



Australian and New Zealand College of Veterinary Scientists

Subject Standards Committee (SSC)

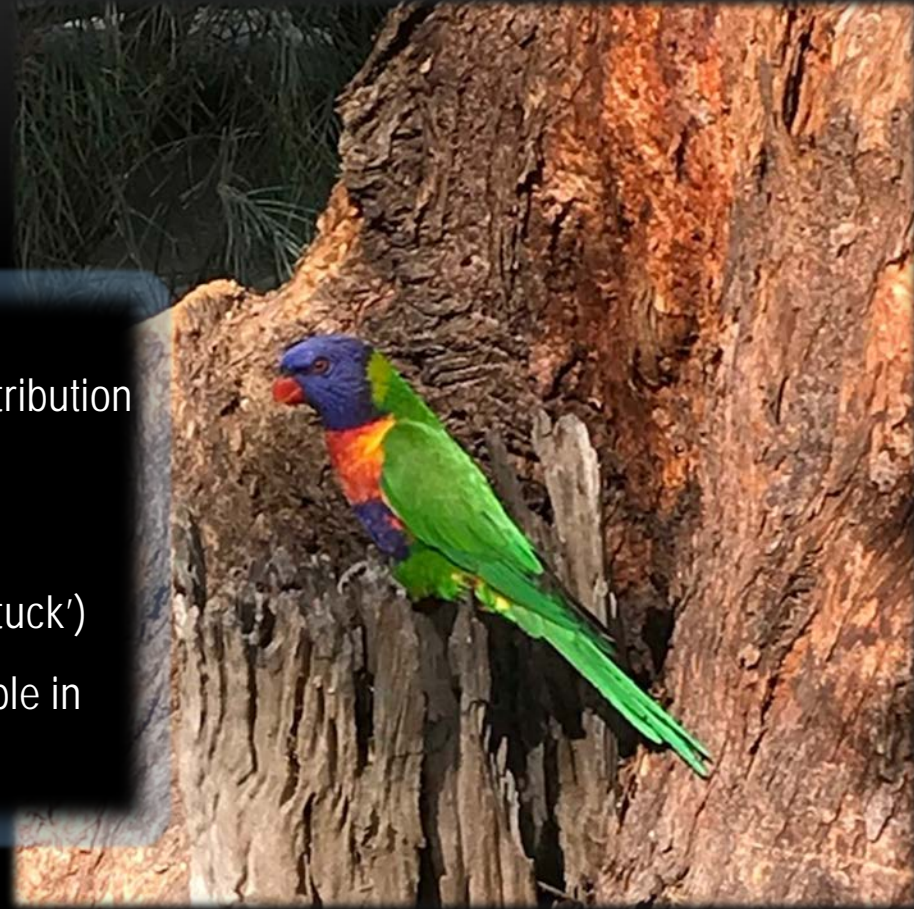
and

Subject Examination Committee (SEC)



WHY CHANGE?

- Spreading the load and division of labour- distribution of work amongst a bigger group
- Mentoring new people, especially examiners
- Rotation of members involved (no one gets 'stuck')
- Forward planning to ensure examiners available in time for next year



SUBJECT STANDARDS AND EXAMINATION COMMITTEES

TERMS OF REFERENCE

Each Chapter will establish the following committees for each subject offered:

- Subject Standards Committee (SSC)
- Subject Examination Committee (SEC).

As Chapters vary in size, the structures, described on the following pages, may need to be modified. Such variation will be at the discretion of the Chief Examiner.

- ❖ A member cannot be on both committees at the same time, and a Board of Examiners (BoE) member should not be on either committee during BoE tenure.



SUBJECT STANDARDS COMMITTEE (SSC)

Composition:

- If Membership only is offered:
 - 2 people minimum, at least one being a Member who is not in a Fellowship program
- If Fellowship only is offered:
 - 2 people minimum, both Fellows (Associate Members may be part of the SSC)
- If both Fellowship and Membership offered:
 - Ideally at least 3 Chapter members
- People are on the committee for a 3 year term and sequentially rotate off to ensure adequate succession.
- Chair has experience of at least 1 year on the committee before appointment.

The Committee reports:

- to the Chapter AGM at Science Week
- all decisions to the Chapter Executive and College Examinations Officer.

SUBJECT EXAMINATION COMMITTEE (SEC)

Membership

- Minimum of 3 people (exact number based on typical number of candidates)
- Majority should be Members (rather than Fellows)

Members to be appointed:

- at the Chapter AGM
- typically for a 4 year term.

Fellowship

- Majority should be Fellows

Associate Members

- Can be members of the SEC.

The Committee reports:

- to the Chapter AGM at Science Week
- all decisions to the Chapter Executive and College Examinations Officer.

Roles within Committee rotate:

- Chair serves for 1 year
- Head Subject Examiner (HSE) progresses to position of Chair
- Experienced Examiner progresses to HSE position
- One new member appointed to the SEC each year replacing one retiring member.

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, e.g.: supervision or mentoring of a candidate cannot participate in credentials assessment or the design, construction, review or delivery of the examination.

The Subject Standards Committee will:

- Review and update Subject Guidelines for Membership and Fellowship, ideally on a three yearly basis but no longer than every five years, using the templates provided by the College office.
- The Chair of the **SSC** should liaise with the Chair of the **SEC** after each examination period to determine if changes to the Subject Guidelines are needed.
- Promote mentoring and candidate preparation within the Chapter.
- Provide clarification and advice to the Board of Examiners Training and Credentials Committee (TCC) regarding the content of training programs.
- Two Fellows are required to review the subject specific credentialing materials including activity logs, publications and credentials documents and advise the Assistant Chief Examiner (Training and Credentials) on the acceptability of these documents.
- Annual assessment of any Activity Log Summary (ALS) that accompanies an Annual Supervisor's report (ASR) in subjects that do not have defined case minima.

The Subject Examination Committee will:

- Design, construct, review and deliver (as appropriate) the written, practical and oral examinations and marking guides for both the Membership and/or Fellowship examination/s.
- Promote engagement of members with available opportunities for training in examination development and delivery.
- Examiner and candidate feedback collated by the College office after annual examinations should be considered in the development of future examinations.
- Develop question banks for each section of the examination, in accordance with College policies. Examination teams may utilise contributions from other Chapter members to develop examination question banks.



Roles within the SEC

For each Membership and Fellowship examination team, the following roles are recommended:

Chair:

- an experienced examiner, will provide oversight and leadership of examination processes for the subject. Supports Head Subject Examiner (HSE) by providing guidance, communicating with the College, succession planning and mentoring examiners as needed. In liaison with Chair of SSC, provides feedback on the exam period to facilitate review of Subject Guidelines.

The role includes:

- reviewing the final draft,
- recommending any changes,
- completing the SEC Chair checklist and submitting this document to the College Examinations Officer.

Head Subject Examiner (HSE)

Head Subject Examiner (HSE): (when 1 – 2 teams of examiners) leads the team and is responsible for development, timely production and delivery of high quality examinations, and for marking of the examination.

The role includes:

- Ensuring blueprinting of exams in accordance with Subject Guidelines,
- Assigning responsibility to the exam team for preparing questions and marking guides,
- Contributing to the production of exam questions and marking guides,
- Collating the questions and producing the final examination and marking guides,
- Communicating examination progress to the College Examinations Officer,
- Ensuring all examination components conform to Subject Guidelines,
- Ensuring amendments recommended by the Board of Examiners review are addressed and revised exam components are returned to the College Examinations Officer in a timely manner,
- Providing the correct version of marking guides to all examiners completing candidate marking,
- Reviewing the examiner marks if issues of marking discrepancies are raised,
- Coaching on delivery of oral exams, including time management and planned cueing,
- Ensuring consistency during delivery of oral examinations.

HSE Coordinator

For large teams (when 3 or more teams of examiners are required):

- **The HSE becomes the HSE Coordinator:** an experienced examiner who provides leadership across the teams to coordinate the production and delivery of examinations (but does not directly assess candidates as the primary marker of written questions or deliver and assess oral examinations).

The role includes:

- Review the examiner marks and resolve any discrepancies with the examiners,
- Analyse overall candidate results and, if necessary, initiate remarking or adjustment of marking guides to ensure consistency between examining teams,
- Attend the oral and practical examinations venue to ensure effective exam delivery and facilitate marking and moderation of results,
- Coach and support examiners on delivery of oral exams, including time management and planned cueing, to ensure consistent exam delivery between rooms and, if necessary, on consecutive days.
- Finalise marks and ensure examiner feedback has been provided for all candidates.

Examiner roles

Senior Examiners: appointed where there is more than one examination team and to each additional examination pair of examiners. Responsible for consulting with each other and the HSE/HSE Coordinator to ensure consistency of marking and examination delivery between examination rooms.

Examiners: other person in each examination pair. Helps produce, deliver and mark the examination.

Members of the SEC who are not part of the examining team can contribute to the development of examination components. Each member is responsible to the HSE for timely completion of assigned work.

It is recommended that all team members review the final written, practical and oral examination questions and marking guides.

Need to know more?

- [Further information on these committees](#)
- [Membership Subject Guidelines](#)
- [Fellowship Subject Guidelines](#)
- [Examiner Training Resources](#)

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