



AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

APPOINTMENT OF EXAMINERS POLICY

All examiners are appointed by the Chief Examiner.

The Chapter Examination Committee provides a list of examiners in each subject to the College by the nominated date. In the absence of a CEC recommendation, examiners will be chosen by the Chief examiner.

Each candidate will be examined by a team of two or three examiners. In any one year, the same number of examiners will examine all candidates within a subject.

Chapters can increase the number of examiners used for each candidate, at their own expense and with prior approval of the Chief Examiner, but should generally use the same number from year to year.

Each team of two or three examiners will not normally be asked to examine more than ten Membership (for subjects with a separate practical) or twelve Membership (for subjects without a separate practical examination) or three Fellowship candidates. When these thresholds are exceeded, the CEC will normally be asked to appoint another team of examiners, at the discretion of the Chief Examiner. The additional examiner(s) will be funded by the College. Chapters may elect to bring in additional teams of examiners with candidature under these thresholds, at their own expense and with the prior approval of the Chief Examiner.

Chapters are encouraged to rotate examiners. An attempt should be made to ensure that at least one examiner in each subject has had previous experience at examining for the College.

The Head Subject Examiner is responsible for assembling the examination, collating marks and providing advice on the examination to the Chief Examiner. The Head Subject Examiner must lead the design of all examination components and be involved in assessment of all components of the examination. Exceptions can be made by the Chief Examiner in extenuating circumstances such as significant illness.

In subjects with a large number of candidates each team will be led by a Senior Examiner who is responsible for collating marks and comments for the Examiner Report which is handed to the Observer after each oral examination. The Senior Examiner reports to the Head Subject Examiner. The Senior Examiner is appointed by the College Office and is the most experienced examiner in the team.

A candidate may be examined by different examiners for written, practical and oral components of examinations. Each component of the examination will only be marked by the allocated examiners. The allocation of examiners will only be changed in exceptional circumstances, with the approval of the Chief Examiner.

All examiners involved in the assessment of any one or more components (written, practical or oral) of an examination must have been involved in the construction of that component/s of the examination (or its checking and revision if held over as an unused examination from a previous year).

For all written, practical and oral components of the examination there must always be a minimum of two examiners involved in the assessment but more examiners may be involved in the construction of the examination.

The number of examiners used to assess the written examinations should be the same or greater than the number used to assess the oral or practical examinations.

Candidates have no role in the choice of examiners.

Non-College examiners may be used if appropriate examiners are not available within the College, and the nominee is approved by the Chief Examiner. Non-veterinarians may be used but their appointment must first be ratified by Council.

Overseas examiners (from countries other than Australia or New Zealand) may be appointed by the Chief Examiner if the appropriate expertise is not available within Australia or New Zealand.

The appointment of overseas examiners will be limited to one examiner per subject unless the candidature for the examination exceeds twelve for the Membership examination or three for the Fellowship examination, or unless there are exceptional circumstances.

In the event that a second overseas examiner is appointed then the costs incurred with the increased expenditure associated with the overseas examiner will be funded by the Chapter.

A Chapter that has members from Australia and New Zealand with appropriate expertise but unavailable for the role of examiner will fund the costs incurred with the increased expenditure of the appointment of the first overseas examiner unless otherwise decided by the Chief Examiner and Honorary Treasurer.

The examination budget will determine, in any one examination year how many overseas examiners can be appointed and the decision will be made at the discretion of the Chief Examiner in consultation with the Treasurer.

Overseas examiners are encouraged to facilitate relationship building between ANZCVS Chapters and reciprocal Colleges.

Wherever possible, overseas examiners should also be utilised as overseas College Science Week speakers and vice versa.

The Honorary Treasurer is the final arbiter on matters associated with cost and selection of examiners, and this policy will be applied in conjunction with the Chief Examiner subject to his/her discretion on a case by case basis.