



## 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 ACEM Primary and Fellowship 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 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 Peer Support Examiners

Peer Support Examiners (PSEs) are experienced examiners who play a role in supporting individual members of the Court of Examiners by orientating and training 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 such as conducting refresher training and other activities as deemed appropriate.

##### 2.2.1 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.

#### 2.3 Tenure

Members of the Court of 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. As such, formal five-yearly examiner performance reviews will be conducted annually in November-December, for examiners who have completed

a five year term, (either initial or subsequent), in June of that year. An earlier review may be triggered where an examiner fails to meet the requirements of this role as outlined in Section 6.

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.

## 2.4 Requirements of Membership

Members of the Court of Examiners are FACEMs with:

- 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) in Australia or Aotearoa New Zealand
- knowledge/experience of the requirements of the FACEM Training Program and who have completed approved training in Cultural Competence and the ACEM Core Values, as determined by COE.

Peer Support Examiners are Members of the Court of Examiners with:

- at least five years of high level service as a FACEM examiner
- a commitment to continuous improvement and ongoing examiner training and support
- demonstrated knowledge of, commitment to, and involvement in ACEM examinations throughout the period served on the Court of Examiners
- skills in aspects such as leadership, training, performance assessment, providing feedback and conflict management.

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-related attendance in each calendar year and to examine 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-related attendance includes 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 commit to attending on all allocated full days of the examination as per the published schedule.

Members of the Court of Examiners are required to attend annual examiner refresher training as scheduled.

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. All such requests must be prospectively approved by EC. Applications for leave of absence will be considered on their merits by the Chair and one other member of EC and a recommendation made to EC.

## 3. Selection Criteria

### 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) in Australia or Aotearoa New Zealand
- At least three (3) years post Fellowship Emergency Medicine experience in Australia or Aotearoa New Zealand
- A thorough understanding of the requirements of the FACEM Training Program
- Demonstrated experience and/or training in assessment (e.g. as DMT, teacher/assessor of medical students, registrars etc., APLS, EMST instructor, ACEM examination question writing and/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
- The completion of the ACEM Core Values module
- Supportive references from three FACEMs in active emergency medicine or critical care practice in Australia or Aotearoa New Zealand.

**Desirable**

- Actively involved in Emergency Medicine trainee/registrars 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 Peer Support 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
- 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 timelines.

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

### 3.3 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 are 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
- maintaining examination security
- indicating their availability to examine when this information is requested by the College
- acting as a resource for local trainees and providing support in their preparation for examinations
- 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
- reporting issues or concerns to the ACEM examinations team who will refer these to the PSE Lead and/or the Examiner Representatives on ESC
- act as a role model of 'best practice' in examinations and in support of policies and procedures pertaining to examinations
- undertake an advocacy role, in educating members and promoting ACEM examination processes both within and outside the Court of Examiners

In addition, Members whose service to the Court of Examiners exceeds three (3) calendar years are expected to undertake the following aspects:

- reviewing questions for use in written, 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, including the provision of feedback to candidates who have been unsuccessful in examinations for a second or subsequent time, as requested
- 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
- acting as site coordinator, as requested, for the ACEM clinical examinations.

## 4.2 Peer Support Examiners

PSEs undertake the tasks as experienced 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 participate in scheduled five-yearly performance review for examiners, monitor examiner performance at examinations and implement quality improvement strategies.

### 4.2.1 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 EC functions as a full voting member.

## 4.3 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.

## 4.4 Conduct and Ethics

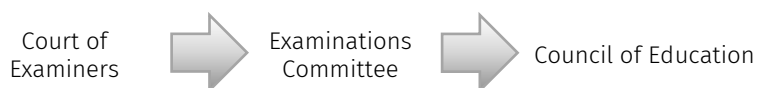
All Members of the Court of Examiners are required to sign the ACEM Confidentiality and Intellectual Property Statement on appointment to the Court of Examiners and then annually.

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.

## 4.5 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 their membership of the Court of Examiners may do so in writing, to the Chair of EC via the ACEM Examinations Assessment 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) in Australia or Aotearoa New Zealand
- the examiner has not completed approved training modules as determined by COE.

## 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.
Document authorisation:	Council of Education
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	Education and Training Coordinator

## 9. 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

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Version	Date of Version	Pages revised / Brief Explanation of Revision
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
v5	Jun-2021	Clarification of the requirements and attributes of members of the Court of Examiners and reporting line.
v6	Aug-2021	Minor revisions to selection criteria to ensure consistency
v7	Sep-2021	Revisions to responsibility for document review
V8	May-22	Revisions including to remove the role of senior examiner, provision for examiner performance review and to recognise responsibilities of examiners with more than three years of service

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