

Terms of Reference - Review of the implementation of computer-based Divisional Written Examination in Adult Medicine and Paediatric and Child Health on 19 February 2018.

The review is to cover its subsequent failure, determine how this could be avoided in the future and recommend how the College can improve its examinations process to move forward.

Matters to be addressed:

A. Review events prior to 19 February 2018.

This is to address:

1. Where, within the College organisation and how was the decision to start computer-based testing (“CBT”) made;
 - a. Outline which medical colleges or like organisations are utilising computer-based testing and the approaches they are using
2. Where and how was the CBT supplier selected, specifically:
 - a. How were providers selected for consideration?
 - b. What steps were taken to assess the suppliers’:
 - i. Ability to deliver examinations via computer, and
 - ii. Track record and reputation?
 - c. What was the formal process for recommending their engagement
 - d. Were the steps taken to trial the new system prior to implementation adequate, including:
 - i. User adaptability testing and
 - ii. Pilot testing?
 - e. Was there any variance from College policy in the engagement of the supplier?
3. How were concerns about the move to computer-based-testing addressed?
 - a. Specifically, how were the issues raised by the NSW/ACT Trainees’ Committee in a letter dated 13 October 2017 addressed?
4. What preparations were undertaken for the day?
 - a. What were the terms of engagement with the supplier?
 - b. What were the expectations of how the day would be delivered at sites?
 - c. What risk mitigation strategies were in place, and
 - d. What contingency planning was undertaken for the day including back-up plans and built in redundancy?
 - e. Specifically for Trainee welfare
5. Board Governance
 - a. Had the Board been informed in relation to:

- i. The move to CBT
 - ii. The risks and benefits of CBT and
 - iii. The appointment of Pearson VUE
- b. Was any matter raised by the Board in relation to CBT not adequately addressed?
- c. What was the Board governance process?

B. Determine what occurred on 19 February 2018 in relation to the Examination.

1. Construct a time line of events and actions
2. Document, and where possible determine, the cause of:
 - a. Inconsistencies of service at sites
 - b. Inconsistencies in invigilation at sites
 - c. Communication failures between the supplier, the College, Trainees and DPEs
3. Investigate the adequacy of the responses, including communication, on the day and during the subsequent seven days of:
 - d. The College and
 - e. Pearson VUE.
4. Seek feedback from trainees on their experience of the examinations event.

C. Cause and analysis

1. Determine what issues caused the problems in relation to deployment of the Divisional Written Examination in Adult Medicine and Paediatric and Child Health on 19 February 2018

D. Recommendations

1. What changes in process or Board governance should the College undertake to ensure that an event like this does not recur
2. What steps should be taken to improve the implementation of computer-based assessment at the College in the future, taking into account:
 - i. Best practice
 - ii. Trainee and DPE engagement
 - iii. Candidate welfare
 - iv. Reliability
 - v. Security
 - vi. Contingency planning and
 - vii. Crisis management including communication strategies

Ends