ANZCVS

Chapter

Standards Committee

- Composition:

If Membership only is offered:

- two people minimum, at least one being a Member who is not in a Fellowship programme

If Fellowship only is offered:

- two people minimum, both Fellows (or one could be an Associate Member)

If both Fellowship and Membership offered:

- three people minimum, two of which are Fellows and one is a Member

People are on the committee for a three year period so can rotate (one on and one off each year)

Chair has experience of at least one year on the committee

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Examination Committee

Membership

Minimum of three people (exact number based on typical number of candidates)

Majority should be Members (rather than Fellows)

People are on the committee for a three year period so can rotate (one on and one off each year)

Roles within Committee rotate:

Chair serves for one year

Head Subject Examiner (HSE) takes role of Chair

Experienced Examiner takes HSE position

One member replaced each year

Fellowship

Minimum of three people (exact number based on typical number of candidates)

Majority should be Fellows

People are on the committee for a three year period so can rotate (one on and one off each year)

Roles within Committee rotate:

Chair serves for one year

Head Subject Examiner (HSE) takes role of Chair

Experienced Examiner takes HSE position

One member replaced each year

For information about the specific roles (Chair or HSE Coordinator, HSE, Senior Examiners, Examiners and others) please refer to the PowerPoint presentation.

Roles of each Committee:

Standards Committee

- Review and update Subject Guidelines for Membership and Fellowship, ideally on a three yearly basis but not longer than every five years, using the templates provided by the College office.

- Promote mentoring and candidate preparation within the Chapter.

- Provide clarifications and advice to the Board of Examiners Training and Credentials Committee (TCC) regarding the content of proposed training programmes.

- Review the Activity Log Submission, publications for pre-approval and Credentials Document of Fellowship candidates and advise the Assistant Chief Examiner (Training and Credentials) on the acceptability of these documents.

- Assess any Activity Log Summary (ALS) that accompanies an Annual Supervisor's report (ASR) in subjects that do not have defined case minima.
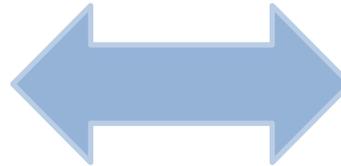
Examination Committee

- Design, construct, review and deliver the written, practical and oral examinations and marking schemes for both the Membership and/or Fellowship examination.

- Promote engagement of members with available opportunities for training in examination development and delivery.

- Consider and apply Examiner and candidate feedback collated by the College office after annual examinations in the development of future examinations.

- Develop question banks for each section of the examination for the use of examination teams.

General Points:

◊ **Committee members** may be Chapter Office Bearers however, Chapter should attempt to appoint from the body of the Chapter

◊ **Conflicts of Interest**: those with a conflict of interest, eg: supervision or mentoring of a candidate cannot participate in credentials assessment or the design, construction, review or delivery of the examination.