



2023 ANZCVS Examination Timeline



Complete by	Task
<input type="checkbox"/> November	<ul style="list-style-type: none"> Examinations Officer provides each chapter with the number of candidates expected to sit examinations. Office will finalise the number of examiners required for each subject and send through relevant paperwork to examiners. Examiners to attend the 1st Examiners Workshop Examinations Officer uploads resources into TEAMS (including Oral and Practical templates, Subject Guidelines, blueprinting, etc.) to support the Examiners in preparing for the examinations.
<input type="checkbox"/> December	<ul style="list-style-type: none"> Office will confirm the Final membership candidate numbers confirmed from late enrolments (<i>may further influence number of examining teams required</i>)
<input type="checkbox"/> December to February	<ul style="list-style-type: none"> Head Subject Examiner (HSE) contacts examining team to discuss & plan development of examination material and work on the papers to have final draft ready for the 2nd Examiners workshop. Final draft of written, oral and practical examinations with marking guides submitted from HSE to the SEC Chair for review
28 February	<ul style="list-style-type: none"> SEC Chair reviews examination papers, completes the Checklist and uploads onto Teams site. Final Draft of papers ready for 2nd Examiners Workshop Once finalised HSE uploads ALL papers (including marking guides) into BOE Review folder in Teams Practical and Oral examination papers (including PowerPoint slides) also to be completed by this date.
<input type="checkbox"/> March - April	<ul style="list-style-type: none"> BoE Examination Committee (EC) members commence the review process of all components and provide HSE feedback on any changes required. Reviewed examination components forwarded back to HSE for any requested changes. HSE distributes to their team(s) as deemed necessary for changes and team member forwards back to HSE. Any changes made MUST only be done in the same document using VERSION HISTORY to Track Changes
<input type="checkbox"/> 12 April	<ul style="list-style-type: none"> HSE submits examination components back to the College office for further EC review Once paper is approved by Chief Examiner, Examinations Officer advises the HSE that the papers are approved and ready for office to upload.
<input type="checkbox"/> First week of May	<ul style="list-style-type: none"> College Staff will commence the upload of each approved written paper into Examena. Examinations Officer will advise HSE to do final check of papers in Examena to confirm that papers are then ready for the Examinations
<input type="checkbox"/> June	<ul style="list-style-type: none"> HSE ensures examining teams have correct marking schemes via Teams. Candidates sit written examinations (Tuesday 6th June, Wednesday 7th June) Examiners access the papers via Examena for marking and enter marks into ERRS. All discrepancies/variance must be completed before finalising. HSE checks ERRS to ensure all examiners have entered marks and variances resolved. Fellowship Examinations- Practical Saturday 24th June and Orals Sunday 25th June. Marking of Written papers should be completed by the end of June.
<input type="checkbox"/> July	<ul style="list-style-type: none"> Oral examinations to be delivered via Zoom (Sat 1st, Sun 2nd and Mon 3rd July) for Membership HSE ensures correct power point and marking guide is provided to all examiners Results for all assessments must be completed by Thursday 13th July Results released to candidates on Friday 22nd July