



COURT OF EXAMINERS

An Entity of the Council of Education

1. INTRODUCTION

The Court of Examiners is an ancillary entity of the Council of Education (COE) and its operations are overseen by the ACEM Examinations Committee (EC). The Court of Examiners is composed of FACEMs selected to participate in College examinations.

These terms of reference are established under, and are subordinate to, the *Policy on College Entities*. Members of the Court of Examiners should ensure they are familiar with the provisions and requirements of this policy.

These terms of reference include details of the following:

- matters specific to the Court of Examiners
- membership specifications (including any variations to the policy permitted by the COE), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the *Policy on College Entities* for details of all matters pertaining to the operation of the Court of Examiners or to the roles and responsibilities of examiners defined elsewhere in this document and the applicable Position Descriptions.

2. MEMBERSHIP

2.1 Members of the Court of Examiners

The Court of Examiners consists of Fellows of the College with three or more years' post-Fellowship experience appointed and approved for that purpose by EC and endorsed by COE.

2.2 Senior Examiners

Senior Examiners, are experienced examiners who undertake the usual tasks of examiners and are expected to take on additional responsibilities such as in examination coordination, question writing and review and the support of other examiners and the examinations process.

2.3 Peer Support Examiners

Peer Support Examiners (PSEs) are Senior Examiners who play a role in supporting individual members of the Court of Examiners by orientating new examiners and in maintaining fair and consistent standards of examining in ACEM examinations. PSEs may also provide support in other areas of the examinations process as deemed appropriate.

2.4 Peer Support Examiner Lead

The PSE Lead's primary role is to oversee the orientation, training and performance monitoring of all ACEM examiners and to provide guidance and support to PSEs in their role. The PSE Lead is a Member of EC.

2.5 Tenure

Members of the Court of Examiners, including Senior Examiners, are appointed by EC for an initial period of five (5) years. Members of the Court of Examiners will be approved to serve a further five-year term, subject to their continuing to meet the eligibility requirements, examiner obligations and performance standards as defined in this document and elsewhere. Subsequent five-year terms may be approved subject to a satisfactory examiner performance review and on the submission of an Expression of Interest to continue service on the Court of Examiners.

Examiners who, at the time of appointment to the Court of Examiners, were in active Emergency Medicine or Critical Care practice and who subsequently discontinue clinical practice may, at the discretion of the Chair of EC, be permitted to remain a member of the Court for an additional 12 months from the time of their ceasing active practice.

2.6 Requirements of Membership

In accordance with the stated roles and responsibilities, Members of the Court of Examiners are expected to confirm their availability to participate in at least ten days of examination attendance in each calendar year and to participate in the Primary Examination Viva, the Fellowship Short Answer Question (SAQ) examination and the Fellowship Objective Structured Clinical Examination (OSCE), as well as undertaking ongoing training as determined by EC and/or COE as applicable.

Examination attendance is considered to include examining, role playing, peer support activities, examiner training, marking centre attendance, standard setting and/or examination site co-ordination. In relation to the Primary Examination Viva and the Fellowship OSCE, it is essential that examiners who have indicated their availability to examine at these events are available to participate in all allocated full days of the examination.

All stations of the OSCE are recorded in accordance with [The Policy and Procedure for the Recording of Stations at the Fellowship Clinical Examination \(OSCE\)](#). The College is unable to accommodate requests from individual examiners to not be recorded.

In any five-year term, an examiner may apply for a leave of absence from the Court for a period of up to 12 months, on the grounds of exceptional circumstances. All such requests are required to be prospectively approved and will be considered on their merits by the Chair and one other member of EC and a recommendation made to EC.

3. SELECTION CRITERIA FOR ROLES WITHIN THE COURT OF EXAMINERS

Selection criteria for the roles within the Court of Examiners are identified below.

In summary, the requirements for the following roles are:

- Members of the Court of Examiners: FACEMs of at least three years post Fellowship experience who are in active Emergency Medicine or Critical Care clinical practice (of at least one clinical shift per week, on average) with knowledge/experience of the requirements of the FACEM Training Program and who have completed approved training in Cultural Competence as determined by COE
- Senior Examiner: Members of the Court of Examiners with at least five years of high level service as a FACEM examiner with a commitment to continuous improvement and ongoing examiner training and support
- Peer Support Examiner: Senior Examiners with demonstrated knowledge of and commitment to and involvement in ACEM examinations throughout the period served on the Court of Examiners, possessing skills in aspects such as leadership, training, performance assessment, providing feedback and conflict management.

3.1 Members of the Court of Examiners

Essential

- A Fellow of the College in active Emergency Medicine or Critical Care clinical practice (of at least one clinical shift per week, on average)
- At least three (3) years post Fellowship experience
- A thorough understanding of the requirements of the FACEM Training Program
- Demonstrated experience and/or training in assessment (e.g. DEMA, teacher/assessor of medical students, registrars etc., APLS, EMST instructor, ACEM examination question writing or standard setting)
- A demonstrated commitment to ongoing professional development including role related training
- The completion of approved training in Cultural Competence as determined by COE
- Supportive references from three FACEMs.

Desirable

- Actively involved in trainee/registrar education
- Knowledge of the processes of formative and summative performance assessment
- Demonstrated experience and/or interest in College processes
- Experience in the conduct of examinations
- Demonstrated diligence and organisation skills.

3.2 Senior Examiners

Members of the Court of Examiners in their second or subsequent five year term who meet the Senior Examiner Selection Criteria, may apply to EC to be appointed as Senior Examiners.

In addition to meeting the criteria for all members of the Court of Examiners:

Essential

- Satisfactory completion of at least five years of service on the Court of Examiners
- Demonstrated high quality performance whilst on the Court of Examiners in service, diligence, behaviours, attitude and contribution to the examination process
- The completion of approved training in Cultural Competence as determined by COE
- Demonstrated commitment to the principles of teamwork and collaboration in the examinations context and the ability to manage conflict or controversy in a constructive manner
- A basic understanding of the educational principles applied to all aspects of the ACEM examinations including the link between the examinations and the ACEM Curriculum Framework, the standard setting process, and quality analysis of the examination process.
- Demonstrated commitment to continuous improvement in examination processes and to ongoing examiner support and training.

Desirable

- Demonstrated experience and skills in providing high quality feedback
- A high level of participation in College examinations
- Contribution in other examination related processes (e.g. question generation, standard setting, etc.)
- Demonstrated diligence, organisation skills and ability to meet expected time lines.

3.3 Peer Support Examiners and Other Roles

The selection criteria are described in the Position Descriptions for PSEs and the PSE Lead.

3.4 Method of Appointment

Expressions of Interest will be invited for all positions within the Court of Examiners, as the need is identified by EC. Applications are reviewed against the selection criteria and successful applicants selected and approved by EC.

The PSE Lead is appointed by EC. Appointments within the Court of Examiners will be approved by EC and forwarded to COE for noting.

Note: The College is committed to the principles of equal opportunity and diversity and may make selections to ensure diversity in the membership of the Court of Examiners reflects that of the ACEM trainee and FACEM community.

4. RESPONSIBILITIES AND AUTHORITY

The primary role of the Court of Examiners is to provide a pool of individuals from which Fellows of the College are selected to participate in College examinations. As such, the role of the Court of Examiners relates to operational matters. It does not have a strategic role.

4.1 Court of Examiners

The role of Members of the Court of Examiners is to work in concert with ACEM staff to facilitate all aspects relating to the conduct of Primary and Fellowship Examinations, including but not limited to:

- marking examination papers, examining candidates, role-playing in clinical examinations
- reviewing questions, including those for use in clinical and oral examinations, prior to their use in ACEM examinations and providing feedback to the relevant writing groups
- contributing to and participating in College examination feedback processes
- maintaining examination security
- indicating their availability to examine when this information is requested by the College
- acting as a resource for local trainees
- attending ongoing examiner training and/or such other professional development activities as determined by the College and be up to date with current examination processes and examining skills through communications from the PSE Lead
- acting as the co-ordinating examiner for final question development and marking calibration of examination questions for the Primary Viva, Fellowship SAQ and OSCE examinations
- reporting issues or concerns to the ACEM examinations team who will refer these to the PSE Lead and/or the Examiner Representatives on ESC.

All Members of the Court of Examiners are responsible for declaring any conflict(s) of interest, whether actual or perceived, in accordance with applicable College policies and processes.

4.2 Senior Examiners

Senior Examiners are examiners with more than five years of high level service as an examiner. In addition to their primary role as examiners, Senior Examiners undertake a leading role in examination coordination such as in the development of examinations materials and the support of new examiners, and where appropriate to:

- undertake a leadership role in the Court of Examiners and as such act as a role model of 'best practice' in examinations and in support of policies and procedures pertaining to examinations

- assist in the development of examination materials prior to their use in College examinations
- examine with less experienced examiners (in their first or second examination in a particular mode) to assist in their orientation and training
- take an active role at other examinations events such as marking centres, workshops and examiner training
- actively participate in discussions around quality improvement processes in examinations
- participate in the provision of feedback to candidates who have been unsuccessful in examinations for a second time as requested
- undertake an advocacy role, in educating members and promoting examination processes both within and outside the Court of Examiners.

4.3 Peer Support Examiners

PSEs undertake the tasks as Senior Examiners as well as an additional role in supporting members of the Court of Examiners, such as in orientation and training of new examiners, providing feedback on their performance to ensure the delivery of consistent, high-quality ACEM examinations and managing conflict. PSEs are expected to report on examiner performance and implement quality improvement strategies.

4.4 Peer Support Examiner Lead (Examinations Committee)

The PSE Lead's role is to oversee and support the functions of all ACEM Examiners. The role oversees PSE processes such as monitoring and documentation of examiner performance during the examinations. The PSE Lead will contribute to all other ESC functions as a full voting member.

4.5 Examiner Representatives (Examinations Committee)

A minimum of two (2) examiner representatives will be appointed to EC for the purpose of presenting the examiner perspective on examination matters.

4.6 Conduct and Ethics

All Members of the Court of Examiners are required to sign the ACEM Confidentiality and Intellectual Property Statement on appointment to the Court of Examiners and then annually.

All Members of the Court of Examiners are expected to adhere to the ACEM Code of Conduct (COR235)

All Members are required to follow and abide by the ACEM *Conflict of Interest Policy* (COR139) and the ACEM *Examinations – Conflict of Interest Policy* (COR233) and the processes outlined therein.

4.7 Line of Reporting

The line of reporting from Members of the Court of Examiners is shown below:



5. RESIGNATION FROM THE COURT OF EXAMINERS

An Examiner who wishes to resign his/her membership of the Court of Examiners may do so in writing, to the Chair of EC via the ACEM Examinations Administration team, who will refer the resignation to EC for consideration.

6. REMOVAL FROM THE COURT OF EXAMINERS

Examiners may be removed from the Court of Examiners by EC where it has been found that:

- the examiner fails to meet the minimum participation requirements expected of members of the Court of Examiners
- the examiner's performance is considered to be below the standard of that expected, following the provision of feedback and remediation
- the examiner exhibits behaviour considered to be unprofessional and/or prejudicial to the conduct of the examination
- the examiner knowingly breaches a regulation, policy or procedure defined by the College in relation to the examinations
- the examiner has demonstrated a disregard for examination policy and procedure by non-compliance with a reasonable request of COE, EC or any individual responsible for the conduct of College examinations.
- the examiner is no longer in active Emergency Medicine or Critical Care practice (of at least one clinical shift per week, on average)

7. MEETING REQUIREMENTS

There are no standing meeting requirements for the Court of Examiners.

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director, Education and Training
 Document maintenance: General Manager, Governance and Standards

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2017	Approved by COE
v2	Jun-2018	Revised throughout
v3	Mar-2019	Revisions to staff titles to reflect revised organisational structure
v4	May-2019	Revisions in light of the implementation of recording at the Fellowship Clinical Examination (OSCE) and organisation structure changes for approval EC/COE