

AO Spine Global Diploma Exam Terms and conditions

By registering for an AO Spine Global Diploma Examination, you fully accept all Terms and Conditions of Registration as detailed:

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DEFINITIONS

Candidate: refers to the person(s) taking the exam. Eligibility is described for each examination on the AO Spine website

AO Spine: AO Foundation, AO Spine, headquartered at Clavadelerstrasse 8, Davos, Switzerland

Exam: refers to the exercise designed to test knowledge required to earn the AO Spine Diploma

Fee: refers only to the rates (considered by an administrative fee and examination fee) including the registration for the AO Spine Diploma Exam. The exam fee does not cover travel and accommodation costs, registration for the Global Spine Congress (GSC) or AO Davos Courses, or any other expenses.

Retake refers to the opportunity to take the exam again as per respective conditions according to the AO Spine website

REGISTRATION AND PREPARATION FOR THE EXAM

AO Foundation, AO Spine offers the AO Spine Global Diploma Exam to certify knowledge in spine surgery.

The exam will be based on the AO Spine curriculum. The examiners will each be experts in their respective field of spine surgery.

The format of the exam depends on the exam type.

Written exam:

The written exam contains multiple-choice questions to be answered in a given period of time in a proctored environment through globally located test centers.

Oral exam:

- The oral exam takes place on Thursday May 21, 2020, at the Global Spine Congress in Rio de Janeiro, Brazil and Saturday December 5, 2020, at the AO Davos Courses 2020 in Davos, Switzerland.
- Candidates can express a preference for either venue but will be allocated to one or the other by the Steering Committee to manage the numbers attending. It is not necessary to register for the GSC or AO Davos Courses 2020 to participate in the exam, but the candidates will be responsible for arranging and paying for their own travel and accommodation expenses to attend the oral exam.
- Candidates will be held in isolation from the start of the day of the exam until they have participated in the oral component which lasts for two hours. During the oral exam the candidate will have face-to-face case-based discussions of standardized clinical case scenarios.

The exam schedule for the written and oral exams is provided during the registration process.

AO Foundation, AO Spine reserves the right to modify the schedule as necessary. Therefore, AO Foundation, AO Spine strongly recommends that candidates plan their travel accordingly (evening or next day).

In no event will AO Foundation, AO Spine pay for any travel fees due to changes in the exam schedule.

Registration

For details about the registration process and conditions, please check the AO Spine Global Diploma Exam website at

<https://aospine.aofoundation.org/en/education/global-diploma-exam>

How to prepare for the examination

The exam is based on the AO Spine Curriculum, therefore AO Spine suggests candidates review the curriculum content and prepare themselves to answer questions based on the learning outcomes for each pathology. In no event will AO Foundation, AO Spine be liable for the conduct of any examiner, or if any candidate fails the exam. AO Spine will not refund any fees or payments made, and will in no case be liable for candidates' expenses.

For information on the AO Spine Certification Examination, please contact AO Foundation, AO Spine via using the AO Spine website:

www.aospine.org. If you have any questions, please contact

globalspinediploma@aospine.org via e-mail to obtain further information.

On the day of the written exam

Participants are required to sign in at least 30 minutes before the start of the exam and be prepared to present two forms of identification:

- One of which will be a valid photo ID card.
- The other of which will be an ID card displaying the Candidate's signature.

At the end of the written exam, the candidate must hand in all exam materials and sign out. Failing to do so will constitute a breach of confidentiality and will result in the candidate's exam participation being voided; AO Spine will not refund any fees or payments made and will in no case be liable for the candidate's expenses. Results will not be processed or communicated.

DURING THE EXAMS

Bringing food, beverages and/or materials to the written or oral exam tables is strictly forbidden. Depending on venues and facilities available, AO Foundation, AO Spine may provide water. Candidates will be allowed to take restroom breaks under proctor's supervision. All materials necessary for taking the exam will be provided on the day. Any candidate who breaches this rule will be expelled from the exam room without any right of refund of fees or payments made and AO Spine denies any liability for expenses of the candidate.

Documentation (notes, results of the exam, etc.) that will be created by the examiners during the oral exam, are owned by AO Foundation, AO Spine and therefore must be handed in to the project manager or AO Spine partner's staff on site. They will be stored or destroyed within the AO securely.

RESULTS OF EXAMS

Exam results for the written exam will be sent by e-mail within two weeks of taking the exam. Candidates who have failed the written exam can retake the exam at the next possible opportunity for the full registration process and the referring exam fee.

Exam results for the oral exam will be communicated by e-mail within 2 days after the exam has been taken. Candidates who have failed the oral exam can retake the oral exam at the next possible opportunity for a reduced fee, but do not have to take the written exam again.

For detailed information about retaking the exam, please check the relevant section on the AO Spine website: <https://aospine.aofoundation.org/en/education/global-diploma-exam>

LIABILITY DISCLAIMER

Technical issues

In the event that a technical issue disrupts the exam, AO Spine will allocate each impacted candidate(s) an appropriate additional delay to resume the exam. Only AO Spine is entitled to decide the length of the appropriate delay.

Other issues

AO Foundation, AO Spine endeavors to offer candidates the proper examination conditions. AO Foundation, AO Spine makes no guarantees and will not be liable for any disruptive sounds or other disturbances during exam administration, nor will AO Foundation, AO Spine offer reimbursement or opportunities to retake the exam in the event of such disruptions. In case of need, the exam centers provide noise cancelling ear plugs to all candidates.

Please keep in mind that during the exam, AO Foundation, AO Spine will not be liable for any theft or damage to candidates' personal property, regardless of the cause other than fault, intent or deliberate recklessness on the part of AO Foundation, AO Spine.

APPEAL

No post-examination appeal process is available. This is expressly agreed upon by candidates upon acceptance of these terms and conditions.

In no event will AO Spine be held liable for the results of the exam. Each candidate shall be exclusively liable for their exam results.

THE FEE

An administration fee of CHF 100 for the application to confirm eligibility is required. This must be paid during the application process, and by the end of the process at the very latest. The special introduction Diploma exam fee of CHF 600 offered to the candidates for the 2020 exam, instead of the 900 CHF regular exam fee is indicated on the registration page and must be received by AO Spine within latest 14 days of confirmation of eligibility. For detailed timelines please check the AO Spine Global Diploma website: <https://aospine.aofoundation.org/en/education/global-diploma-exam>
Payment of fees must be made in Swiss Francs (CHF). Payment by credit card is recommended in order to avoid delays in registration and to guarantee availability.

CANCELLATION POLICY

To cancel an exam registration, the candidate must submit a written request through the contact functionality on the AO Spine website: <https://aospine.aofoundation.org/en/education/global-diploma-exam> or by sending an e-mail to globalspinediploma@aospine.org. Cancellation by phone or any other form of communication will not be considered.

In the event of unforeseen circumstances, namely

- medical—hospital admission or serious injury
- loss or bereavement—death of parents, guardian, brother/sister or child
- hardship/trauma—victim of crime, victim of traffic accident

Proof of circumstances will be required and must be sent in writing to:

globalspinediploma@aospine.org.

By providing proof of the above-mentioned reasons, a refund of maximum 85% on the registration fee of CHF 600 for the special Diploma exam fee for 2020 will be granted.

The refund will be processed after the exam or under reasonable delays before the exam.

If AO Foundation, AO Spine has to cancel the exam due to circumstances beyond its control, AO Foundation, AO Spine will not proceed with any refund of the fee.

Moreover, in no event will AO Foundation, AO Spine be liable for costs (e.g. visa application costs, accommodation and travel arrangements, travel expenses) incurred by cancellation of the exam. All exam candidates are urged to apply for visas early, and purchase personal travel insurance.

Candidates must ensure they are punctual (at the right time in the right place) for their written and oral exams.

MISCONDUCT

By registering, candidates agree to respect the following instructions for the exam site:

- Smoking will not be permitted in the exam room and its surroundings. Any fines for violation of this ban shall be borne by the responsible candidate. Candidates will comply with safety and security measures put in place for the exam.
- Candidates agree not to cause any nuisance or inconvenience during the exam.
- Proctors are present during the exam to avoid any risk of cheating and to prevent any misconduct. Please be aware cheating and misconduct are forbidden and candidates failing to respect these conditions will be automatically disqualified from the exam and will receive no certificate.
- Candidates cannot use the AO branding unless in reference with the Diploma if both exams have been passed.

Misconduct includes, but is not restricted to:

- a) Introduction into any exam of any materials other than those specifically permitted for said exam
- b) Any attempt to remove materials or content (including the use of recording devices) from an exam
- c) Any attempt to release content from any exam to a third party/commercial organization
- d) Any attempt to communicate with another candidate
- e) Any attempt to gain access to or read the work of another candidate
- f) Any attempt to gain or pass on information about the contents of the exam in advance of the date of the exam (Terms and Conditions for Exam Registration at AO Spine)
- g) Impersonation or attempted impersonation of a candidate
- h) Bribery (of another candidate, exam official, actual or simulated patient)
- i) Unacceptable or disruptive behavior during an exam;
- j) Failure to abide by the reasonable instructions of a proctor or other exam official, or breach of exam regulations
- k) Falsification or alteration of any results document or qualification
- l) Any other form of cheating or conduct likely to give an unfair advantage to the candidate or others
- m) Failure to abide by the rules and regulations of the exam center
- n) Aiding or abetting any of the above

PERSONAL DATA

Candidates' personal data is registered with AO Foundation, AO Spine, according to the Law on data processing and Civil Liberties 78-17 of 6 January 1978 modified, and may also be transferred and shared with third-party suppliers working on the organization of the exam (namely Pearson Vue and its subcontracted partners and staff). The information provided during the application and registration process is used for the exam registration, grading of the exam certificate delivery, and statistical purposes. Personal data will be held temporarily in the customer data files of AO Foundation, AO Spine. It may be used for the administration of the results and statistical purposes only by AO Foundation, AO Spine or any AO Foundation, AO Spine partner involved in the exam certification process. Furthermore, we remind the candidate that they expressly accepted the general terms and conditions of the AO Foundation and especially the data privacy policy including all applicable legislation when signing in at the homepage of the AO Foundation.

The candidate has the absolute right to access, amend, and oppose any use of his/her personal data but in such cases, AO Foundation, AO Spine will not be able to assess the candidate's exam and will not be able to provide the candidate with any results or certificate.

AO Foundation, AO Spine complies with the GDPR, whereby all personal data will be treated accordingly. The candidate may request to have their personal data destroyed upon request via e-mail to: globalspinediploma@aospine.org

APPLICABLE LAW AND JURISDICTION

Relationship, complaints, claims and settlements shall be governed by the laws of Switzerland. Place of jurisdiction is Zurich, Switzerland.

This applies for both rules of substance and rules of form, notwithstanding the place of performance of the substantial or accessory obligations.

FURTHERMORE, WE REMIND THE CANDIDATE THAT THEY EXPRESSLY ACCEPTED THE GENERAL TERMS AND CONDITIONS OF THE AO FOUNDATION AND ESPECIALLY THE DATA PRIVACY POLICY INCLUDING ALL APPLICABLE LEGISLATION WHEN SIGNING IN THE HOMEPAGE OF THE AO FOUNDATION. IN THE EVENT OF A DISPUTE ARISING OUT OF THE INTERPRETATION OR PERFORMANCE THE APPLICABLE LAW SHALL BE SWISS LAW AND THE JURISDICTION SHALL BE THAT OF THE COURT OF ZURICH, NOTWITHSTANDING A PLURALITY OF RESPONDENTS OR THIRD-PARTY CLAIMS, INCLUDING FOR URGENT OR PROTECTIVE PROCEEDINGS, WHETHER URGENT OR ON DEMAND.



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