Examinations Committee Terms of Reference

Brief Description

The Examinations Committee is responsible for all aspects of the written examinations and the OSLEs (Objective Structured Laboratory Examinations) for Clinical Biochemical Genetics, Cytogenetics, Laboratory Biochemical Genetics and Molecular Genetics, including preparation, administration and grading. Members may be expected to undertake formal training in examination skills. The Committee will also liaise with the Royal College Medical Genetics Examination Committee which administers separate written and oral examinations for the CCMG’s Clinical Genetics candidates.

Mandate:

1. To regularly review and update the contents of the General Examination bank of questions.
2. To prepare certifying examinations in the General component as well as in each of the laboratory and clinical biochemical genetics specialties according to approved CCMG guidelines.
3. To develop answer keys and set minimum performance levels.
4. To administer the examinations to eligible laboratory (cytogenetics, molecular and biochemical genetics) and clinical biochemical genetics candidates.
5. To mark questions and stations without bias according to answer keys.
6. To determine the individual candidate’s overall pass/fail status.
7. To communicate examination results.
8. In the case of a failing candidate, to provide constructive feedback on the candidate’s strengths and weaknesses.
9. To liaise with the Examination Advisory Committee via the Examinations Chair who sits as an ad hoc member of that committee.
10. To provide a written report on Committee activities to the CCMG annually.

Committee Composition and Selection:

- The Committee will consist of the Chair and 3 Vice-Chairs, representing each subcommittee specialty (Biochemical Genetics, Cytogenetics and Molecular Genetics).
  - The Chair will be selected from among the Vice-Chairs (when possible)
  - Vice-Chairs will be selected by the Chair from members of each subcommittee
- Each subcommittee will have 5 – 6 members with ideally at least one bilingual member.
- A representative appointed from the Royal College of Medical Genetics Examination Committee who is also a member of the CCMG.
• An ad hoc member from the city where the examination is taking place to act as a local organizer and not as an examiner.
• A Board representative.

Total membership is not to exceed 22.

A registry of potential ad hoc examiners with previous experience/training in examinations will be kept in the management office and may be called upon to assist when there are conflicts, language requirements or a high number of examinees in any particular examination cycle.

**Tenure and Turnover:**
• Each regular member will be on the committee for 6 years (3 examination cycles).
• After 2 cycles, a member may serve as a Vice-Chair of a subcommittee.
• Vice-Chairs may serve an additional 2 cycles (8 years maximum).
• The Chair may serve an additional 3 cycles (12 years maximum).
• The Chair may serve as Past-Chair for one additional year to transition the incoming Chair.

Turnover of Examinations Committee members will normally be in August following the completion of the post-examination review.