



P024 – Entrance Examination Policy

1. Purpose

This policy has been developed to ensure there is a systematic and comprehensive framework outlining the application and examination conditions for candidates to the Australasian College of Sport and Exercise Physicians (ACSEP) Specialist Training Program Entrance Examination. The Entrance Examination is an eligibility criteria that must be successfully completed prior to applying for selection into the ACSEP Specialist Training Program (Training Program). This policy should be read and utilised in conjunction with other ACSEP policies such as *P013 - Training Program Selection and Deferral Policy*, particularly the eligibility criteria for Training Program selection.

2. Scope

This policy applies to all candidates applying for and undertaking the Entrance Examination for eligibility to apply for the Training Program.

3. Eligibility Criteria

- a. The following criteria must be met for a candidate to sit the Entrance Examination:
 - i. Candidates are eligible to sit the Entrance Examination at any time following attainment of their MBBS (Aus), MBChB (NZ) or equivalent.
 - ii. Candidates must provide evidence of current Australian or New Zealand Residency or Citizenship.
 - iii. Candidates must provide evidence of current medical registration, or provisional registration, to practice in Australia or New Zealand.
 - iv. Candidates must advise the ACSEP 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, AMC, MCNZ, the HIC, ACC, Medicare Australia, Accident Compensation Corporation or hospital medical advisory committees).



4. Application Overview

- a. Candidates who meet the eligibility criteria must complete the online application form available on the ACSEP website (Admission to the ACSEP Training Program/Entrance Examinations).
- b. The ACSEP will assess a candidate's eligibility. If eligible, the candidate will be advised and must pay the Entrance Examination fee.
- c. The Entrance Examination fee, as per the current ACSEP Fee Schedule, must be paid by the due date for the candidate to be able to sit the examination.

5. Examination Format

- a. The purpose of the Entrance Examination is to assess whether the candidate has an appropriate level of knowledge in the basic sciences to commence the ACSEP Specialist Training Program.
- b. The Entrance Examination is conducted twice per year with dates published on the ACSEP website as soon as practical. Application opening and closing dates are published on the ACSEP website as soon as practical.
- c. The Entrance Examination is usually delivered in an electronic format within a secure online test environment.
- d. In the event that the Entrance Examination is held in-person, any travel and associated costs incurred as part of the Entrance Examination process are the candidate's responsibility.
- e. The Entrance Examination is comprised of two papers, both utilising a Multiple-Choice Question (MCQ) structure. Both papers must be passed for the candidate to completely pass the Entrance Examination.
- f. Exemptions are available to candidates who have passed other College's Entrance Examinations as outlined in Section 6.
- g. Each MCQ has five possible answer options and there is only one correct answer for each question. Questions which are not attempted will be scored zero. Negative marking is not used.
- h. The indicative duration, format and content of the examination papers are summarised in Table 1. This information is indicative only with duration, format and content determined in the year of the examination at the discretion of the Examination and Assessment Committee.



Table 1: Indicative structure of the Entrance Examination.

Paper	Duration	Format	Assessed Content
Paper A – Anatomy^a	2.5 hours	100 MCQs	Anatomy with an emphasis on functional and musculoskeletal anatomy
Paper B – Physiology^a	2.5 hours	100 MCQs	General physiology, exercise physiology and pathology (including immunology)
<i>Paper C - Exercise Physiology^b</i>	<i>1 hour</i>	<i>40 MCQs</i>	<i>Specific to exercise physiology</i>

- a. Both Paper A and Paper B are to be attempted in the candidate's first sitting.
- b. Paper C is only available to candidates who have successfully applied for a partial exemption based on completion of specific entrance examinations administered by other Specialist Medical Colleges (see Section 6).

6. Partial Exemptions from Components of the Entrance Examination

- a. Candidates who have successfully completed the Royal Australasian College of Surgeons (RACS), The Royal Australasian College of Physicians (RACP) or Australasian College for Emergency Medicine (ACEM) Entrance Examinations within the last 10 calendar years are eligible to apply for partial exemptions to the Entrance Examination.
- b. Candidates must provide the results letter from the relevant College that demonstrates they have successfully passed that College's entrance examination.
- c. Table 2 indicates which Entrance Examination papers are required to be completed by candidates via the standard examination pathway (Section 5), and those granted a partial exemption pathway, depending on their prior examination history.



Table 2: Entrance Examination paper requirements.

		Part A – Anatomy	Part B – Physiology	Part C – Exercise Physiology
Standard Pathway		✓	✓	X
Partial Exemption Pathway <i>Has passed these College's equivalent entrance examination within the last 10 years</i>	RACS	X	X	✓
	RACP	✓	X	✓
	ACEM	✓	X	✓

✓ = must sit this paper; X = exempt from sitting this paper.

7. Examination Results

- Candidates who successfully pass both Paper A and Paper B of the Entrance Examination will then be eligible to apply for the Training Program, provided they meet all eligibility criteria as per *P013 – Training Program Selection and Deferral Policy*. Candidates should be aware of their responsibility to obtain current, unconditional, medical registration in Australia or New Zealand to apply for the ACSEP Specialist Training Program as per *P013 – Training Program Selection and Deferral Policy*.
- A paper pass is valid for 10 calendar years. 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. Where a paper pass expires, the candidate must re-sit and pass that paper.
- Candidates will receive their results via email within 21 days of the Entrance Examination date. Candidates receive a report that indicates whether they passed or failed.
- Candidates can request a review, reconsideration and/or appeal of the results of the examination as per *P019 - Review, Reconsideration and Appeals Policy*.

8. Examination Withdrawal and Fees

- Candidates who withdraw their application for the Entrance Examination will be charged a non-refundable Withdrawal of Entrance Exam Administrative Fee as per the current ACSEP Fee Schedule.
- Examination fee refunds (less the Entrance Examination Administrative Fee) will be determined from the date the withdrawal request is received by the College as per the current ACSEP Fee



Schedule.

- c. Candidates who fail to appear for the Entrance Examination will forfeit fees paid unless the Examination and Assessment Committee directs otherwise due to exceptional circumstances or special consideration. Further supportive documentation may be requested in the assessment of exceptional circumstances.

9. Special Consideration

- a. Any applications for special consideration must be lodged in accordance with *P023 - Special Consideration Policy*.

10. Monitoring & Evaluation

The ACSEP staff and relevant ACSEP committees are responsible for ensuring that these procedures are followed.

10.1 Reporting

Any additional reporting outside of this policy is outlined on the ACSEP website.

10.2 Records Management

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

10.3 Key Related Documents

- *P002 - Grievance Policy and Procedure*
- *P004 - Privacy Policy*
- *P012 - Records Management Policy*
- *P013 - Training Program Selection and Deferral Policy*
- *P019 - Reconsideration, Review and Appeals Policy*
- *P023 - Special Consideration Policy*



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

10.4 Feedback

The ACSEP staff and membership may provide feedback about this document by emailing the ACSEP National Office at nationaloffice@acsep.org.au.

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 Policy Officer
Next Review Date	February 2027

Approval and Amendment History	
Original Approval Authority Effective Date	ACSEP CEO
Amendment Authority and Date	V3 – 20/2/25 – ACSEP Board of Directors
Notes	3.0 – General review & update by Policy Officer & Training Program Manager