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**Committee:** CCMG Exam Advisory Committee

**Document:** Terms of Reference (ToR)

**Dates:** Prepared by the Committee, **July 2016**

Reaffirmed by committee **October 2022**

**Approved by the Board of Directors November 2022**

### **Brief 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 the 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 CCMG 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).
- 1 representative member from each of the following committees: Training, Lab Practice, and Credentials.
- The Chair of Examinations will be an *ex officio* member.



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- 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.