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# PRIMARY EXAMINATION WORKING GROUP

## *Council of Education*

### 1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Working Group members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the:
  - Select Choice Question (SCQ) Working Group
  - Viva Working Group
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the Working Group, an ancillary entity of the Council of Education (COE).

### 2. ROLE OF THE WORKING GROUPS

The primary role of the working groups is to generate SCQ and Viva Questions for the ACEM Primary Examinations. There is one (1) working group for each question type respectively.

#### **Requirements of Membership**

Members of a Working Group are expected to commit to participating in at least four (4) meetings in any two-year period and to be available to commit to required question-writing duties and fulfil associated obligations by the stipulated deadline.

### 3. SELECTION CRITERIA

#### 3.1 Essential criteria

As a minimum, an applicant for appointment to the working parties must:

- a thorough understanding of College examination processes

#### 3.2 Desirable criteria

- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- actively involved in emergency medicine education
- experience in the development and delivery of educational programs at a postgraduate level

## 4. MEMBERSHIP

### 4.1 Role

The working groups will work with ACEM staff to:

- (a) write SCQ and Viva questions for the ACEM Primary Examination in a timely manner and provide revisions when required
- (b) liaise with the Examinations Subcommittee to ensure items are of the required standard and quality for the relevant examination
- (c) report working group progress and any issues to the Examinations Subcommittee.

### 4.2 Members

The Primary Examination Working Group consists of the following members:

- (a) a Coordinator, who shall be an *ex officio* member of the Examinations Subcommittee,
- (b) a Deputy Coordinator
- (c) one (1) Late Phase Advanced trainee,
- (d) additional individuals appointed to a specific working group as follows:
  - Viva Working Group: up to 15 'ordinary' FACEM members
  - SCQ Working Group: up to 30 'ordinary' FACEM members.

### 4.3 Conduct and Ethics

All members are required to sign the ACEM *Confidentiality and Intellectual Property Statement* on appointment to a working group(s).

All members are required to follow and abide by the ACEM *Conflict of Interest Policy* and the ACEM *Examinations - Conflict of Interest Policy* and the processes outlined therein.

### 4.4 Method of Appointment

- (a) Members (other than any *ex-officio* members) of each working group are appointed through nomination and subject to the approval of the Council of Education.
- (b) **Coordinator:** The Coordinator is selected by the membership of the working groups from among their membership
- (c) **Deputy Coordinator:** The Deputy Coordinator is selected by the membership of the working groups from among their membership
- (d) **Lead:** The SCQ and Viva Leads are selected by the members of the applicable working group from among its membership.
- (e) **Deputy Lead:** The SCQ and Viva Deputy Leads are also selected by members of the applicable working group from among its members.

#### 4.5 Tenure

Working Group members are appointed for a period of two (2) years. At the end of any two-year period, incumbent members may reapply for a subsequent two-year term.

#### 4.6 Line of Reporting



### 5. MEETINGS/WORKSHOPS

Subject to these terms of reference, the working groups may conduct meetings/workshops as they see fit.

- (a) **Frequency:** Meetings shall be held twice annually. These may be held by webinar or teleconference, and at least one meeting must be held face-to-face annually.

### 6. DOCUMENT REVIEW

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

#### 6.1 Responsibilities

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

#### 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2015	Re-formed the 4 writing parties into 2 writing parties
v2	Sep-2017	Revisions to align with current Primary Examinations and other COE entities. Approved by Censor-in-Chief
v3	Nov-2017	Revisions to membership nomenclature. Approved by Censor-in-Chief