

Board of Examiners Policy

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 examiner.

1. Policy

The Board of Examiners contribute to all RANZCOG examinations. Examiners will be appointed to a specific category of membership within the scope of their specialty or subspecialty.

Examiners will be appointed by the RANZCOG board following a recommendation by the Examination and Assessment Committee (EAC).

2. Examiner Classification

The RANZCOG Board of Examiners have seven categories of membership. Provisional Examiner	An examiner in training. Provisional examiners must participate in an activity that supports the examination process and be deemed to have performed satisfactorily by the EAC before being appointed as an Examiner.
Examiner: Question Development	Examiners responsible for developing MCQ, SAQ and oral questions for RANZCOG examinations.
Examiner: Oral Examination	Examiners responsible for participating in the marking and/or standard setting of oral examinations and the delivery of candidate feedback.
Examiner: Written Examination	Examiners responsible for participating in the marking and/or standard setting of written examinations and the delivery of candidate feedback.
Examination Director	An examination director is an examiner who, ideally, has had significant experience examining in either the written or oral examinations. An examination director will be responsible for the oversight of a team of examiners in the development, review, standard setting, delivery, and quality assurance for a particular examination.
Emeritus Examiner	An honorary role recognising a record of distinguished service as a RANZCOG examiner.

2. Areas of Responsibility

The RANZCOG Board of Examiners is responsible for the following four areas.

RANZCOG Associate Training Program (Procedural) (PTP)	The Certificate of Women's Health and PTP qualifications.
RANZCOG Associate Training Program (Advanced Procedural) (APTP)	The Certificate of Women's Health, PTP and APTP qualifications.
Fellowship	The RANZCOG qualification.
Subspecialty	The Subspecialty qualifications. <ul style="list-style-type: none"> • Certification in Urogynaecology (CU) • Certification in Reproductive Endocrinology and Infertility (CREI) • Certification in Obstetrical and Gynaecological Ultrasound (COGU) • Certification in Maternal Fetal Medicine (CMFM) • Certification in Gynaecological Oncology (CGO)

3. Scope of Responsibility

Examiners will participate in the following activities:

- Question development for the written examinations, developing multiple choice questions [MCQ] and short answer questions [SAQ]
- Question development for cases/stems for the oral examinations
- Review of examination questions and oral exam stations
- Standard setting of examination questions and stations
- Marking of SAQ examinations
- Examining candidates
- Mentoring Provisional Examiners
- Providing examination of feedback to candidates who have been unsuccessful
- Participating in examiner workshops and education/information sessions.

4. Eligibility

RANZCOG Associates (Procedural and Adv. Procedural), Fellows and Subspecialists of the College are eligible to apply for membership of the RANZCOG Board of Examiners and must meet the criteria outlined in Appendix A.

The decision for recommendation for appointment to the RANZCOG Board rests with the EAC, including the authority to recommend re-appointment and or removal from the role.

The EAC 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 can be trained in any given year.
- Any other reasons that they deem appropriate.

5. Appointment Term

Appointment of RANZCOG examiners will be for a period of six years consisting of two, three-year terms. The initial appointment will be provisional. The second three-year term will be approved by the EAC and based on the examiner's performance as determined by the relevant Exam Director.

At the conclusion of the 6 years term, the examiner will be invited to apply for reappointment, subject to satisfactory performance.

If an examiner wishes to reapply for reappointment after a break in service, a new application will need to be submitted.

6. Emeritus Examiner

An examiner may be nominated to be an Emeritus Examiner. The role of the emeritus examiner is to act as an ambassador for the examination process, mentor newly appointed examiners and provide advice and support for examination development.

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

6.1 Eligibility

Current Fellows, Associates (Procedural and Adv. Procedural), of the College who are no longer eligible to be a PTP, APTP, 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 experience as a RANZCOG examiner

Have demonstrated a significant contribution in a senior role to the development of RANZCOG examinations.

6.2 Appointment Process

An Emeritus Examiner may be nominated and seconded by any existing Fellow/Associate (Procedural)/Associate (Adv. Procedural) member 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 Examination 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, it is submitted to the EAC for consideration and the RANZCOG Board for ratification.

7. Applications and Appointment

7.1 Initial Application and Provisional Examiners

Application forms are available on the website. A diagram illustrating the different examiner categories and the examiner appointment process can be found in Appendix B.

Once the application form has been received, the applicant's nominated referees will be requested to provide reference to support the application. Criteria for referees are outlined in Appendix C.

Completed applications are submitted to the EAC and, if approved, are recommended to the RANZCOG Board for ratification.

*Subspecialty applications will be submitted to the relevant Subspecialty Committee who will recommend to the EAC and on to the RANZCOG Board for ratification.

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

- The provisional examiner will access resources online outlining their roles and responsibilities. They will be invited to attend a workshop prior to their first marking activity.

- Examining as a provisional examiner involves examining in tandem with an examiner of the same examination stream. However, the Provisional Examiner's marks are not used in the calculation of the candidate scores.
- The Provisional Examiner is invited to attend one or more activities in the selected area of interest/s to develop their examining skills
- Provisional examiners can participate in online oral examinations either live or by watching a video recording of the examination.

Once the performance of the Provisional Examiner is deemed by the Examination Director to be satisfactory for the activity undertaken, the Provisional Examiner is eligible to be appointed as an Examiner recommended by the EAC and ratified by RANZCOG Board.

7.2 Application Forms for all Examiners

Application forms for all levels of examiner apart from that of Emeritus Examiner are available on the College website. Where a curriculum vitae is required, that document must be an abridged curriculum vitae of no more than two A4 pages in length. Applications should be completed online and submitted to the EAC Committee Coordinator,

7.3 Expectations

It is expected that examiners will:

- attend a workshop for new examiners
- make themselves available for at least one activity per year.
- abide by the 2-week moratorium prior to any examination that they have had access to. **
- abide by the RANZCOG Examiner and Examination Directors Code of Conduct (Attachment D)
- declare any actual or potential conflicts of interest (Attachment D)

** In September 2020 a two-week moratorium was approved by the EAC whereby candidates and examiners or question writers, who are involved in writing or examining a question for an upcoming exam, cannot discuss examination content or engage in any tutoring or exam preparation activity with registered candidates for the upcoming examination.

8. Examination Directors

8.1 Role and Responsibilities

Each of the College's examinations falls under the responsibility of an Examination Director. An Examination Director can seek approval from the EAC to co-opt an experienced examiner to support the delivery of an examination if their availability is compromised during the preparation of an exam.

The FRANZCOG written and oral examination will have a minimum of two exam directors and a minimum of one deputy exam director. The APTP oral examination will have a minimum of two exam directors. The CWH/CWH upgrade/PTP written examination and the Subspecialty written, and oral examinations will have a minimum of one exam director.

8.1.1 Oral Examination Directors

Responsibilities of the Oral Examination Directors include:

- Lead examination related workshops and other professional development activities that will ensure the continuing high standard of all examination activities.
- Lead blueprinting of each examination across the examination itself, over the last 5 oral examinations and with recent written examinations

- Identify station writers, and work to develop new question stations through regular station development meetings
- Choose suitable cases for re-use from the question bank
- Assemble the examination from suitable new and previous questions stations
- Oversee the final drafts of each question station and delivery to College staff
- Approve the final examination questions
- Conduct the introduction session for examiners to ensure that 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 circuits
- Adhere to RANZCOG timelines for the development, conduct and review of examinations
- Lead the examiners on the day of the examination and be the point of contact for College staff on the day
- On examination day, work with College staff to monitor candidate performance and observe any candidate whose performance is below what is expected at two or more stations
- Direct any candidate feedback on the day of the examination to College staff
- Review the examination data and results and recommend any discussion points prior to the ratification of results
- Attend the ratification of results meeting for their examination
- Provide feedback on the performance of provisional examiners
- Participate in the delivery of candidate feedback
- Report any inappropriate behaviour by examiners to the Chair of the EAC
- Undertake quality assurance by reviewing the performance of every station with the assistance of College staff to identify any improvements/changes necessary before the station is deemed of suitable quality for the question bank and re-use.
- Liaise with station writers about issues identified with their stations and work 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 that will ensure the continuing high standard of all examination activities
- Lead blueprinting of each examination across the examination itself, over the last 5 oral examinations and with recent written examinations
- Identify station writers and develop new stations through regular station development meetings
- If appropriate the referencing of relevant Landmark Clinical Trials for future examinations
- Choose suitable cases for re-use from the question bank
- Assemble the examination from suitable new and previous stations
- Oversee the final drafts of each station and delivery to College staff
- In conjunction with College staff identify suitable reviewers to review the final paper
- Consider all comments from reviewers and address as appropriate
- Approve the final examination paper prior to publication
- Ensure the calibration of examiners in each station
- Adhere to RANZCOG timelines for the development, conduct and review of examinations
- Work with College staff on the analysis and preparation of examination reports prior to ratification.
- Attend the ratification of results meeting for their examination
- Participate in the delivery of candidate feedback

- Complete a review and data analysis with the assistance of College staff to identify any improvements/changes for the next exam cycle.

8.2 Appointment Process

PTP, APTP and FRANZCOG Examination Directors will be recommended for appointment by the Chair of the EAC and approved by the RANZCOG Board.

Subspecialty Examination Directors are recommended for appointment by the relevant Subspecialty committee and approved by the RANZCOG Board.

8.3 Appointment term

Examination Directors are expected to commit to serve a minimum three-year term. Re appointment after the first term will be adjudicated by the EAC and will be based on the performance of the exam director in their first term in the role. This performance will be guided by the data in the relevant examination reports that have been presided over by the director.

The appointment of an examination director is for a period of two terms of three years at which time reappointment can be sought for an additional two years.

Exam Directors who have completed 8 years' service are eligible for elevation to Emeritus examiner at the discretion of the EAC.

9. Related RANZCOG Documents

RANZCOG Conflict of Interest Policy

Revision ID	7
Policy Owner	Education Directorate
Policy Approved By	Examination and Assessment Committee, March 2021
Review of Policy	As required or no later than March 2024
Review History	RANZCOG Board: February 2013, January 2015, July 2017, November 2017, March 2021, July 2021, November 2021, January 2024

RANZCOG Board of Examiners Policy

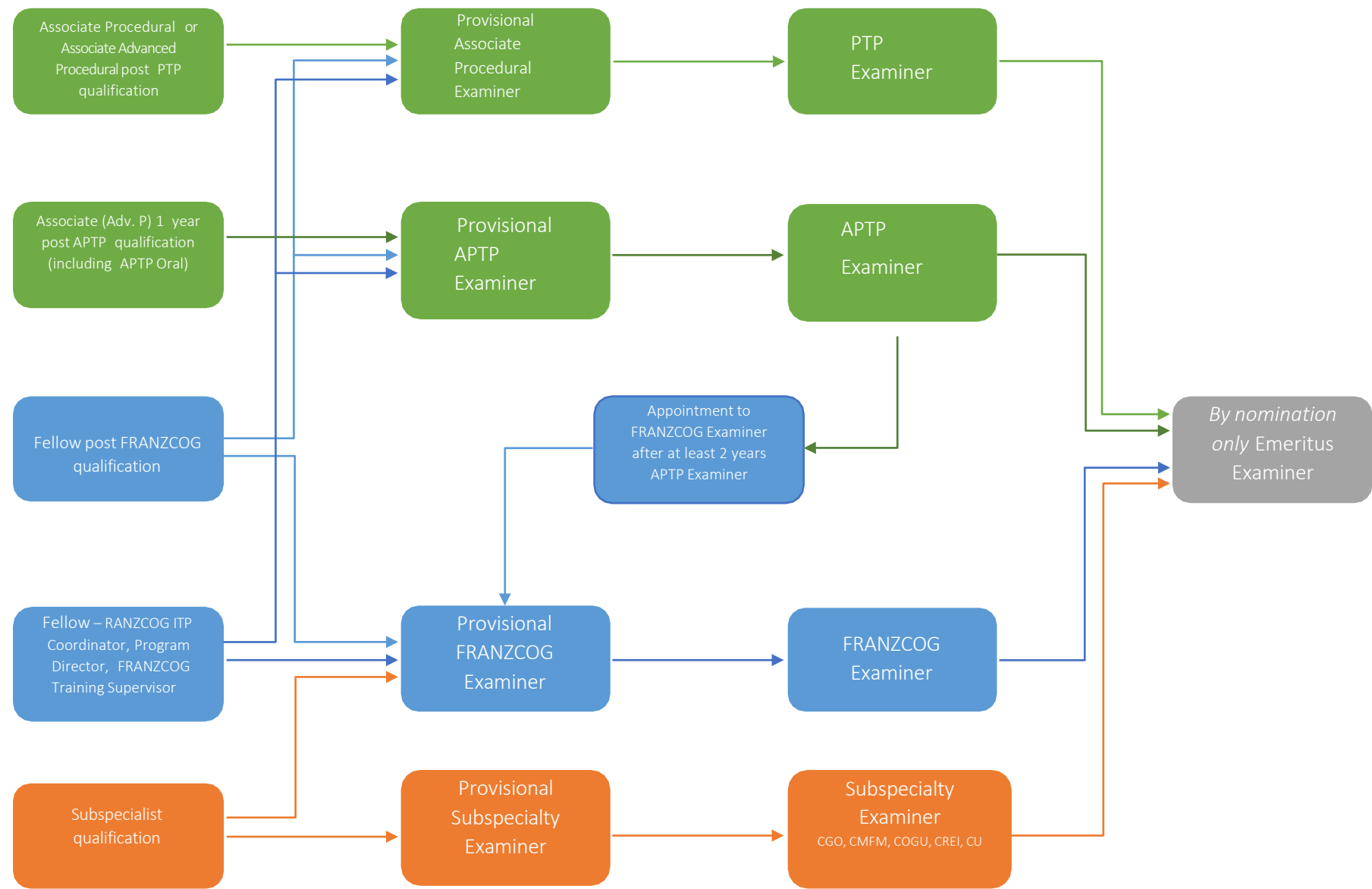
Appendix A: Eligibility for Application for Membership of the RANZCOG Board of Examiners and Exam Director

	Associate Procedural Examiner	Associate Advanced Procedural Examiner	Appointment to Fellowship Examiner from Associate Procedural	Fellowship Examiner – Training	Fellowship Examiner	Subspecialty Examiner	Exam Director
PROCESS	Completed application form. <i>Appointment to the RANZCOG Board of Examiners Form + CV.</i>	Complete application form. <i>Appointment to the RANZCOG Board of Examiners Form + CV.</i>	Completed application form. <i>Alteration of appointment on the RANZCOG Board of Examiners.</i>	Completed application form. <i>Appointment to the RANZCOG Board of Examiners Form + CV.</i>	Completed application form. <i>Appointment to the RANZCOG Board of Examiners Form + CV.</i>	Completed application form. <i>Appointment to the RANZCOG Board of Examiners Form + CV.</i>	Recommendation from the EAC Chair <i>Appointment by Education Assessment Committee</i>
GOVERNANCE REQUIREMENT	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.	Required to hold medical registration with AHPRA/Medical Council of New Zealand without condition.
CURRENT PRACTISE	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand. Examiners can seek reappointment for up to 3 years following retirement	Must be involved in relevant ongoing contemporary clinical practice in Australia and/or New Zealand and a regular participant in examiner activity.
QUALIFICATION	Must be a current Fellow, Associate (Procedural) or Associate (Adv. Procedural) member the College	Must be a current Fellow or Associate (Adv. Procedural) member (must have passed the PTP Oral Examination)	Must be a current Fellow of the College	Must be a current Fellow of the College.	Must be a current Fellow of the College.	Must be a current Fellow of the College in the relevant subspecialty	Must be a current Fellow of the relevant training program with a minimum of 8 years of experience
EXPERIENCE	Required to have professional involvement with PTP trainees within the preceding 5- year period.	Required to have professional involvement with APTP 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 be a senior examiner with at least 6 years of examiner experience for the relevant training program
APPOINTMENTS TO OTHER AREAS			Required to have currency as an Associate (Adv. Procedural) Examiner.				

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

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Appendix B – Examiner Appointment Process



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Appendix C

Reference Requirements for Applicants for Membership of RANZCOG Board of Examiners

Application for Appointment Associate Procedural or Associate Advanced Procedural	Application for Appointment Elevation from Associate Advanced Procedural 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 APTP Oral Examination Coordinator is required. (College staff to seek endorsement from a current APTP 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.
Where possible, but not essential, one referee should be a current member of the RANZCOG Board of Examiners.		Where possible, but not essential, one referee should be a current member of the RANZCOG Board of Examiners.	Where possible, but not essential, one referee should be a current member of the RANZCOG Board of Examiners or a current member of NZ or UK court of examiners (see below).	Where possible, but not essential, one referee should be a current member of the RANZCOG Board of Examiners.
Both referees must be a Fellow, Associate (Procedural) or Associate (Adv. Procedural) member of the College. Diplomates and Diplomate Advanced members who completed their qualifications prior to 28 February 2024 can be referees.		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 RANZCOG or Associate Training Program 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 Examination and Assessment Committee may, if applicable, vary the reference requirements in exceptional circumstance.