



**AUSTRALIAN AND NEW ZEALAND COLLEGE
OF VETERINARY SCIENTISTS**

Subject Examination Committee (SEC) Chair

Examination checklist

Subject:

Year:

Examination level

Fellowship

Membership

Head Subject Examiner:

SEC Chair:

Paper 1	Paper 2	Practical	Oral	<i>please circle relevant component/s</i>
Checklist			Yes/No	Any comments? (pls include Paper and Q number)
Breadth and level				
Are the questions focused on middle to higher level tasks that may involve creation, evaluation, analysis and application?				
Are the questions at the right level of difficulty?				
Do the questions* provide the right breadth of coverage and relative weighting of the learning outcomes in the subject guidelines? <i>(*across all the examination components)</i>				
Examination structure				
Do the examination materials follow the exam structure format as described in the current guidelines?				
Are marks allocated to each question and separate subpart?				
Are the marks allocated to each question and each sub-part appropriate?				

Checklist	Yes/No	Any comments? (pls include Paper and Q number)
Do the marks add up to the expected total?		
Is there sufficient time to answer all the questions?		
20% of the questions in this written or practical examination are not substantially similar to questions offered in the previous three examinations for this subject.		
Question structure		
Is it clear for each question what is required in terms of scope?		
Does each question contain an instructional verb that explains the task required to the candidate?		
Is each question worded so that it can be answered by candidates living either in Australia or NZ?		
Are any ancillary materials used (images, radiographs, histopathology slides etc) fit for purpose, clear, legible and of good quality?		
If there are multiple choice questions:		
Do they comprise less than 20% of the marks for each exam component?		
Do they assess higher learning outcomes?		
Are they clear and unambiguous?		
Is there only one correct answer?		
Do you agree about which answer is correct?		
Marking guides		
Is a marking guide provided which indicates the agreed standard by which candidates' answers will be judged and marks awarded?		
Does the information provided in the marking guide address the question that is being asked?		
Do you agree with the marking guide?		

Checklist	Yes/No	Any comments? (pls include Paper and Q number)
Grammar and spelling		
Is the language used in each question clear and grammatically correct?		
Are there any spelling mistakes (particularly discipline-specific words)?		
Are units given as SI units?		
Are any numerical values used realistic and correct?		

Signed: _____ **SEC Chair**

Date: _____

The SEC Chair should complete one of these forms and return it with suggested corrections to the Head Subject Examiner after review of the examination. *(also available on the College website)*
This form can be completed and submitted electronically.

Please submit this completed checklist to the College Examinations Officer once the examination is finalised. examinations@anzcvs.org.au