Examination Committee

Role
The Examination Committee is a subcommittee that reports to the Assessment Committee. The Examination Committee oversees the specialty-specific examination committees and advises on all matters relevant to Royal College specialty examinations, including timing, content, and evaluation of exams.

Responsibility and Authority
The major responsibilities of the Examination Committee are to:

- Advise the Assessment Committee and report on all matters;
- Set principles and guidelines for exam policy;
- Review examinations as developed by the individual disciplines;
- Review psychometric evaluations and advise individual disciplines on the results;
- Ensure alignment of proposed examinations with the competencies required by discipline; and
- Participate on Formal Review panels (appeals) for examinations when required.

Composition
The Examination Committee has nineteen (19) voting members, including the chair. The composition of the committee includes:

- Chair; also a member of the Assessment Committee;
- Vice-Chair;
- Fifteen (15) Fellows of the Royal College representing the medical, surgical and laboratory disciplines;
- One (1) member representative from the Collège des médecins du Québec (CMQ); and
- One (1) non-fellow member representative with expertise in assessment/examinations.

The Examination Committee also includes the following one (1) non-voting member who may attend meetings as an observer but shall not be counted for the purposes of establishing quorum:

- One (1) ex-officio non-voting Postgraduate Dean from the Association of Faculties of Medicine of Canada (AFMC)

Key Competencies and Characteristics
It is essential that committee members possess knowledge of examinations, assessment practice, and principles of evaluation. Experience serving on a Royal College examination board or as a residency program director is beneficial.
Term of Office

The usual term of office of the chair is two years, renewable once (maximum of four years). The term of the vice-chair is one year, renewable three times (maximum of four years). The usual term of office for members is two years, renewable twice (maximum of six years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.

Meetings

The Examination Committee usually meets twice per year face-to-face, and additionally via teleconference, or web-based meetings, as needed. Business may be conducted electronically at the discretion of the committee coordinator.

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.