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# **Terms of Reference**

## **College Assessment Committee**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE COLLEGE EDUCATION COMMITTEE TO BE KNOWN AS THE  
COLLEGE ASSESSMENT COMMITTEE**

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## **1. INTRODUCTION AND PURPOSE**

**1.1.** The College Education Committee pursuant to its terms of reference has established the College Assessment Committee to provide strategic direction on College assessment standards and policies, and approves significant changes to College assessments.

### **1.2. The College Assessment Committee has been established to:**

- 1.2.1. Oversee the assessment quality and improvement across all College training programs
- 1.2.2. Be a resource of advice and support to other College committees overseeing assessment and examinations
- 1.2.3. Oversee the development of assessments and examinations that meet the needs of all College training programs
- 1.2.4. Receive annual reports of conduct of examinations and assessments across the College
- 1.2.5. Establish and review standards of assessment across all programs of assessment.
- 1.2.6. Provide recommendations for feedback, remediation and re-testing
- 1.2.7. Provide strategic direction on technical and operational improvements across College examinations and assessments
- 1.2.8. Provide strategic direction based on international best practice in relation to assessment in medical education
- 1.2.9. Review programs of assessment for each training program
- 1.2.10. Review and advise on assessment blueprints
- 1.2.11. Review examination blueprints, results and psychometric analyses
- 1.2.12. Ensure accreditation standards, in relation to assessment, are adhered to
- 1.2.13. Ensure alignment with assessment issues that are relevant to recertification and revalidation in Continuing Professional Development (CPD)
- 1.2.14. Ensure alignment with assessment issues that are relevant to Overseas Trained Physicians.

### **1.3. The Committee must not:**

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the Committee is a body independent of the College; or
- 1.3.3. form policy independent of the College Education Committee.

### **1.4. Composition of the Committee**

The Committee shall comprise up to 11 members selected by expressions of interest. Committee members should be RACP members, unless otherwise indicated. The members shall include:

- 1.4.1. The College Censor, who will Chair the Committee;
- 1.4.2. A Deputy Chair, appointed from within the membership, who will Deputise as the College Censor when required;

- 1.4.3. A member with expertise in assessment nominated by each of the following committees:
    - 1.4.3.1. the Adult Medicine Division Assessment Committee
    - 1.4.3.2. the Paediatrics & Child Health Division Assessment Committee
    - 1.4.3.3. the AFRM Assessment Committee
    - 1.4.3.4. the AFPHM Assessment Committee
    - 1.4.3.5. the AFOEM Assessment Committee
    - 1.4.3.6. the OTP Assessment Committees
  - 1.4.4. A Chair or Permanent Delegate of a Chapter Training Committee;
  - 1.4.5. A trainee, or an alternate approved by the committee;
  - 1.4.6. A member with expertise in assessment, who does not have to be a College member
  - 1.4.7. A member allocated responsibility for Aotearoa New Zealand interests
- Members may have multiple responsibilities.

## **1.5. Meetings**

The Committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chair of the College Education Committee and the Director of Education.

## **2. TERM OF OFFICE**

- 2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.

## **3. REPORTING**

- 3.1. The Committee is a Committee of College Education Committee and must report to them as required from time to time.
- 3.2. The Committee may make exception reports to the Assessment Committees of the Divisions and Faculties and the Chapter Training Committees to address emergent or risk management issues, as required
- 3.3. The Committee may make exception reports to the Continuing Professional Development (CPD) Committee, as required.

## **4. DEFINITIONS**

- “Assessment” means the systematic process for measuring and providing feedback on the candidate’s progress or level of achievement, against defined criteria. The College employs a programmatic approach to assessment where multiple measures of trainees’ knowledge, skills and professional qualities over time are aggregated and synthesised to inform judgements about progress.
- “Board” means the Board of Directors of the College.

- “College” means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee and includes the Divisions, Faculties and Chapters of the College.
- “Constitution” means the Constitution of the College as amended from time to time.
- “Fellow” means a Fellow of the College.
- “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of the College.

Approved by the College Education Committee on 17 May 2016.

<b>By-Law History as from 17 May 2016</b>		
<b>Commencement of By-Law</b>		
This By-Law was approved by College Education Committee on 17 May 2016 and commenced on that date.		
<b>Subsequent amendments to By-Law</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>