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Committee: CCMG Examinations Committee

Document: Terms of Reference (ToR)

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Revised by Committee - November 25, 2022

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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, Genetic and Genomic Diagnostics (GGD), Laboratory Biochemical Genetics and Molecular Genetics including preparation, administration and grading. This committee is separated into two subcommittee areas: the Specialty Examination Subcommittees responsible for all aspects of the Specialty Written and OSLE components for each subspecialty, and the General Examination Subcommittee responsible for all aspects of the General Examination. Members may be expected to undertake formal training in examination skills. The Committee will also liaise with the Royal College Medical Genetics and Genomics Program that administers separate written and oral examinations for the CCMG's Clinical Genetics candidates.

Mandate

1. To regularly generate, review and update the General Examination bank of questions.
2. To develop (e.g., write / revise specialty written and OSLE questions, develop answer key) and prepare all certifying examinations for each laboratory as well as Clinical Biochemical Genetics subspecialties in according to approved CCMG training guidelines and supporting documentation (e.g., exam blueprints).
3. To contribute (as required) to setting minimum acceptable performance levels, as overseen by the Exam Advisory Committee.
4. To administer examinations to credentialed Laboratory and Clinical Biochemical Genetics candidates.
5. To mark questions and stations without bias according to validated answer keys and minimal competency cut-scores.
6. To determine each individual candidate's overall pass/fail status.
7. To communicate examination results (via the Chairs).
8. In the case of a failing candidate, to provide constructive feedback on the candidate's identified weaknesses based on the failed exam(s).
9. To liaise with the Examination Advisory Committee via the Chairs who sit as *ad hoc* members of that committee.
10. To provide an annual written report on Committee activities to the CCMG, written by the Chairs.
11. To provide a biannual (i.e., exam-cycle) technical report to the CCMG Board of Directors, written by the Chairs.

Committee Composition and Selection

The Committee will consist of:

- 2 Chairs to oversee each of the two subcommittee areas – the General Examination Chair and the

Specialty Examination Chair

- 4 Subspecialty Leads representing each of the subspecialty examinations offered during the current examination cycle. For 2024, this includes Biochemical Genetics (Clinical and Laboratory), Cytogenetics, GGD and Molecular Genetics. The General Examination subcommittee does not require a designated Subspecialty Lead.
- Subcommittee committee members (see below)
- A board representative

The Subcommittees will consist of:

- General Examination – 6 to 8 members with representation from each subspecialty (i.e., Clinical Genetics, Clinical Biochemical Genetics, Laboratory Biochemical Genetics, as well as GGD or Cytogenetics and Molecular Genetics); preferably 1 to 2 members will also be bilingual (spoken and written) in both official languages.
- Biochemical Genetics Subspecialty – 6 members who are fellows in Biochemical Genetics, with equal representation from both the laboratory and clinical subspecialties (whenever possible), and with ideally at least one member who is bilingual.
- GGD Subspecialty – 4 to 6 members who are dual-certified in Cytogenetics and Molecular Genetics, or have their GGD certification, with ideally at least one member who is bilingual. Where possible, individuals who are actively practicing in both areas (Cytogenetics and Molecular Genetics) will be selected; if not possible, then a balance between individuals practicing in Cytogenetics and Molecular Genetics will be sought.
- Cytogenetics Subspecialty – 4 to 6 members who are certified in Cytogenetics with ideally at least one member who is bilingual.
- Molecular Specialty – 4 to 6 members who are certified in Molecular Genetics with ideally at least one member who is bilingual.

Additionally:

- An examination site organizer (i.e., local CCMG individual) to assist the Committee during examination years.
- 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 a given examination cycle.

★ During years in which examinations for Cytogenetics, Molecular Genetics and GGD are offered (i.e., 2024, and possibly 2026), the three subspecialty subcommittees will work together to share examination materials, wherever possible, to develop three separate specialty examinations (as required). After 2026, only the GGD Specialty will be offered.

Tenure

- Each regular member will be on the Committee for 6 years (i.e., 3 examination cycles); however, consideration may be given to extending members to ensure a given subcommittee has enough experienced members to perform their duties.
- After 2 examination cycles, a member may serve as a Subspecialty Lead of a subcommittee. This individual is normally nominated by one of the Chairs.
- Subspecialty Leads may serve an additional 2 examination cycles (10 years maximum).
- A Chair may serve an additional 3 cycles (12 years maximum).
- A Chair will be selected from among the Subspecialty Leads (whenever possible), or experienced regular member.
- A Chair may serve as a Past-Chair for one additional examination cycle to transition the incoming Chair.

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