

# Assessment Committee

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
<b>Document Writer</b>	Project Manager, Education Governance Review Implementation, Education Development and Improvement
<b>Document Owner</b>	Executive General Manager, Education, Learning and Assessment
<b>Approved by</b>	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
<b>Effective Date</b>	1 June 2026
<b>Next Review Date</b>	February 2028
<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Aotearoa New Zealand and Australia

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

---

**TABLE OF CONTENTS**

**1. INTRODUCTION..... 3**

    1.1. Established ..... 3

    1.2. Indigenous Object ..... 3

**2. PURPOSE ..... 3**

**3. FUNCTIONS ..... 3**

**4. COLLEGE BODY PROHIBITIONS ..... 4**

**5. MEMBER COMPOSITION ..... 4**

    5.1. College Censor and Deputy Chair..... 4

    5.2. Ex-officio Members ..... 4

    5.3. Appointed Members ..... 5

    5.4. Co-opted Members ..... 5

**6. MEETING..... 5**

    6.1. Number of Meetings..... 5

    6.2. Chair ..... 6

    6.3. Quorum..... 6

    6.4. Voting..... 6

    6.5. Secretariat ..... 6

**7. REPORTING..... 6**

**8. DEFINITIONS ..... 6**

**9. HISTORY ..... 6**

## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Assessment Committee (College Body) is established under the authority of the College Education Committee (Parent Body) to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Indigenous Object

The activities of the College Body will demonstrate a clear commitment to Indigenous aspirations and outcomes, guided by the Indigenous Objects set out in the [RACP Constitution](#). The College Body will actively support and advance initiatives that embed cultural safety across the RACP, for both members and staff.

## 2. PURPOSE

The purpose of the College Body is to be the lead committee for the assessment function across RACP training programs. It acts as the expert body for assessment, develops standards and policy, and ensures high quality practices through the consistent application of established RACP assessment standards and processes across training programs.

## 3. FUNCTIONS

The functions of the College Body are:

- a) Act as an expert body on assessment, providing advice and support to the Parent Body based on international best practice in relation to quality assessment in medical education
- b) Provide direction on quality improvements across College examinations and work-based assessments
- c) Develop standards and policy for assessment for approval by the Parent Body
- d) Oversee governance of assessment function and ensure consistent application of assessment standards, policy and process across training programs
- e) Review and advise on assessment blueprints, examination blueprints, results and psychometric analyses
- f) Oversee the development, implementation and ongoing management of the RACP assessment toolkit including processes relating to assessment of progression. Endorse these for the approval of the Parent Body or approve and implement as per delegation schedule
- g) Receive and review reports from assessment subcommittees and RACP management about conduct of examinations across the College and identify

quality improvements. Endorse these for approval of the Parent Body or approve and implement as per delegation schedule

- h) Receive and review reports from assessment subcommittees and RACP management about conduct of work-based assessments across the College and identify quality improvements. Endorse these for approval of the Parent Body or approve and implement as per delegation schedule
- i) Monitor emerging risks and issues relating to assessment function escalating and reporting these to the Parent Body as appropriate
- j) Align RACP's assessment function with Australian Medical Council / Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand accreditation standards and requirements
- k) Ensure alignment with assessment issues that are relevant to recertification and revalidation in Continuing Professional Development and are relevant to Overseas Training Physicians.

#### **4. COLLEGE BODY PROHIBITIONS**

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

#### **5. MEMBER COMPOSITION**

As an Australasian education and training committee, at least 20% of the membership should reside in Aotearoa New Zealand and at least 20% of the membership should reside in Australia.

The College Body shall comprise up to a maximum of 16 members, including:

##### **5.1. College Censor and Deputy Chair**

- Chair of the College Body who is also the College Censor appointed by the Board through an open expression of interest process
- Deputy Chair, appointed from within the membership

##### **5.2. Ex-officio Members**

- Chair, or permanent delegate, of Clinical Examinations Committee – Adult Medicine (Australia)
- Chair, or permanent delegate, of Clinical Examinations Subcommittee – Adult Medicine (Aotearoa New Zealand)

- Chair, or permanent delegate, of Clinical Examinations Committee – Paediatrics & Child Health Division (Australia)
- Chair, or permanent delegate, of Clinical Examinations Subcommittee – Paediatrics & Child Health (Aotearoa New Zealand)
- Chair, or permanent delegate, of Written Examinations Committee – Adult Medicine
- Chair, or permanent delegate, of Written Examinations Committee – Paediatrics & Child Health
- Chair, or permanent delegate, of Faculty Assessment Committee – Rehabilitation Medicine
- Chair, or permanent delegate, of Training Program Committee – Paediatric Rehabilitation Medicine
- Chair, or permanent delegate, of Faculty Assessment Committee – Public Health Medicine
- Chair, or permanent delegate, of Faculty Assessment Committee – Occupational & Environmental Medicine
- Member of a Training Program Committee – Chapters (on rotation)

### 5.3. Appointed Members

- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter
- Member with expertise in work-based assessment.

### 5.4. Co-opted Members

Co-opted members may be appointed for a particular purpose or term.

## 6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

### 6.1. Number of Meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference or videoconference. One (1) face to face meeting may be held each year.

**6.2. Chair**

The Chair or their appointee will Chair all meetings.

**6.3. Quorum**

A quorum is one half of the total College Body membership.

**6.4. Voting**

Decisions will be made by consensus of the majority of members.

**6.5. Secretariat**

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

**7. REPORTING**

The College Body must report and make recommendations to the Parent Body as required.

**8. DEFINITIONS**

<b>Term</b>	<b>Means</b>
Board	The Board of Directors of The Royal Australasian College of Physicians
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

**9. HISTORY**

<b>Commencement</b>		
Replacing the previous Terms of Reference (commenced July 2016), this document was developed in line with the Board-approved education governance committee structure, June 2024. Subsequent changes post-implementation, from June 2026 onwards, must be approved by the College Education Committee.		
<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	4 April 2025	Content updated in line with the Board-approved education governance committee structure.
1.1	1 June 2026	Document updated to include the Indigenous Object reference and appointed member with expertise in work-based assessment.