



ESGO Examination – Candidate Process & Practical Guide

This guide provides an overview of the ESGO Examination process, from the initial Expression of Interest and official application through registration, preparation, Exam Day and receipt of results.

1. Expression of Interest

Before official registration opens, prospective candidates may complete the **ESGO Exam Expression of Interest Form**.

The Expression of Interest allows ESGO to understand the expected demand for the upcoming examination and enables interested candidates to receive information once registration opens.

Important: Completing the Expression of Interest Form does **not** constitute registration and does **not secure a place** in the examination.

As examination capacity is limited, interested candidates are strongly encouraged to subsequently apply as soon as official registration opens.

2. Official Application

Once registration opens, all candidates – including those who completed the Expression of Interest Form – must submit the **official ESGO Exam application through the Ortrac system**.

Candidates should:

- check the eligibility criteria;
- complete the online application form;
- provide all required supporting documents;
- ensure that all personal and professional information is complete and correct.

One candidate = one application.

Each candidate should submit **only one application** for the examination. Please do not submit multiple applications if you have not yet received confirmation or while your application is still under review.

If you need to correct or update any information after submitting your application, please contact the ESGO Office rather than submitting a new application.

Submission of an application does not automatically guarantee a place in the examination.

3. Application and Eligibility Review

The ESGO Office will review the submitted application and supporting documentation.

Candidates may be contacted if:

- documentation is missing;
- additional information is required;
- clarification regarding eligibility is needed.

Candidates are therefore kindly asked to monitor their email regularly during the application process.

Following the review, candidates will be informed whether their application has been **approved**.

4. Individual Payment Link

Once the application has been approved by ESGO, the candidate's details will be forwarded to the **Professional Congress Organiser (PCO), Kenes**, which manages the payment process.

The candidate will receive an **individual payment link directly from Kenes within 9 working days** following approval of the application.

The examination fee depends on the applicable candidate category.

Candidates should complete the payment promptly after receiving their individual payment link.

5. Upload Proof of Payment / Invoice to Ortrac

Payment alone does not complete the ESGO Exam application process.

After completing the payment through Kenes, candidates must obtain their **proof of payment/invoice** and upload it to their application in the **Ortrac system**.

This is a **mandatory final step of the application process**.

Candidates must therefore:

- complete the payment using their individual Kenes payment link;
- obtain the proof of payment/invoice;
- return to their application in Ortrac;
- upload the proof of payment/invoice to the relevant section of the application;
- ensure that their application has been fully submitted/finalized.

Without uploading the proof of payment/invoice to Ortrac, the application is not considered finalized.

6. Final Confirmation of the Examination Place

A candidate is considered **fully registered and their examination place confirmed only once the entire process has been successfully completed:**

Application submitted → Eligibility approved → Individual payment link received → Payment completed → Proof of payment/invoice uploaded to Ortrac → Application finalized → Place confirmed

As the number of examination places is limited, candidates are encouraged to complete all required steps without unnecessary delay.

7. Visa Requirements

Candidates requiring a visa are strongly encouraged to begin their visa application process **as early as possible once their examination place has been confirmed.**

The relevant supporting documentation/visa invitation letter can be provided according to the established process.

Candidates remain responsible for:

- checking the applicable visa requirements;
- submitting their visa application;
- allowing sufficient processing time;
- ensuring that they have the necessary permission to travel.

Candidates requiring a visa should therefore not postpone the application process until shortly before the examination.

8. Candidate Classroom

Candidates who have **successfully completed the full registration process, including payment and uploading their proof of payment/invoice to Ortrac**, will receive access to the dedicated **ESGO Exam Candidate Classroom**.

The Candidate Classroom is separate from the ESGO eAcademy and will serve as a central space for confirmed candidates preparing for the examination.

The classroom may include:

- important examination information;
- preparation materials;
- sample SBA questions;
- practical instructions;
- useful resources and links;
- announcements and updates related to the examination.

Candidates are strongly encouraged to access the classroom and regularly check it for updates throughout the preparation period.

9. ESGO Exam Preparatory Webinar – December

A dedicated **ESGO Exam Preparatory Webinar** will be organised in **December**.

The webinar will be available **only to candidates who have successfully completed the entire application and registration process and whose examination place has been confirmed.**

The webinar is intended to help candidates prepare for the examination and understand what to expect.

Topics may include:

- examination format;
- Single Best Answer (SBA) question format;
- preparation for the examination;
- practical Exam Day arrangements;
- technical requirements;
- important instructions and recommendations.

Candidates will also have an opportunity to receive additional guidance before the examination.

10. Preparation for the Examination

Candidates are encouraged to prepare according to the ESGO curriculum and the resources recommended by ESGO.

Preparation resources may include:

- ESGO Guidelines;
- recommended literature;
- relevant ESGO eAcademy educational content;
- resources available through the Candidate Classroom;
- sample SBA questions;
- information provided during the Preparatory Webinar.

Candidates remain responsible for their own preparation for the examination.

11. Examination Software and Device Preparation

The ESGO Examination is a **computer-based, on-site examination** taken on the candidate's own compatible device.

Before Exam Day, candidates will receive detailed technical instructions.

Candidates must:

- download/install the required examination application/software;
- complete the required system and device checks;
- ensure that their device meets the technical requirements;
- check that the examination software is functioning correctly;
- bring their prepared device, charger and any required accessories to the examination.

All required technical preparation must be completed before Exam Day.

Candidates should not leave software installation or device preparation until arrival at the examination venue.

12. Final Instructions Before the Examination

Prior to the examination, confirmed candidates will receive final practical information.

This will include, as applicable:

- examination date and venue;
- examination room;
- registration/check-in time;
- examination start and finish time;
- identification requirements;
- device and equipment requirements;
- technical instructions;
- Exam Day rules.

Candidates are responsible for reading all instructions carefully and arriving at the venue at the specified time.

13. Exam Day – Registration

The ESGO Examination is an **on-site examination**, and candidates must attend in person.

Upon arrival at the examination venue, candidates will complete the registration/check-in process.

Candidates should bring:

- valid identification;
- their fully prepared examination device;
- charger and required accessories;
- any additional items specifically requested in the final instructions.

Candidates should arrive during the announced registration period and allow sufficient time to complete the check-in process before the examination begins.

14. Before the Examination

Following registration, candidates will be directed to their allocated place in the examination room.

Before the examination begins:

- technical readiness will be checked;
- final candidate instructions will be provided;
- examination rules will be explained;
- candidates will be instructed when to access and start the examination.

Candidates must follow the instructions of the ESGO Exam Team and technical staff at all times.

15. Examination Format

The ESGO Examination consists of:

- **100 Single Best Answer (SBA) questions;**
- **one best answer per question;**
- **180 minutes** of examination time.

The examination covers organ-specific and generic areas of gynaecological oncology and reflects the ESGO educational curriculum.

16. During the Examination

Candidates should carefully read each question and select the single best answer from the available options.

If a technical issue occurs during the examination, candidates should immediately inform the examination staff.

Candidates must comply with all examination rules and instructions throughout the examination.

17. Completion of the Examination

At the end of the examination, candidates must follow the instructions of the ESGO Exam Team regarding submission and closure of the examination application.

Candidates should not leave the examination room until instructed to do so.

18. Candidate Feedback

Following the examination, candidates will be invited to complete the **ESGO Exam feedback survey**.

Candidate feedback is extremely valuable and supports the continuous improvement of:

- examination organisation;
- candidate preparation;
- communication;
- technical arrangements;
- Exam Day procedures;
- future ESGO Examinations.

Candidates are strongly encouraged to participate.

19. Examination Results



Following the examination, results undergo the required review and validation process.

Candidates will be informed in advance of the expected date for publication of the results.

Each candidate will receive their **individual examination results directly**.

Candidates are kindly asked to wait until the announced results date before contacting the ESGO Office regarding their examination outcome.

20. Certificates

Successful candidates will receive an **electronic ESGO Examination certificate**.

Candidates should ensure that the personal information provided during registration is correct, as this information may be used for preparation of the certificate.

Candidate Journey at a Glance

Expression of Interest

↓

Official Registration Opens

↓

Submit ONE Application + Required Documents in Ortrac

↓

ESGO Eligibility Review

↓

Application Approved

↓

Candidate Details Sent to Kenes

↓

Individual Payment Link from Kenes – within 9 Working Days

↓

Payment Completed

↓

Proof of Payment / Invoice Uploaded to Ortrac

↓

Application Finalized

↓

Examination Place Confirmed

↓

Candidate Classroom Access

↓

Preparatory Webinar – December

↓

Technical & Device Preparation

↓

Final Exam Instructions

↓

On-site Registration

↓

ESGO Examination

↓

Candidate Feedback Survey

↓

Individual Results



Electronic Certificate for Successful Candidates