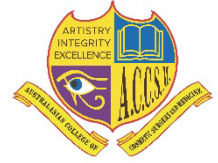


TERMS OF REFERENCE



Name	Examination Committees	
Type	Committee	
Date	August 2024	
Review/ cessation date	Review <input type="checkbox"/>	Cessation <input type="checkbox"/>
Overview	<p>Examinations are a key hurdle requirement in the cosmetic surgery training program.</p> <p>There are three examinations in the training program:</p> <ul style="list-style-type: none"> Medical MCQ examination ABCS Examination Oral VIVA Examination <p>This ToR outlines the responsibilities of cosmetic surgery examiners involved in the MCQ and Oral VIVA examinations who form the examination committees.</p>	
Aim	<p>The Examination Committees plays a crucial role in the development and administration of the Cosmetic Surgery Training Program examinations, which include:</p> <ul style="list-style-type: none"> • Cosmetic Medicine multiple-choice question (MCQ) examination • Viva voce examination 	
Principles	<p>The Examination Committee:</p> <ul style="list-style-type: none"> • Puts patient safety first • Promotes high quality healthcare • Applies rigour and consistency to examination 	
Responsibilities	<p>The Examination Committee is made up of two different groups, convened at differing times according the examination timetable and needs of the ACCSM.</p> <p>The Medical MCQ examination members are responsible for the roles and responsibilities outlined in their position description.</p> <ol style="list-style-type: none"> 1. The Oral VICA examination members are responsible for the roles 	

	and responsibilities outlined in their position description.
Scope	<p>Activities are subject to scope limitations as outlined below.</p> <ol style="list-style-type: none"> 1. Examiners will contribute to the content, structure and conduct of examinations 2. Determination that there are no conflicts of interest (e.g. where an examiner may be the Preceptor of an examination candidate)
Reporting arrangements	<p>The Examination Committee will:</p> <ul style="list-style-type: none"> • Report to the Board of Censors •
Liaison and links	<ol style="list-style-type: none"> 1. ACCSM Board of Censors. 2. Dean, Cosmetic Surgery 3. Dean, Cosmetic Medicine 4. ACCSM staff, including the Education Manager 5. Other college committees. 6. Preceptors
Membership	<p>The Examination Committee is made up of current examiners to support the Medical MCQ examination and the Oral VIVA examination. There is no limited on membership numbers.</p>
Terms of membership	<p>Member Terms</p> <p>The term of the members of the Examination Committee is two years.</p> <p>Examination Committee members do not face any restrictions on how many terms they may serve.</p>
Meetings	<p>Meeting frequency</p> <p>The Examination Committee will meet</p> <ul style="list-style-type: none"> • Before examinations to develop questions for the Medical MCQ examination • Before examinations to develop questions for the Oral VIA examination • At the examination. • After an examination, to review and evaluate the results, borderline candidates, the examination delivery, conduct • At times, the Examination Committee may be required to meet for examiner training in standard setting, question writing and training. <p>Administrative support</p> <p>Administrative support is provided by the ACCSM Education Manager.</p> <p>Resolutions</p>

	<p>Decisions or recommendations made by the Examinations Committee are referred to the BOC for approval.</p>
<p><i>Election of Members</i></p>	<p>Examination Committee members are appointed by the BOC according to their suitability for the role.</p>
<p><i>Responsibilities of Council Members</i></p>	<p>Conflict of Interest</p> <p>Any recognised or potential conflict of interest is to be declared prior to examinations commencing; members with any recognised or potential conflict of interest will not be eligible to convene for that examination sitting.</p> <p>Disputes</p> <p>Any disputed examination result will be reviewed by the Examination Committee and a recommendation will be made to the BOC for resolution.</p> <p>Meeting Attendance</p> <p>All members are to confirm their attendance with the Education Manager, or send their apologies, as early as possible following notification of the scheduling of the meeting.</p> <p>Confidentiality</p> <p>Members must keep matters relevant to individual members or specific cases of patient care confidential. Council members are required to maintain confidentiality in line with the ACCSM Confidentiality Policy.</p> <p>Conduct</p> <p>Members of the Examination Committee are required to:</p> <ol style="list-style-type: none"> 1. Act with care and diligence and in the best interests of the college. 2. Treat all examination candidates fairly and equally. 3. Assist in the training and mentoring of all new Examination Committee members.