

## EXAMINER COMMUNICATION FOR ANZCVS EXAMINATIONS

The following provides a communication outline so you are aware when your Subject Examinations Committee (SEC) Chair, Head Subject Examiner (HSE) or College Office staff member will be contacting you during the months leading up to the College examinations.

Nearly all communication is done by email, if you have not been contacted around these dates for the reasons listed below, please contact the College Examinations Officer: [examinations@anzcvs.org.au](mailto:examinations@anzcvs.org.au) or for financial reimbursement and payment matters the College Manager: [cm@anzcvs.org.au](mailto:cm@anzcvs.org.au)

Information could also be forwarded to you from the Assistant Examinations Officer: [assistexam@anzcvs.org.au](mailto:assistexam@anzcvs.org.au) or if an HSE, directly from a BoE reviewer, during examination reviewing.

<u>Prior to November the year preceding the subject examination:</u>	Received	Returned
<ul style="list-style-type: none"> <li>SEC Chair, after contacting you, nominates you as an examiner and forwards this nomination to the College office.</li> </ul>		
<u>October – November the year preceding the subject examination:</u>		
<ul style="list-style-type: none"> <li>Formal invitation sent when team confirmed. You must forward back the confidentiality agreement and contact information <b>immediately</b>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If members to be invited to an Examiners Workshop an invitation via email will be sent to you at this time also. Not all examining teams are invited every year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If attending the Examiners Workshop you will also receive email communication from the College regarding nights required for accommodation and claiming for refund of your return flight or other incurred costs. Mary Anne will contact you: <a href="mailto:cm@anzcvs.org.au">cm@anzcvs.org.au</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<u>October – December the year preceding the subject examination:</u>		
<ul style="list-style-type: none"> <li>HSE contacts examining team to start the process of mapping subject examination and planning team responsibilities.</li> </ul>	<input type="checkbox"/>	
<u>January – of examination year:</u>		
<ul style="list-style-type: none"> <li>Second week of January - Conflict of interest emails sent to examiners with list of candidates enrolled for review. You must reply to this email stating either NO that you have no conflicts of interest or name the candidates you have a conflict of interest with and why you deem it a conflict. Information regarding what is considered a conflict of interest is included with this email.</li> </ul> <p>If you do declare a conflict of interest you maybe asked for further clarification regarding this COI.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>During this time you and your HSE and any others in the examining team should be in contact with each other reviewing draft examinations questions and answers for all components required in the examination.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<u>February:</u>		
<ul style="list-style-type: none"> <li>If you are attending the Examiners Workshop this is usually in the first weekend of February; you have to have been invited to attend.</li> </ul>		
<ul style="list-style-type: none"> <li>The SEC Chair should be in contact with the HSE to review the final examination draft and the HSE may come back with changes or for clarification of your contributed questions.</li> </ul>	<input type="checkbox"/>	
<u>March – May:</u>		
<ul style="list-style-type: none"> <li>1<sup>st</sup> March, all finalised components are forwarded to the College office for Board of Examiners (BoE) review.</li> </ul>		
<ul style="list-style-type: none"> <li>During this time the HSE will be in contact with the BoE reviewer, therefore the HSE should be in contact with you if changes are suggested to questions you have contributed to, or there is other work necessary to finalise examination components.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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	Received	Returned (if necessary)
<u>March:</u>		
• Oral timetable sent informing you of days and times you will be required to attend the Gold Coast in June/July and the room and candidates you have been allocated.	<input type="checkbox"/>	
• <i>Sent electronically:</i>		
○ Examiner Payment paper work	<input type="checkbox"/>	
○ Reimbursement of Expenses policy	<input type="checkbox"/>	
○ Accommodation booking form (return to QT hotel, if you decide to stay there)	<input type="checkbox"/>	
▪ You must book your own accommodation in a hotel of your choice. Please refer to the: <a href="#">Reimbursement of Expenses Policy</a> for expense caps <a href="#">Examiner Entitlements information</a> from College website		
○ Expenditure Claim form (Appendix A in Reimbursement of Expense Policy)	<input type="checkbox"/>	<input type="checkbox"/>
○ Invitation to examiners dinner	<input type="checkbox"/>	<input type="checkbox"/>
• Memo re Audio visual/room equipment requirements (Sent to HSE for each subject)	<input type="checkbox"/>	<input type="checkbox"/>
<u>First week of May:</u>		
• Email sent to ask you to check final pdf written examination. All examiners should complete a final check and if you note any mistakes, inform your HSE. The HSE will forward any noted mistakes to the Examinations Officer for correction.	<input type="checkbox"/>	<input type="checkbox"/>
<u>End of May - June:</u>		
• Emails from College office:		
○ How to access the College document library to access candidates' written scripts. Please check your access ability.	<input type="checkbox"/>	
○ How to access and utilise the Examination Results & Recording System (ERRS).	<input type="checkbox"/>	
○ A computer generated email inviting you to access the ERRS [ANZCVS] Welcome to the Examination Results & Reporting System.	<input type="checkbox"/>	
○ An email making sure you did receive the computer generated email and you have checked you can log in.	<input type="checkbox"/>	
• HSE ensures all team members have final marking guide which has implemented the BoE review changes. HSE has been through marking guide with team members to ensure all examiners mark consistently.	<input type="checkbox"/>	
• Email sent to ask you to check final pdf of practical and/or oral examination. All examiners should complete a final check and if you note any mistakes inform your HSE. The HSE will forward any noted mistakes to the Examinations Officer for correction.	<input type="checkbox"/>	<input type="checkbox"/>
<u>End of June /beginning of July:</u>		
The final oral exam documents (including handouts) will be ready at the oral venue in an envelope and folder for collection by the room observer.		
Ensure you bring your own laptop to enter marks into the ERRS.		