



Committee: CCMG Exam Advisory Committee

Document: Terms of Reference (ToR)

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

Reaffirmed by committee **May 2024**

Approved by the Board of Directors, September 2024

1. Mandate

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.

2. Objectives

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 if needed.
7. Periodically review or develop SOPs or policies pertaining to but not limited to standard setting (MPL), Work /liaise with other committees including Training, Laboratory Practice, Credentials, and Examinations around communication and implementation of examination-related issues.

3. Membership and Tenure

The committee shall consist of at least eight 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 training areas (biochemical genetics laboratory and clinical, clinical genetics, cytogenetics, molecular genetics, Genetics and Genome Diagnostics).
- One representative member from each of the following committees: Training, Lab Practice, and Credentials.

- Any external committee representatives are to be arranged between the corresponding committee chairs.
- 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.
- The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.
- Where possible, equity and diversity will be considered in establishing the membership in the committee.

4. Liaisons

The Committee liaises with Examinations Committee.

5. Conduct of Meetings

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly or more frequently if required.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

6. Financial Arrangements

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

7. By-laws

This Committee is governed by the By-Laws of CCMG.

The CCMG committee Terms of Reference are to be reviewed annually, ideally at the time of committee membership turn over.