



2020 ANZCVS Examination Timeline



Complete by	Task
<input type="checkbox"/> 30 June	<ul style="list-style-type: none"> Intention to sit lodged by Fellowship candidates
<input type="checkbox"/> 31 October	<ul style="list-style-type: none"> Candidates finalised, Subject Examination Committee (SEC) Chairs informed of candidate enrolment numbers to consider recruitment numbers of examining teams. How many teams required per ratio of candidates.
<input type="checkbox"/> 31 October to 30 November	<ul style="list-style-type: none"> Examiners nominated, SEC Chair informs Examinations Officer for approval and appointment by Chief Examiner - invitation letters sent Final membership candidate numbers confirmed from late enrolments (<i>may further influence number of examining teams required</i>)
<input type="checkbox"/> November to February	<ul style="list-style-type: none"> Head Subject Examiner (HSE) contacts examining team to discuss & plan development of examination material. Blueprinting of exams. First drafts of written, oral and practical examinations with marking schemes submitted from HSE (HSE coordinator in some subjects) to the SEC Chair for review and approval
<input type="checkbox"/> 1 March	<ul style="list-style-type: none"> SEC Chair-approved written, oral and practical examinations submitted to College Office by HSE, for formatting into College templates. SEC Chair submits checklist. Exams submitted by office examination team to Board of Examiners, Examination Committee (EC) member for review
<input type="checkbox"/> 3 April	<ul style="list-style-type: none"> Reviewed examination components forwarded back to HSE for any requested changes. HSE distributes to their team(s) as deemed necessary for changes and team member forwards back to HSE. Version control in footer of documents to include date of last review
<input type="checkbox"/> 4 to 15 April	<ul style="list-style-type: none"> HSE submits examination components back to College office for further EC review either back to HSE for further changes or moved on to finalise
<input type="checkbox"/> First week May	<ul style="list-style-type: none"> Hardcopy examination papers sent to examiners for final check and correction (if required) Written papers printed and distributed to written venues
<input type="checkbox"/> Marking written papers	<ul style="list-style-type: none"> HSE ensures examining teams have correct marking schemes Candidates sit written examinations - June 9 Membership, June 9 & 10 Fellowship Examiners sent candidate scripts to mark any time from June 10 - 17 Complete marking of candidate written scripts with candidate marks entered into the ERRS by June 29th. All discrepancies/variance must be completed before this date. HSE checks ERRS to ensure all examiners have entered marks and variances resolved.
<input type="checkbox"/> Practical and Oral exams	<ul style="list-style-type: none"> Gold Coast: July 4th - 6th, 2020 Printed practical and oral examinations completed by College office and taken to Coast, observer takes to room on the day of exam. HSE brings correct power points required for subject examination