBDVD Examination signed by invigilator and the head of the institution selected for his/her remote examination. The scan of this signed consent must be sent to the Examination Manager by the deadline;
11. Candidates not necessarily in the presence of an invigilator, but preferably in the room selected for his/her remote examination will be asked to attend the test meeting 1-2 weeks before the examination.

Sitting the EBDVD examination candidates are bound to keep all the rules and instructions of the EBDVD Examination:

1. Candidates must not carry cell phones, wallets, purses, chits or pieces of paper with writings, old question papers, text books, papers, documents, calculators or electronic devices or anything that draws suspicion about the possibility of unfair means being adopted.
2. Candidates can not start attempting the examination until instructions have been given by the invigilator.
3. Candidates are not allowed to copy any examination material.

4. Candidates are not allowed to communicate with other candidates by any means until they exit from the examination room.
5. Copying from other students, from old course “bibles,” or from other solutions is considered cheating and is never permitted.
6. If a candidate wishes to exit the examination room temporarily during the examination for any personal reason, he/she will be accompanied at all times by an invigilator (male/female).
7. If a candidate wishes to communicate with the invigilator, he/she should raise his/her hand. Questions cannot be discussed with the invigilators.
8. Candidates are not allowed to take any photographs in the examination room at any time and/or to record the examination, screens, questions or to make any notes in this regard.
9. Any candidate suspected of cheating during the examination will be disqualified immediately and will be asked to leave the examination room. His examination fee will be forfeited. It is noted that keystrokes are being monitored constantly during the examination by invigilators and by the examination software. In such a case with cheating the UEMS-EBDV has the right to take necessary measures prescribed for such cases by the rules and the relevant law. UEMS has the right for compensation for losses and additional costs incurred in connection with such a case of cheating.
10. When the examination comes to the end, candidates will be asked to stop working at their laptops and submit their paper online.
11. Candidates in the examination hall must follow the discipline and silence.
12. Candidates will only leave the examination hall permanently, when permission is given by the invigilator.
13. The examination team takes no responsibility for the loss of personal belongings.

Non-compliance with the rules and instructions of the EBDVD Examination will results in exclusion from the examination and the paid fee will not be returned.

The invigilator:

Name, Surname .....

University / Clinic / Institution .....

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e-mail .....

Date and Signature ……

The head of the institution:

Name, Surname .....

University / Clinic / Institution .....

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Date and Signature ……