

Division:	Education Development & Assessment	Ref. No.	EDA-EXA-011
Department:	Examinations		
Title:	Court of Examiners Terms of Reference		

1. PURPOSE AND SCOPE

To provide the Terms of Reference for the Court of Examiners (the Court) and the Specialty Courts.

2. KEYWORDS

Court of Examiners Terms of Reference, Duties, Governance, Composition, Authority

3. BODY OF POLICY

3.1. Background

The Fellowship Examination is primarily an assessment of professional judgement, clinical decision making and medical expertise to ensure candidates are safe and competent to practice independently as surgeons.

The Court is comprised of surgeons representing the nine surgical specialties in which the College conducts the examination. The number of examiners appointed to each Specialty Court is determined on the number of trainees and International Medical Graduates (IMG's) eligible for examination.

3.2. Duties and Responsibilities

- 3.2.1. To ensure that the examinations conducted by the College are in accordance with requirements for accreditation and authorisation and key College Policy documents including the strategic plan.
- 3.2.2. To conduct examinations for the purpose of assessing a candidate's competencies and maintain the integrity and high standard of the Fellowship Examination.
- 3.2.3. To review the content (based on the surgical curriculum) of the Fellowship Examination.
- 3.2.4. To investigate, set standards, and prepare and provide guidelines for effective and varied methods of examining.
- 3.2.5. To ensure that appropriate specimens, imaging and technology are used.
- 3.2.6. To optimise the use of advanced technology techniques for examination purposes.
- 3.2.7. To review the overall performance of candidates using the consensus marks submitted by each pair of examiner. A candidate's marks cannot be altered.
- 3.2.8. To regularly review historical examination results to ensure quality standards of the examination process are maintained.
- 3.2.9. To set standards and provide guidelines for the training of Examiners.
- 3.2.10. To conduct the relevant Specialty Specific Examinations which are the responsibility of the respective Specialty Courts, currently
 - a. Orthopaedic Surgery
 - b. Paediatric Surgery
 - c. Plastic and Reconstructive Surgery

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3.3. Composition and Appointment

3.3.1. The Court is accountable to the Education Board (EB)

3.3.2. Chair of the Court

Appointed by the Council of Royal Australasian College of Surgeons and has tenure on the Court while they hold office.

3.3.3. Deputy Chairs of the Court

- a. Deputy Chairs must have served as a member of the Court prior to nomination.
- b. Two Deputy Chairs are nominated by the Chair. One Deputy will reside in Australia and the other in New Zealand and are appointed in alternate years to ensure maintenance of corporate knowledge. Appointment is for a period of two years with the option of reappointment for additional two year term.

3.3.4. Senior Examiners

For each specialty, a Senior Examiner is elected by the membership of the respective Specialty Court and becomes the Chair of that Specialty Court.

- a. Tenure is for two years but may be extended under special circumstances, with approval of the Chair of the Court.
- b. With the approval of the Chair of the Court, a Specialty Court may appoint a Senior Examiner from each country if this is deemed beneficial to the functioning of that Specialty Court
- c. The Specialty Court may submit an application to the Education Board to extend tenure for one additional year, if an examiner becomes a Senior Examiner in his/her final year of their tenure (i.e. year 9 of tenure).
- d. A Senior Examiner who has not completed a full nine years of tenure may step down and continue as an Examiner of that Specialty Court until tenure is completed, subject to triennial reappointment requirements.

3.3.5. Deputy Senior Examiners

For each specialty, a Deputy Senior Examiner is elected by membership of the respective Specialty Court. The Deputy Senior Examiner will exercise all duties of the Senior Examiner when requested or when the Senior Examiner is incapacitated.

3.3.6. Examiners

Appointments to the Court of Examiners are recommended for approval by the Chair of the Court to the Education Board and are noted by Council. Tenure is for a period of three years with the option to reappoint for a further two terms, to a maximum of nine years.

3.3.7. In Attendance

Staff with a permanent invitation to attend are

- a. Chief Executive Officer
- b. Director, Education Development & Assessment

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- c. Manager, Examinations
- d. Examinations Officers

3.4. Powers

The Court has such executive powers, supervisory functions and decision-making authority, as the Education Board delegates to it in relation to the conducting of examinations.

3.5. Executive of the Court

The Executive consists of:

- 3.5.1. Chair of the Court
- 3.5.2. Deputy Chairs of the Court (Australia and New Zealand)
- 3.5.3. Senior Examiners of the nine Specialty Courts.

3.6. Meetings

Meetings and workshops are conducted in accordance with the requirements of the Fellowship Examination. Refer to the Conduct of the Fellowship Examination policy.

4. ASSOCIATED DOCUMENTS

Policies

EDA-EXA-010	Conduct of the Fellowship Examinations
EDA-EXA-016	Appointments to the Court of Examiners
EDA-EXA-019	Position Description: Senior Examiners and Deputies
EDA-EXA-021	Position Description: Deputy Chair of the Court of Examiners
EDA-EXA-022	Position Description: Chair of the Court of Examiners

Approver Education Board
Authoriser Council

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