Examination Advisory Committee
Terms of Reference

Prepared by the Committee: July 5, 2016

Approved by the CCMG BOD:

Description

The Examination Advisory Committee was established at the request of the BOD to provide guidance and ‘arms-length’ oversight of the College’s certifying examinations to ensure a rigorous, fair and valid process is followed. This Committee is also charged with monitoring and evaluating examination performance for continuous quality improvement.

Mandate

1. Advise the Examination Chair/committee and/or Board of Directors on process matters
2. Ensure that blueprints and examination question banks are in line with current training guidelines (Validity)
3. Monitor examination performance data
4. Establish and monitor Minimum Performance Level (MPL) to ensure exam validity, fairness and reliability.
5. Review feedback from examinees, examiners and training sites for exam improvement.
6. Recommend changes to structure, format and scheduling.
7. Periodically review or develop SOPs or policies pertaining to exam administration, including but not limited to standard setting (MPL), appeals, accommodating disabilities, and conflicts.

Work/liaise with other committees including Training, Laboratory Practice, Credentials and Examinations around communication and implementation of examination-related issues.

Composition and Tenure

The committee shall consist of at least 8 members (including the Chair), who are:

- Full members of the College AND not currently sitting on the examinations committee (previous experience as an examiner would be beneficial)
- With certification representing all five training areas (biochemical genetics laboratory and clinical, clinical genetics, cytogenetics, and molecular genetics).
- The remaining 3 members shall be representatives from each of Training, Lab Practice and Credentials Committees.
- The Chair of Examinations will be an ex officio member.
- The committee shall include a Board Representative.
- Each core committee member shall be a member for a term of 3 years, renewable once.
• The normal term of appointment for the chair shall be 2 years, renewable once, and may follow one term as a regular member.
• The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for one additional year.