



P024 – ACSEP ENTRANCE EXAMINATION POLICY

1. PURPOSE

The ACSEP Entrance Examination Policy has been developed to ensure there is a systematic and comprehensive framework outlining the application and examination conditions for Candidates to the ACSEP Specialist Training Program. The ACSEP Entrance Examinations are the first requirement that must be successfully completed prior to applying for selection into the ACSEP Specialist Training Program. This policy applies to all candidates undertaking the ACSEP Entrance Examinations and must be read and utilised in conjunction with P013 Training Program Interview & Selection Policy.

2. BACKGROUND

The ACSEP Entrance Examination comprises two written examination papers, both utilising a Multiple-Choice Question (MCQ) structure. Both papers must be passed for the Candidate to be eligible to apply for the ACSEP Selection Interviews. Entrance Examinations are conducted twice per year with these dates published online on the ACSEP website. Further details and conditions are set out below.

The purpose of the Entrance Examination is to assess whether the Candidate has an appropriate level of knowledge in the basic sciences to undertake training in the specialty of Sport and Exercise Medicine within the ACSEP Training Program.

3. POLICY RESPONSIBILITIES AND PROCESS:

1. Eligibility Criteria

- a. Candidates are eligible to sit the ACSEP Entrance Examination at any time following attainment of their MBBS or equivalent.
- b. Candidates must provide evidence of current Australian or New Zealand Residency or Citizenship.



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- c. Candidates must provide evidence of current medical registration to practice in Australia or New Zealand.
- d. The Candidate must advise the College if they have had any adverse findings determined, conditions placed on their practice or are under any investigation by any medical authority (such as but not limited to AHPRA, MCNZ, the HIC, ACC, or hospital medical advisory committees).

2. Application and Process Overview

- a. Candidates who meet the eligibility criteria in Section 1 are required to complete the online application form available on the ACSEP public web page (Admission to the ACSEP Training Program/Entrance Examinations).
- b. National Office will review and collate applications received and assess the Candidate's eligibility to sit the Entrance Examinations.
- c. Once approved to sit the Examination, the Candidate will be advised, and an invoice sent for payment.
- d. The Entrance Examination fee must be paid by the due date for the Candidate to be able to sit the Examination. Please see the most updated online [ACSEP Fee Schedule](#) Examination Fees.
- e. It should also be noted that all travel and associated costs incurred as part of the Entrance Examination process are the Candidate's responsibility.

3. The ACSEP Entrance Examinations

The Entrance Exam consists of two separate examinations. The examinations are delivered in an electronic format within an online test environment.

- a. Paper A - Anatomy (2.5 hours, 100 MCQs)– consists of anatomy questions with an emphasis on functional and musculoskeletal anatomy.



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- b. Paper B - Physiology (2.5 hours, 100 MCQs)– consists of questions covering general physiology, exercise physiology and pathology (including immunology).
- c. Both Paper A and Paper B are to be attempted in the Candidates first sitting.
- d. Paper C - Exercise Physiology (1 hour, 40 MCQs) – consists of questions specific to exercise physiology. Only available to Candidates who have successfully applied for an exemption based on completion of specific entrance examinations run by other colleges (see Section 4).
- e. Each MCQ has five possible answer options. There is only one correct answer for each MCQ, and questions which are not attempted, will be scored zero.
- f. Candidates must successfully pass both Paper A and Paper B of the Entrance Examination to be eligible to apply for selection into the College training program. Where a Candidate has passed only one paper of the Entrance Examination, this pass can be carried forward until such time as a pass in the second paper is achieved.

4. Partial Exemptions from Components of the ACSEP Entrance Examinations

- a. Candidates who have successfully completed the RACS, RACP or ACEM Entrance Examinations are eligible to apply for partial exemptions to the ACSEP Entrance Examination.
- b. The table below indicates which papers Candidates granted a partial exemption are required to complete depending on their prior examination history.
- c. Candidates must provide the results letter from the relevant College that demonstrates they have successfully passed the College entrance examinations and must have been completed within the last 10 years.



		PART A - ANATOMY 2.5hrs – 100 MCQs	PART B - PHYSIOLOGY 2.5hrs – 100 MCQs	PART C - EXERCISE PHYSIOLOGY 1hr – 40 MCQs
STANDARD PATHWAY Has not passed a RACS, RACP or ACEM Entrance Exam		✓	✓	X
RPL PATHWAY Has passed the Colleges equivalent Entrance Exam within the last 10 years	RACS	X	X	✓
	RACP	✓	X	✓
	ACEM	✓	X	✓

5. Results – Written Examination

- a. Candidates will receive their results via email from nationaloffice@acsep.org.au within 21 days of the Entrance Exam date. Candidates receive a report that indicates whether they passed or failed.
- b. Candidates who have successfully completed their required ACSEP Entrance Examinations will be invited to apply to the ACSEP Specialist Training Program.

6. Examination Appeals

- a. If a Candidate disagrees with their result and wishes to have the decision reviewed they may apply to the Chief Executive Officer [CEO] of the College to have such decision considered by the ACSEP Appeals Committee.
- b. It should be noted that there is a fee associated with formal lodgement of an appeal beyond seeking initial College feedback
- c. For full guidelines of the appeals procedure please refer to the P019 Appeals, Review and Reconsideration Policy



7. Entrance Examination: Withdrawal and Fees

- a. Candidates who withdraw their Application for the Entrance Examination will be charged a \$350 non-refundable Administrative Fee.
- b. The following refunds apply:
 - i. If withdrawing outside of 8 weeks prior to the examination, the Candidate will receive their examination fee back, less the Administrative fee of \$350.
 - ii. If withdrawing within 8 weeks prior to the examination, a penalty of 50% of the examination fee will be charged in addition to the Administrative Fee.
 - iii. If withdrawing within 4 weeks of the examination before the examination, no refund will be made.
- c. Candidates who fail to appear for the Exam will forfeit their fees unless, because of exceptional circumstances, the Examination and Assessment Committee (EAC) determines otherwise. Further supportive documentation may be requested in assessment of exceptional circumstances. Any refund applicable will relate to the date the form is received by the National Office. The Entrance Examination Withdrawal Form can be downloaded from the College website. Note that if the payment of withdrawals fees is not made, the Candidate will not have the opportunity to apply to the College in the future
- d. For special consideration guidelines please refer to P023 Special Consideration Policy

4. MONITORING AND EVALUATION

The CEO, Operations Manager and National Training Coordinator and relevant ACSEP committees are responsible for ensuring that these procedures are followed.



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1. Reporting

Any additional reporting outside of this policy is outlined in the most recent version of the online ACSEP Training Manual <https://www.acsep.org.au/page/resources/trainingprogramdocs>

The ACSEP website resources pages <https://www.acsep.org.au/page/resources/trainingprogramdocs>

2. Records management

National Office staff must maintain all records relevant to administering this policy in a recognised ACSEP recordkeeping system.

5. KEY RELATED DOCUMENTS

P002 Grievance Policy and Procedure

P004 Privacy Policy

P012 Records Management Policy

P013 Interview and Selection Policy

P019 ACSEP Appeals, Review and Reconsideration Policy

P023 Special Consideration Policy

6. FEEDBACK

ACSEP staff and membership may provide feedback about this document by emailing ACSEP Programs, Policies and Systems Administrator at nationaloffice@acsep.org.au



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APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	Applicable ACSEP Committees including but not limited to the Board of Censors, Research Committee and Training Committee
Administrator	ACSEP Programs, Policies and Systems Administrator
Next Review Date	November 2022

Approval and Amendment History	
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Notes	