

BACKGROUND

The Committee for Examinations (CFE) has operated since 1963, but it was known as the Board of Censors. The name change to Committee for Examinations occurred after October 1985.

In September 2013, the Board approved a new education governance model to take effect from May 2014. The CFE Regulations have been updated to reflect recent changes in centrally administered assessments.

1. ROLE

Responsible directly to the Education Committee (EC), the role of the CFE is to prepare, administer and assess the following formal centrally administered summative examinations:

- (a) Psychotherapy Written Case submissions.
- (b) Scholarly Project/Scholarly Project Exemption submissions.
- (c) Multiple-Choice Questions (MCQ) examination.
- (d) Writtens examinations (includes Critical Essay Question (CEQ) and Modified Essay Questions MEQ examinations).

2. RESPONSIBILITIES

The CFE shall be responsible for:

- (a) Considering and developing policy in relation to the examinations for recommendation to the EC.
- (b) Determining the criteria and standards of performance to satisfy the rules and processes of the College from time to time and in particular the RANZCP Training and Assessment regulations and associated links as may be amended.
- (c) Assessing and determining the eligibility of candidates to sit examinations.
- (d) Conducting College examinations, including the preparation of examination papers.
- (e) Establishing and participating in working groups and subcommittees, as required.
- (f) Advising the EC of all candidates who have successfully completed the examinations.
- (g) Establishing and managing subcommittees for specific purposes determined by the Committee.
- (h) Recommending any additional committees or working groups which would benefit by the appointment of a member to serve on that committee.
- (i) Undertaking all other tasks necessary or convenient for its purposes in oversight of the physical, financial and human resources required to support and develop education activities relating to examinations as the EC and the Board may approve.
- (j) The Chair of the Committee shall have appropriate discretionary responsibility in all matters pertaining to the conduct of the examinations.
- (k) Notwithstanding any of the above, the EC may determine that any trainee or SIMG may be deemed exempt from any part of the training and/or examination process, or may be excluded from further training or examination.

- (l) Development and implementation of an annual work plan.
- (m) Identifying and managing risks associated with the CFE and its subcommittees, in accordance with the College Risk Management Policy, and for reporting high level risks to the EC and the Corporate Governance and Risk Committee (CGRC).

3. REPORTING RELATIONSHIPS

- (a) The Committee for Examinations shall report on its activities to each meeting of the EC. The Committee shall provide its most recent minutes to each meeting of the EC.
- (b) The Committee shall be represented on the EC by the Chair of the Committee for Examinations who will be an ex-officio member of the EC
- (c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION/MEMBERSHIP

- (a) Membership of the Committee will comprise a maximum of 14 members, including:
 - Chair (Fellow)
 - Deputy Chair (Fellow)
 - Chair and Deputy Chair of each of the following CFE subcommittees:
 - Writtens Examinations Subcommittee
 - Scholarly Project Subcommittee
 - Case History Subcommittee
 - Two Fellows (Independent)
 - Representative, Committee for Training (CFT) (Fellow)
 - Representative, Committee for Specialist International Medical Graduate Education (CSIMGE) (Fellow)
 - Representative, Bi-national Committee for Trainees (BCT)
 - Representative, Overseas Trained Psychiatrists' Representative Committee (OTPRC)
- (b) The Executive Manager responsible for the Education and Training portfolio (or nominee) will be in attendance at the meetings.
- (c) The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (d) The Committee shall endeavour to achieve diversity, including gender balance.
- (e) Due to the operational nature of and frequency of teleconference meetings the following committee members are only required to attend face-to-face meetings where wider policy issues are discussed:
 - Representative, CFT
 - Representative, CSIMGE

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations for the Chair position shall be called from amongst the Fellows of the College. The Chair shall be appointed by the Board on the recommendation of the EC.
- (b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected
- (c) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years

5.2 Deputy Chair

- (a) Nominations for the Deputy Chair position will be called for from amongst the Fellows of the College. The Deputy Chair shall be appointed by the Board on the recommendation of the EC.
- (b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected
- (c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

5.3 Chair and Deputy Chair of the CFE Subcommittees

- (a) The Chair and Deputy Chair of each CFE Subcommittee will be appointed to the CFE by virtue of the position they hold (*ex-officio*)
- (b) Their term of office shall coincide with their term on their respective committee.

5.4 Fellows (Independent)

- (a) Nominations the Fellow (Independent) position shall be called for from amongst the Fellows of the College. Fellows (Independent) shall be appointed by the EC on the recommendation of the Committee for Examinations.
- (b) The term of office for the position of the Fellow (Independent) shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date, when a successor is elected.
- (c) The position of the Fellow (Independent) will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

5.5 CFT and CSIMGE Representative

- (a) The CFE will make a request in writing to the CFT and CSIMGE for a Representative via relevant Committee Support Staff. The CFT and CSIMGE Representative will be appointed to the CFE, upon recommendation from the CFT or CSIMGE.
- (b) The term of office of CFT and CSIMGE Representatives shall coincide with their term on their respective committee. CFT and CSIMGE Representatives shall be eligible for reappointment to the CFE upon reappointment to the respective Committee.

5.6 BCT and OTPRC Representatives

- (a) The BCT and OTPRC Representatives must be appointed in consultation with the respective Committee and in accordance with the BCT/OTPRC appointment process.
- (b) BCT and OTPRC representatives shall have voting rights limited to matters of policy.

- (c) The term of office of BCT and OTPRC representatives shall coincide with their term on their respective committee.

5.7 Casual Vacancies

- (a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a Casual Vacancy shall arise. The Casual Vacancy shall be appointed in accordance with clause 5.1 above.
- (b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a Casual Vacancy for the remainder of the term.
- (c) In the event of the resignation of the Deputy Chair, a Casual Vacancy shall arise. The Casual Vacancy shall be appointed in accordance with clause 5.2 above. EC
- (d) In the event of the resignation of the CFT, CSIMGE, OTPRC or BCT Representative, an appointment will be made in consultation with the respective committee, and in accordance with Casual Vacancy appointment processes.
- (e) Any Casual Vacancy appointment shall be for the remainder of the term.
- (f) A person appointed as a Casual Vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5.1 Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

5.2 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

6. COMMITTEE SUPPORT

The CFE shall be supported by the staff of the College, specifically the Executive Manager responsible for the Education and Training portfolio (or nominee). The Manager, Assessments responsible for the CFE will be in attendance at the meetings. Other staff members may be requested to attend on an as-required basis.

7. OPERATION OF THE COMMITTEE

6.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes

- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the Committee.

6.2 Additional Specific Operational Information

6.2.1 Committee Powers and Delegations

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the Committee Meeting Operations Regulations with:

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the CGRC and the Board.

6.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- (a) **"Committee"** means the Committee for Examinations for the purpose of these Regulations.

6.2.3 Associated Documents

In addition to the Associated Documents listed in the *Committee Meeting Operations Regulations*:

- (a) Committee for Examinations Position Descriptions
 (b) *Education Committee Regulations*
 (c) *Case History Subcommittee Regulations*
 (d) *Scholarly Project Subcommittee Regulations*
 (e) *Writtens Examinations Subcommittee Regulations*

REVISION RECORD

Contact:	Executive General Manager, Education and Operations		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Committee for Examinations		
Date	Version	Approver	Description
30 November 2013	1.0	Board – B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.

23 January 2014	1.1	Governance and Risk Committee	Updated to include an alteration to Section 4 regarding Australian and NZ committee representation
3 September 2014	1.2	Manager, Governance and OPCEO	Composition updated to confirm Fellow representing CFE was only required to attend "face to face meetings". Section 3 Compositions updated to give clarification as to why some members are only required to attend face to face meetings. Quorum and written resolution requirement updated to 50% as per CGRC meeting 27 June 2014.
July 2016	1.3	Manager, Governance and OPCEO	Updated to include Boards decision regarding meeting attendance and COI.
21 December 2023	2.0	B2023/OOS R55	Updated to include Fellow (Independent) in Committee composition, amend responsibilities of the Committee in line with changes to centrally administered assessments and new Governance template.
NEXT REVIEW: 2025			