

Censor and Principal Censor Position Description

1. Introduction

- 1.1 Censors are responsible for conducting assessments in accordance with applicable College policies and contributing to the development of Oral Examination questions.
- 1.2 Censors are approved to conduct specific assessment activities which may include but are not limited to:
 - a) Assessment of Candidates in the RACMA Fellowship Training Program:
 - i. Oral Examination
 - ii. Evidence informed decision making (written and oral)¹
 - iii. Research training domain²
 - b) Entry assessment:
 - i. Assessment of Recognition of Prior Learning and Experience (RPLE)
 - ii. Assessment of Comparability for Specialist International Medical Graduates (SIMG)
 - c) Development of Oral Examination questions
- 1.3 Principal Censors are Censors who have been appointed to be on the Committee of Censors and support the organisation in governing Censors and assessment activities (except workplace based assessments). Refer to the Committee of Censors Terms of Reference.
- 1.4 The Censor in Chief holds a distinct and specific role within the College, as defined in the Censor in Chief Position Description. This document does not apply to the Censor in Chief role, as their responsibilities, duties and appointment process are governed by the Censor in Chief Position Description and the Committee Charter.

2. Tenure and Method of Appointment

Censors

- 2.1 The recruitment and appointment of Censors is in accordance with the Appointment and Training of Censors policy.
- 2.2 The standard nominal term of appointment for a Censor is three years.
- 2.3 Censors can be re-appointed by accepting an offer of re-appointment from the Censor in Chief. The re-appointment process will consider the Censor's contribution, compliance with training requirements and continued suitability for the role.

¹ For Candidates who commenced the Fellowship Training Program from 2025

² For Candidates who commenced the Fellowship Training Program prior to 2025

2.4 A Censor can decide to become inactive during their term. If this is due to another role they hold (see section 3.3), they will automatically become inactive. Otherwise, they must inform the College office.

- The Censor will continue their term following their inactive period.
- If the period of inactivity extends beyond their term, or is such that they do not comply with the contribution and training requirements, then their return to an active Censor role will be subject to approval by the Censor in Chief, and may include conditions (e.g. completion of training, or pairing with a senior Censor).

Principal Censors

2.5 The recruitment and appointment of Principal Censors as well as terms, standards of behaviour and leave of absence provisions are outlined in the Committee Charter.

3. Eligibility and selection criteria

- The eligibility and selection criteria to become and remain a Censor are outlined in the Appointment and Training of Censors policy.
- Principal Censors must meet the eligibility criteria outlined in the Appointment and Training of Censors policy, the Committee Charter and the Constitution.

Conflicts

- Censors holding the following College positions cannot serve as active Censors or Principal Censors:
 - President
 - President-Elect
 - Chair, Education and Training Committee
 - Censor in Chief
 - Chair, Training Progress Committee
- Conflicts of interest for all other Censors will otherwise be managed through disclosure, identification and resolution processes. Conflicts of interest will be specifically reviewed during the pairing of Censors with Candidates for each assessment activity,

4. Role responsibilities

Censors

- The key roles of a Censor are to:
 - conduct assessments for which they are approved and provide appropriate and documented feedback as required
 - provide advice to the Censor in Chief via the Committee of Censors on the conduct and modality of assessments of competency in the Fellowship Training Program, including ensuring contemporary assessment approaches and methodology are adopted.

- c) assist the Censor in Chief and other stakeholders as required in the development and/or review of integrated assessment and standard setting to optimise assessment rigour and quality. Identify and share opportunities for improvement.
- d) contribute to the quality assurance processes of examination question development and curriculum-based themes in the examination case scenarios for the Oral Examinations
- e) undertake peer review activities and professional development for Censors as required to enhance assessment performance and technique

4.3 Induction and ongoing professional development, conduct and compliance requirements are outlined in the Appointment and Training of Censors policy.

Principal Censors

4.4 There is a principal Censor responsible for each of the assessment activities. The Censor in Chief is the person responsible for the conduct of Oral Examinations.

4.5 The roles of Principal Censors are to:

- a) discharge their responsibilities as members of the Committee of Censors, as outlined in the Terms of Reference
- b) make recommendations to the Committee of Censors on behalf of the Censors undertaking the assessment activities, and
- c) assist the Censor in Chief in governance and strategic matters, in processes such as reconsideration, review and appeals and in considering applications for Special Consideration, in accordance with the College Policies.

5. Key relationships

- a) Committee of Censors, including Censor in Chief and Principal Censors
- b) Other Censors
- c) Candidates
- d) Applicants
- e) Staff

6. Related Documents

- Constitution
- Committee Charter
- Code of Conduct
- Committee of Censors Terms of Reference
- Appointment and Training of Censors Policy
- Conduct of Oral Examination Policy
- Recognition of Prior Learning and Experience Policy
- Assessing International Medical Graduates seeking specialist recognition and RACMA Fellowship Policy

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