

# Board of Examiners Policy

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## Purpose and Scope

This policy defines the appointment of examiners to the RANZCOG Board of examiners detailing examiner classifications, roles and responsibilities. This includes defining who is eligible to be appointed as a member of the RANZCOG Board of Examiners, the re-appointment of the examiner and the expected performance of the







- Identify station writers, and work to develop new questions through development meetings
- Choose suitable cases for re-use from the question bank
- Assemble the examination from suitable new and previous questions
- Oversee the final drafts of each question station and ensure they are of suitable quality
- Approve the final examination questions
- Conduct the introduction session for examiners to ensure they understand their roles and responsibilities and the examination process
- Facilitate the calibration of each station by the examiners
- Attend the relevant oral examination
- Brief candidates prior to their entering the examination
- Adhere to RANZCOG timelines for the development of examinations
- Lead the examiners on the day of the examination
- On examination day, work with College staff to identify candidates whose performance is below what is expected
- Direct any candidate feedback on the day of the examination
- Review the examination data and results and discuss with the Examiners' Commission points prior to the ratification of results
- Attend the ratification of results meeting for the examination
- Provide feedback on the performance of professional examiners
- Participate in the delivery of candidate feedback
- Report any inappropriate behaviour by examiners to the RAC
- Undertake quality assurance by reviewing the performance of the station with the assistance of College staff to identify any improvements/changes
- Ensure the station is deemed of suitable quality for the question bank and re-use
- Liaise with station writers about issues identified with the question bank with them to correct issues prior to question bank.

### 8.1.2 Written Examination Directors

Responsibilities of the Written Examination Directors include:

- Lead examination related workshops and other professional development activities to ensure the continuing high standard of all examination activities
- Lead blueprinting of each examination across the examination itself, oral examinations and with recent written examinations



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## Appendix A: Eligibility for Application for Membership of the RANZCOG Board





