

BACKGROUND

The Committee for Examinations (**the Committee**) 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 Committee Regulations were updated to reflect changes in centrally administered assessments.

1. ROLE

Responsible directly to the Education Committee (**EC**), the role of the Committee 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 Committee will 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) Identifying and reporting high level risks to the EC in accordance with the [RANZCP Risk Management Policy](#).

3. REPORTING RELATIONSHIPS

- (a) The Committee will report directly to the EC
- (b) The Committee will provide a report on its activities to each meeting of the EC, accompanied by a copy of its most recent minutes.
- (c) The Committee shall be represented on the EC by the Chair of the Committee in an ex-officio capacity.
- (d) Committee Representatives will report on the activities of the Committee to the Committee they represent as required.
- (e) The Committee will work closely with Executive Manager, Education and Training, and senior management to ensure its responsibilities are met.

4. COMPOSITION/MEMBERSHIP

- (a) The Committee will comprise a maximum of 14 members, including:
- Chair (Fellow)
 - Deputy Chair (Fellow)
 - Two Fellows (Independent)
 - Chair and Deputy Chair (ex-officio) of each of the following CFE subcommittees:
 - Writtens Examinations Subcommittee
 - Scholarly Project Subcommittee
 - Case History Subcommittee
 - Representative, Committee for Training (**CFT**) (Fellow)
 - Representative, Committee for Specialist International Medical Graduate Education (**CSIMGE**) (Fellow)
 - Representative, Bi-national Committee for Trainees (**BCT**)
 - Representative, Australian & New Zealand Psychiatrists with International Qualifications Committee (**ANZPIQC**)
- (b) The Committee will endeavour to include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (c) The Committee will endeavour to achieve diversity, including gender balance.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations for the Chair position will be called from amongst the Fellows of the College. The Chair will be appointed by the EC and noted by the Board.
- (b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting (**AGM**) in the election year in which they were appointed.
- (c) The Chair will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).

- (d) In the event of the resignation of the Chair, a casual vacancy will be appointed by the EC and noted by the Board.

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 will be appointed by the EC and noted by the Board.
- (b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
- (c) The Deputy Chair will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- (d) In the event of the resignation of the Deputy Chair, a casual vacancy will be appointed by the EC.

5.3 Fellows (Independent)

- (a) Nominations the Fellow (Independent) positions will be called for from amongst the Fellows of the College. Fellows (Independent) will be appointed by the EC on the recommendation of the Committee.
- (b) The term of office will be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
- (c) Fellows (Independent) will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- (d) In the event of the resignation of a Fellow (Independent), a casual vacancy may be appointed by the EC on recommendation from the Committee.

5.4 Ex-Officio Positions

- (a) The term of office of the Chair and Deputy Chair of each CFE Subcommittee shall be for the duration of their term on their respective Committee.

5.5 Committee Representatives

- (a) Committee Representatives (CFT and CSIMGE) will be appointed by the Committee on recommendation from the representative Committee.
- (b) The term of office of Committee Representatives will be for the duration of their term on the relevant Committee.

5.6 Representative, BCT

- (a) The Representative, BCT will be appointed by the BCT.
- (b) The term of office of the Representative, BCT will be for the duration of their term on the BCT.

5.1 Representative, ANZPIQC

- (a) The Representative, ANZPIQC will be appointed by the Committee on recommendation from the ANZPIQC.
- (b) The term of office of the Representative will be for the duration of their term on the ANZPIQC.

- (c) In the event that the Committee is unable to obtain a suitable Representative from the ANZPIQC:
- i. Nominations will be called for from amongst the ANZPIQs of the College. The appointment will be made by Committee on recommendation from the ANZPIQC.
 - ii. The term of office of the ANZPIQ Representative will be three (3) years from the conclusion of the AGM in the election year in which they were appointed.
 - iii. The ANZPIQ Representative will be eligible for reappointment to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
 - iv. In the event of the resignation of the Representative, a casual vacancy may be appointed by the Committee on recommendation from the ANZPIQC.

5.7 Casual Vacancies

- (a) The term of a casual vacancy appointment will be until the next AGM.
- (b) A person appointed as a casual vacancy shall be eligible for appointment in accordance with these Regulations at the conclusion of their term.
- (c) For the purposes of these Regulations, the period of time served as a casual vacancy shall not be counted as a period of membership.

5.8 Co-opted Members & Observers

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

6. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Education & Training Department.

7. OPERATION

7.1 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
- 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.

7.2 Additional Specific Operational Information

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 Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Group must be sought from the Corporate Governance and Risk Committee and the Board.

ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Committee for Examinations Position Descriptions
- Education Committee Regulations
- Case History Subcommittee Regulations
- Scholarly Project Subcommittee Regulations
- Writtens Examinations Subcommittee Regulations
- CFT Regulations
- CSIMGE Regulations
- ANZPIQC Regulations
- BCT Regulations

Revision Record

Contact:	Executive Manager, Education & Training		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Committee for Examinations		
Date	Version	Approver	Description
15 October 2024	2.1	Company Secretary & General Counsel	Updated to reflect OTPRC name change and governance template.
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.
July 2016	1.3	Manager, Governance and OPCEO	Updated to include Boards decision regarding meeting attendance and COI.
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.
23 January 2014	1.1	Governance and Risk Committee	Updated to include an alteration to Section 4 regarding Australian and NZ committee representation
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.
NEXT REVIEW: 2027			