



# COURT OF EXAMINERS

## *Council of Education*

### 1. INTRODUCTION

The Court of Examiners is a body of FACEMs from which individuals are 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 Council of Education (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 the Examinations Subcommittee (ESC) and endorsed by COE.

#### 2.2 Senior Examiners

Senior Examiners, are experienced examiners who undertake the usual tasks of examiners but may take on additional responsibilities such as in examination coordination and question writing and review.

#### 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.

#### 2.4 Lead Peer Support Examiner

The PSE Lead's primary role is to oversee the orientation, training and performance monitoring of all ACEM Examiners and to provide an administrative and communication link between Examiners and the ESC. The Lead PSE is a Member of the ESC.

## **2.5 Examiner Lead**

The Lead PSE's primary role is to oversee and support the functions of all ACEM Examiners and to provide an administrative and communication link between the Examiners and the ESC. The Examiner Lead is a key developmental and operational role that requires the ability to collaboratively develop, implement and evaluate assessments at ACEM and maintain the assessment standard across Australia and New Zealand. The Examiner Lead is a Member of the ESC.

## **2.6 Tenure**

Members of the Court of Examiners are appointed by the ESC 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 and examiner obligations as defined in this document. 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.

## **2.7 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).

Examination attendance is considered to include examining, role playing, peer support activities, training, marking centre attendance 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.

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 the ESC and a recommendation made to ESC.

## **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:

- Member of the Court of Examiners: FACEMs of at least three years post Fellowship experience who are in active practice and have knowledge/experience of the requirements of the FACEM Training Program
- Senior Examiner: Members of the Court of Examiners with at least five years of high level service as a FACEM examiner
- 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 providing feedback and conflict management.

### **3.1 Members of the Court of Examiners**

#### **Essential**

- A Fellow of the College in active clinical practice
- 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, ELS, EMST instructor).

**Desirable**

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

**3.2 Senior 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.

**Desirable**

- Ability to provide high quality feedback
- Conflict management skills
- High levels of participation in College examinations
- Involvement in other examination related processes (e.g. question generation, standard setting, etc.)
- Demonstrated diligence, organisation skills and ability to meet expected time lines.

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

**3.3 Peer Support Examiners and Other Roles**

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

**3.4 Method of Appointment**

Appointments within the Court of Examiners will be approved by the ESC and forwarded to the Council of Education for noting.

The Lead PSE is appointed by the ESC on the recommendation of the PSEs.

The Examiner Lead is appointed by the ESC on the recommendation of the Court of Examiners.

**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 particular 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 Examiner 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 Lead PSE and/or the Examiner Lead.

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 as requested to:

- assist in the development of examination materials prior to their use in College examinations
- be paired with less experienced examiners (in their first or second examination in a particular mode) to assist in their orientation and training
- examine in OSCE stations when a single examiner is being used for that station.

#### **4.3 Peer Support Examiners**

Peer Support Examiners (PSE) 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.

Reporting to the Lead PSE, the role of a PSE is to:

- assist in the orientation of Fellows newly appointed to the Court of Examiners
- assist in the provision of ongoing Examiner training
- provide feedback to members of the Court of Examiners on their performance during the conduct of the exam
- work with College staff to review the performance of members of the Court of Examiners
- work with members of the Court of Examiners to ensure the delivery of consistent, high-quality ACEM examinations
- work with the Lead Peer Support examiner and College staff to prepare a report for the ESC following each examination in which they participated.

#### **4.4 Lead Peer Support Examiner (Examinations Subcommittee)**

Reporting to the Examiner Lead, the Lead PSE'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.

#### 4.5 Examiner Lead (Examinations Subcommittee)

The Examiner Lead is a key developmental and operational role that requires the ability to collaboratively develop, implement and evaluate assessments at ACEM and maintain the assessment standard across Australia and New Zealand. The position oversees the PSE processes.

#### 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 prior to the conduct of each examination they attend.

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 role as a member of the Court of Examiners may do so in writing, to the ACEM Examinations Administration team, who will refer the resignation to the ESC.

### 6. REMOVAL FROM THE COURT OF EXAMINERS

Examiners may be removed from the Court of Examiners by the ESC 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, ESC or any individual responsible for the conduct of College examinations.

### 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 of Education and Training
Document maintenance:	Manager, Standards

## 8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2017	Approved by COE