

Written Examination Committee – Adult Medicine

Terms of Reference

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

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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 Written Examination Committee – Adult Medicine (College Body) is established under the authority of the College Education Committee, reporting to the Assessment 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 oversee the delivery of the Written Examinations for Basic Physician Trainees.

3. FUNCTIONS

The functions of the College Body are:

- a) Oversee the written examination coordination and operations
- b) Oversee the recruitment and training of item writers
- c) Convene item writing panels and oversee the writing of examination questions
- d) Develop a blueprint of the written examination that is aligned with the Basic Training curricula
- e) Convene item writing panels to construct the written examination question papers
- f) Review and sign off the written examination question papers
- g) Set the cut score and pass standard (mark or range) for the written examination
- h) Recommend structural changes to written examinations, including any changes to the exam format, to the Parent Body, when appropriate
- i) Review and approve examination results
- j) Engage in continuous quality improvement of the written examinations, recommending policy and program change to the Parent Body or associated panels

- k) Ensure that the written examination standard setting procedures are conducted regularly
- l) Provide annual reports to the Parent Body on the conduct of examinations and issues arising
- m) Convene appropriate panels to undertake operational and developmental work in relation to the written examinations.

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

The College Body shall comprise up to a maximum of 10 members, including:

5.1. Chair and Deputy Chair

- Chair, appointed by the Parent Body
- Deputy Chair, appointed from within the membership and will also be the Lead in Item Writing and will convene item writing panels

5.2. Appointed Members

- One (1) Advanced Trainee, or an alternate approved by the College Body
- One (1) member representing Aotearoa New Zealand interests.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities.

5.3. 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 most 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 agreed examination activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies as required.

8. DEFINITIONS

Term	Means
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
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

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from June 2026 onwards, must be approved by the College Education Committee.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
1.0	27 March 2025	Final version under the Board-approved new education governance structure. Version control has been aligned with all the Terms of Reference under the Board-approved education governance.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.