



# AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

## SECURING OF EXAMINATIONS POLICY

### Securing examinations policy

1. All components of all exams will be initially secured at every examination venue.
2. Examinations not initially secured because of a breach of procedures, will not be considered permanently secured.
3. Chapters may choose to hold membership and/or fellowship examinations permanently secured for question banking if they wish.
  - 3.1. Chapters may choose to permanently secure particular components of the examination or all components of the examination.
  - 3.2. Chapters wishing to hold examination components permanently secured must submit sample questions to the College Office by October 31st the year before the examination.
    - 3.2.1. The sample questions must be representative of and sufficient in number to give candidates a good idea of the range of structure, style and type of questions to be used in the permanently secured component across the breadth of learning outcomes. For MCQs the number of questions required is equivalent to 20% of the number of questions intended to be used in any one examination. For other question types, at least 5 sample questions are required. Sample questions may be derived from past papers.
    - 3.2.2. Marking schemes for sample questions shall not be provided.
    - 3.2.3. New sample questions are required when there are planned changes to the format of the questions used for examinations or if changes in current knowledge and practice dictate that the questions need revision.
    - 3.2.4. Sample questions need to be reviewed by the chapter when the subject guidelines are reviewed.
4. For subjects or examination components that chapters do not wish to hold permanently secured, examination papers (but not marking schemes) will be released publically for candidate use. Only such released papers are available for candidate scrutiny during review of their examination performance under the policy on candidate access to information.

**Definitions:****Initially securing exams:**

The process of restricting access of candidates to examination materials immediately after they have completed the examination.

**Permanently securing examinations:**

The process of maintaining restrictions on access to examination materials indefinitely. This includes prohibiting access by candidates during review of their examination and limits access to specified individuals or groups.

**Question banking:**

The compilation of a store of questions for future use (and potential reuse) in examinations.

**Examination questions:**

The examination question, examination materials that form part of the question, AND its marking scheme.