



# RANZCOG Board of Examiners Policy

## Purpose and scope

The purpose of this policy is to:

- Confirm who is eligible to be appointed as a member of the RANZCOG Board of Examiners
- Outline the process for the appointment of Examiners and Examination Coordinators
- Outline the responsibilities of Examiners and Examination Coordinators
- Outline the expectations of Examiners and Examination Coordinators

This policy applies to applicants for membership of the Board of Examiners, members of the Education and Assessment Committee and College staff.

## 1. Background

Fellows, Diplomates and Diplomates Advanced who are appointed to the RANZCOG Board of Examiners play an important role in the ongoing development and assessment of trainees in specialist, subspecialist and general practice obstetrics and gynaecology.

The RANZCOG Board of Examiners has five levels of membership:

Diploma Level	Examiners responsible for developing written examinations for candidates of the Certificate of Women's Health, DRANZCOG and DRANZCOG Advanced qualifications.
Diploma Advanced Level	Examiners responsible for developing written examinations for candidates of the Certificate of Women's Health, DRANZCOG and DRANZCOG Advanced qualifications. Also responsible for developing and examining the DRANZCOG Advanced Oral Examination.
Fellowship Level	Examiners responsible for developing examinations for, and examining candidates of, the FRANZCOG qualification.
Subspecialty Level	Examiners responsible for developing examinations for, and examining candidates of, the RANZCOG Subspecialty qualifications. Subspecialty examiners are appointed as an examiner in one of five subspecialties: <ul style="list-style-type: none"><li>• Certification in Urogynaecology (CU)</li><li>• Certification in Reproductive Endocrinology and Infertility (CREI)</li><li>• Certification in Obstetrical and Gynaecological Ultrasound (COGU)</li><li>• Certification in Maternal Fetal Medicine (CMFM)</li><li>• Certification in Gynaecological Oncology (CGO)</li></ul>
Emeritus Level	An honorary role recognising a record of distinguished service as a RANZCOG examiner.

## 2. Policy

It is the policy of the College that the appointment of members of the RANZCOG Board of Examiners and RANZCOG Examination Coordinators is managed in accordance with this policy.

## 3. Procedures – Diploma, Diploma Advanced, Fellowship and Subspecialty Examiners

### 3.1 Role

Examiners will be invited to participate in the following activities at the relevant examiner level:

- Development of questions for the Multiple Choice Question (MCQ) examinations and the Short Answer Question (SAQ) written examinations
- Development of cases for oral examinations
- Review of examination questions
- Standard setting of examination questions
- Marking of SAQ examinations
- Examining candidates at the Diploma Advanced, Fellowship or Subspecialty Oral Examinations
- Provision of verbal feedback to candidates who have failed examinations

### 3.2 Eligibility

Eligibility of Diplomates, Diplomates Advanced and Fellows of the College to apply for membership of the RANZCOG Board of Examiners is outlined in Attachment A.

### 3.3 Application and appointment

#### 3.3.1 Appointment term

Appointment as a Diploma, Diploma Advanced, Fellowship or Subspecialty Examiner is for six years consisting of two, three year terms. Provided the examiner's performance during the first three years is deemed to be satisfactory, there is no formal reappointment for the second three year term.

Prior to the end of the second three year term, the examiner will be invited to apply for reappointment by completing an application form for reappointment. Subject to satisfactory performance, examiners whose original appointment was made prior to 1 November 2017 may be eligible for reappointment without the need to satisfy the requirement for involvement with trainees in the preceding five year period.

If an examiner wishes to reapply for reappointment after a break in service, a new application will need to be submitted. The Education and Assessment Committee may elect to remove or not reappoint an examiner.

#### 3.3.2 Application forms

Application for all levels of examiner apart from that of Emeritus Examiner are to be made on College forms identified in Attachment A. Where a curriculum vitae is required to be provided, that document must be an abridged curriculum vitae of no more than two A4 pages in length. Completed applications should be forwarded to the Education and Assessment Committee Coordinator.

#### 3.3.3 Application process

A flow chart illustrating the different examiner levels and the examiner appointment process may be found in Attachment B. Once the application form has been received, the applicant's nominated referees will be requested to provide a

reference to support the application. Criteria for referees are outlined in Attachment C.

Entry to examine at Fellowship level may occur through several different pathways and each pathway has different reference requirements. Completed applications are submitted to the next scheduled meeting of the Education and Assessment Committee (March, July or November) for consideration and, if approved, are submitted to the RANZCOG Board for ratification. The applicant is then appointed as a Provisional Examiner for the level at which the application was made (Diploma, Diploma Advanced, Fellowship or Subspecialty).

Following appointment as a Provisional Examiner the following steps are taken:

- The Provisional Examiner is invited to attend one or more oral examinations\* of the relevant level. Attending the oral examination also includes attendance at the New and Provisional Examiners' Workshop which provides examiners with the necessary knowledge to act as an examiner. Acting as a Provisional Examiner involves examining in tandem with an existing examiner of the same level however the Provisional Examiner's marks are not used in the calculation of the candidates' scores.
- Once the performance of the Provisional Examiner is deemed by the Examination Coordinator to be satisfactory, the Provisional Examiner is appointed as an Examiner by the Education and Assessment Committee and the RANZCOG Board.

\* As oral examinations are not a requirement of the CU curriculum, CU Provisional Examiners are required to participate in a CU Question Review Workshop and subsequently participate in the marking of the CU Written Examination. The CU Provisional Examiner's marks will not be used in the calculation of the candidates' scores however the marking process will serve as a learning mechanism. Once the performance of the CU Provisional Examiner is deemed by the Examination Coordinator to be satisfactory, the CU Provisional Examiner is appointed as a CU Examiner by the Education and Assessment Committee and the RANZCOG Board.

Provisional Diploma Level Examiners are required to attend an MCQ workshop at which their performance will be assessed by the Examination Coordinator or their representative. Once a Provisional Diploma Level Examiner's performance has been deemed to be satisfactory, that examiner will be appointed as a Diploma Level Examiner by the Education and Assessment Committee and the RANZCOG Board.

The Education and Assessment Committee may not be able to appoint all eligible applicants due to:

- fluctuating requirements for numbers of examiners at the differing levels of membership
- limits on the number of new examiners who are able to be trained in any given year.

### 3.4 Expectations

It is expected that examiners will:

- make themselves available for at least one examination activity per year.
- Abide by the RANZCOG Examiner and Examination Coordinators Code of Conduct (see Attachment D)
- Declare any actual or potential conflicts of interest (see Attachment D)

## 4. Procedures – Emeritus Examiner

### 4.1 Role

The appointment of a Fellow, Diplomate or Diplomate Advanced to the position of Emeritus Examiner is made on the basis of his/her record of distinguished service to the College as an examiner.

It is expected that an Emeritus Examiner will, amongst other duties:

- Act as an ambassador for the examination process
- Act as a mentor to newly appointed examiners
- Provide advice and support for examination development

It is not a requirement that an Emeritus Examiner participates in the examination of candidates.

### 4.2 Eligibility

Current Fellows, Diplomates or Diplomates Advanced of the College who are no longer eligible to be a Diploma, Diploma Advanced, Fellowship or Subspecialty Examiner are eligible for appointment as an Emeritus Examiner. It is expected that an Emeritus Examiner will:

- Hold an eminent standing within the College
- Have significant past experience as a RANZCOG examiner
- Have demonstrated a significant contribution to the development of RANZCOG examinations as an Examination Coordinator or examination question writer/reviewer.

### 4.3 Appointment process

An Emeritus Examiner may be nominated and seconded by any existing Fellow/Diplomate/Diplomate Advanced of the College who is a current member of the RANZCOG Board of Examiners. Nominations are to be made in writing to the Chair of the Education and Assessment Committee and must include a written justification for the recommendation for appointment and a seconder for the nomination.

Once a nomination is received:

- The College undertakes a review of the nominated individual's contribution to the examination process
- The nomination is submitted to the next scheduled meeting of the Education and Assessment Committee (March, July or November) for consideration and, if approved, is submitted to the RANZCOG Board for ratification.

## 5. Procedures – Examination Coordinators

### 5.1 Role and responsibilities

Each of the College's examinations falls under the responsibility of an Examination Coordinator. All Examination Coordinators are expected to:

- Liaise with RANZCOG College House Assessments staff and senior Fellows regarding examination related workshops and other professional development activities that will ensure the continuing high standard of all examination activities
- Adhere to RANZCOG timelines for the development, conduct and review of examinations
- Hold membership of the RANZCOG Board of Examiners at the relevant level
- Abide by all applicable College regulations, policies and guidelines as approved by the RANZCOG Board.

## 5.2 Appointment process

DRANZCOG, DRANZCOG Advanced and FRANZCOG Examination Coordinators are recommended for appointment by the Chair of the Education and Assessment Committee with this recommendation being confirmed by the RANZCOG Board.

Subspecialty Examination Coordinators are recommended for appointment by the relevant Subspecialty committee with this recommendation being confirmed by the RANZCOG Board.

## 5.3 Appointment term

Examination Coordinators are expected to commit to serving a minimum two year term as Examination Coordinator.

## 6. Related RANZCOG documents

- RANZCOG Policy – Identifying, Declaring and Managing Interests
- RANZCOG Privacy Policy

Revision ID	8
Policy Owner	Department of Education and Training
Policy Approved By	RANZCOG Board, July 2017
Review of Policy	As required or no later than July 2020
Review History	RANZCOG Board, March 2011; February 2012; March 2013; February 2013; January 2015; February 2015; January 2016

# RANZCOG Board of Examiners Policy

## ATTACHMENT A

### ELIGIBILITY FOR APPLICATION FOR MEMBERSHIP OF THE RANZCOG BOARD OF EXAMINERS

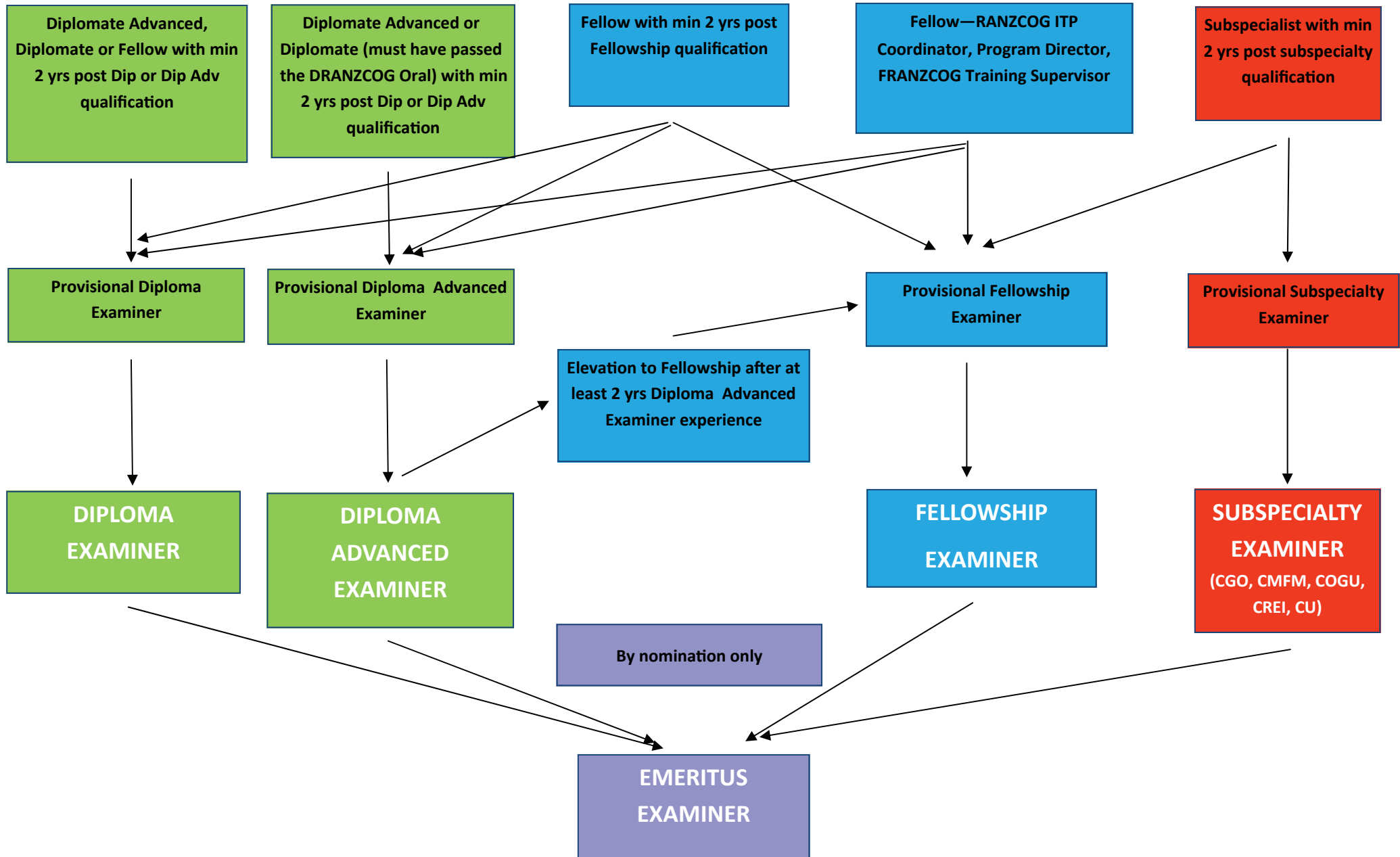


The Royal Australian  
and New Zealand  
College of Obstetricians  
and Gynaecologists

Excellence in Women's Health

Diploma Examiner	Diploma Advanced Examiner	Elevation to Fellowship Examiner from Diploma Advanced Examiner	Fellowship Examiner – Training Supervisor/Coordinator Pathway	Fellowship Examiner Pathway	Subspecialty Examiner
Completed application form.  <b>Appointment to the RANZCOG Board of Examiners + CV.</b>	Completed application form.  <b>Appointment to the RANZCOG Board of Examiners + CV.</b>	Completed application form.  <b>Elevation on the RANZCOG Board of Examiners.</b>	Completed application form.  <b>Appointment to the RANZCOG Board of Examiners + CV.</b>	Completed application form.  <b>Appointment to the RANZCOG Board of Examiners + CV.</b>	Completed application form.  <b>Appointment to the RANZCOG Board of Examiners + CV.</b>
Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.
Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand.
Must be a current Fellow, Diplomate Advanced or Diplomate of the College with minimum 2 years post Diploma or Diplomate Advanced qualification.	Must be a current Fellow, Diplomate Advanced or Diplomate (must have passed the DRANZCOG Oral Examination) of the College with minimum 2 years post Diploma or Diplomate Advanced qualification.	Must be a current Fellow of the College with minimum 2 years post Fellowship qualification.	Must be a current Fellow of the College.	Must be a current Fellow of the College with minimum 2 years post Fellowship qualification.	Must be a current Fellow of the College in the relevant subspecialty with minimum 2 years post relevant subspecialty qualification.
Required to have professional involvement with DRANZCOG trainees within the preceding 5 year period.	Required to have professional involvement with DRANZCOG Advanced trainees within the preceding 5 year period.	Required to have professional involvement with FRANZCOG trainees within the preceding 5 year period.	Required to have currency as a RANZCOG ITP Coordinator, Program Director or Training Supervisor for the FRANZCOG Training Program.	Required to have professional involvement with FRANZCOG trainees within the preceding 5 year period.	Required to have professional involvement with trainees of the relevant subspecialty within the preceding 5 year period.
		Required to have currency as a Diploma Advanced Examiner.			

Application forms are located on the RANZCOG website in the 'Board of Examiners' section.



# RANZCOG Board of Examiners Policy

## ATTACHMENT C

### REFERENCE REQUIREMENTS FOR APPLICANTS FOR MEMBERSHIP OF RANZCOG BOARD OF EXAMINERS



The Royal Australian  
and New Zealand  
College of Obstetricians  
and Gynaecologists

Excellence in Women's Health

Application for Appointment (Diploma or Diploma Advanced)	Application for Appointment (Elevation from Diploma Advanced to Fellowship)	Application for Appointment (Fellowship – Training Supervisor/Coordinator Pathway)	Application for Appointment (Fellowship Pathway )	Application for Appointment (Subspecialty)
Two references required.	Endorsement from the DRANZCOG Advanced Oral Examination Coordinator is required. (College staff to seek endorsement from a current DRANZCOG Advanced Oral Examination Coordinator)	Two references required.	Two references required.	Two references required.
Both referees must be in current clinical practice.		Both referees must be in current clinical practice.	Both referees must be in current clinical practice.	Both referees must be in current clinical practice.
At least one referee must be a colleague who works with the applicant in current clinical practice.		At least one referee must be a colleague who works with the applicant in current clinical practice.	At least one referee must be a colleague who works with the applicant in current clinical practice.	At least one referee must be a colleague who works with the applicant in current clinical practice.
At least one referee must be a current member of the RANZCOG Board of Examiners.		At least one referee must be a current member of the RANZCOG Board of Examiners.	At least one referee must be a current member of the RANZCOG Board of Examiners or a current member of NZ or UK court of examiners (see below).	At least one referee must be a current member of the RANZCOG Board of Examiners.
Both referees must be a Fellow, Diplomate Advanced or Diplomate of the College.		Both referees are required to be Fellows of the College.	Both referees required to be Fellows of the College.  If the applicant is an experienced examiner of the Diploma in Obstetrics and Medical Gynaecology (Otago University or University of Auckland, New Zealand) or has examined at the UK equivalent of the Membership or Diploma examination, one referee is not required to be a Fellow of the College if that referee is a current member of the court of examiners at the relevant institution.	Both referees required to be Fellows of the College.  One referee must be the relevant Subspecialty Committee Chair/Deputy Chair/Subspecialty Examination Coordinator.

The Education and Assessment Committee may, if applicable, vary the reference requirements in exceptional circumstances.



# RANZCOG Board of Examiners Policy



The Royal Australian  
and New Zealand  
College of Obstetricians  
and Gynaecologists  
*Excellence in Women's Health*

## ATTACHMENT D RANZCOG EXAMINERS AND EXAMINATION COORDINATORS CODE OF CONDUCT

The following guidelines outline the expectations for RANZCOG Examiners and Examination Coordinators.

### Examiner Behaviour

It is expected that:

- Examiners will demonstrate respect in all interactions with fellow examiners, examination coordinators, candidates and College staff
- Where examiners have committed to attend an examination activity, the examiner will be present for the duration of the entire activity unless prior approval has been given by the examination activity coordinator.
- By participating in the assessment of an examination, examiners agree to use the established marking criteria without bias.

### Confidentiality

It is expected that examiners will maintain confidentiality in relation to all aspects of the examination process including:

- Examination development
- Examination content
- Candidate performance
- Examiner performance

Examiners will ensure that:

- Electronic and hard copy material is handled as directed by examination coordinators and College staff
- Any interaction (verbal and written) in relation to any aspect of the examination process is kept strictly confidential at all times.

### Conflict of Interest

It is important to recognise the existence of, or the potential for, a conflict of interest (refer to the RANZCOG Conflict of Interest Policy for definition) inherent in the role of acting as a RANZCOG Examiner.

Where a conflict of interest or potential conflict of interest arises, the following process takes place:

- The conflict or potential conflict is declared to the Education and Assessment Committee via the Chair.
- The Chair will decide on the materiality of the disclosure and whether or not a conflict

exists

- If the Chair is uncertain, a conflict of interest will be deemed to exist and the matter will be reviewed by a panel consisting of the Education and Assessment Committee Chair, the Deputy Chair, the relevant examination coordinator and an additional member of the EAC. If any of the panel members is the party declaring the conflict, they will not form part of the panel.
- The panel assesses whether or not a conflict exists, its significance and any action that needs to be taken.
- Any resulting recommendation will be submitted to the Board for ratification.

Personal knowledge of a candidate's daily clinical performance does not provide examiners or examination coordinators with grounds for challenging or changing the independently obtained candidate examination marks during any post examination forum.

An examiner assessing a trainee that is known to them does not represent a conflict of interest unless there have been circumstances that may lead to the trainee making a claim of bias.

Where a potential or actual conflict of interest arises at the time of an examination, such as in an oral examination where a candidate's identity is known, the examiner involved must declare a conflict of interest at the time the conflict of interest becomes apparent.

It is expected that written and oral examination coordinators will not be involved in the design or presentation of any revision course relating to the examinations they are coordinating during the term of their role as examination coordinator. If the written or oral examination coordinator is unsure that a conflict of interest exists in this scenario, a potential conflict of interest must be declared.

Examiners and examination coordinators engaged in commercial activity in connection with examination processes eg. running a commercial revision course, must declare a potential conflict of interest.

### **Medical Registration with AHPRA/Medical Council of New Zealand**

If a condition is placed on an examiner's registration which restricts their practice in some way, the examiner must notify the Chair of the Education and Assessment Committee. Such notification should be forwarded to the Chair via the Education and Assessment Committee Coordinator and must be received within seven days of the restriction being imposed.