

# Committee of Censors Terms of Reference

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## 1. Purpose

These Terms of Reference define the objectives, responsibilities and composition of the RACMA (**College**) Committee of Censors.

They are to be read in conjunction with the Constitution, the Committee Charter, the Delegations Policy and Delegations Schedule.

## 2. Objectives

The overall function of the Committee of Censors (**Committee**) is to:

- a) recruit, train and credential Censors.
- b) govern, advise and oversee assessments (entry assessments, assessments of Candidates in the RACMA Fellowship Training Program) in accordance with the applicable College policies.
- c) represent all Censors and support the Censor in Chief in discharging their responsibilities.

The Committee of Censors reports to the Education and Training Committee (**ETC**) via its Chair, the Censor in Chief.

## 3. Responsibilities

- 3.1 The Committee of Censors may exercise any power delegated from the Board in the Delegations Schedule, but in the absence of a specific delegation is to act in an advisory capacity only.
- 3.2 Recruitment, training and credentialling of Censors:
  - a) Recruit Fellows to be Censors of the College: consider Censor applications (new and renewal of term) and select applicants to recommend to ETC for appointment.
  - b) Accredit Censors to specific censor activities which may include but are not limited to:
    - i. Assessment of Candidates including:
      - Oral Examination
      - Critical Appraisal/Research requirements
    - ii. Entry assessment including:
      - Assessment for the Recognition of Prior Learning and Experience (RPLE)
      - Assessment of specialist comparability applications from Specialist International Medical Graduates (SIMG)
    - iii. Development of Oral Examination questions
  - c) Manage professional development activities for Censors
    - i. Determine initial and ongoing training requirements for Censors

- ii. Work with the College office to plan and oversee the delivery of training
- d) Address any issues in the performance of individual Censors
- 3.3 Review and oversee the conduct of assessments in scope of the Committee of Censors:
  - a) Develop an assessment blueprint aligned to the Fellowship Training Program Curriculum Learning Outcomes
  - b) Regularly review the quality, consistency and fairness of assessments under the Committee of Censors' responsibility
  - c) Coordinate the drafting, evaluation, calibration and finalisation of questions for the Oral Examination, in consultation with a Panel of Assessors formed for examination question development.
  - d) Oversee the granting of variation from usual College requirements by the Censor in Chief<sup>1</sup>.
- 3.4 Support the College in identifying opportunities for continuous improvement:
  - a) Identify emerging issues relating to assessments and escalate to the Education and Training Committee
  - b) Provide expert advice on standards and processes relating to assessments to support ongoing quality improvements
  - c) Keep abreast of changes in the Specialist Medical College assessment environment and support the implementation of changes in the College
  - d) Oversee the development and review of policy documents and support resources related to assessments in scope of the Committee of Censors.
- 3.5 Provide information to and consult with the Censors on issues relating to the work of College Censors.

## 4. Composition

- 4.1 The Committee of Censors comprises:
  - a) The Censor in Chief
  - b) A Principal Censor for entry assessments (RPLE/SIMG)
  - c) up to two Principal Censor(s) for Critical Appraisal/Research
  - d) A Principal Censor for the training of Censors (initial and ongoing)
  - e) A Principal Censor for question development, selection and determining exam day question sets
- 4.2 Members of the Committee of Censors must be Censors (except the President). Selection, appointment and terms will be as per the process outlined in the Committee Charter<sup>2</sup>.

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<sup>1</sup> Refer to the Exceptional Circumstances and Special Consideration Policy for details on possible variations

<sup>2</sup> Committee Charter, section 4

## 5. Meetings

The Committee of Censors meets on a regular basis – with a minimum of three meetings a year. Minutes of meetings of the Committee of Censors will be available to all Censors.

Meetings of all College Censors will also be organised intermittently for the purpose of communication, education and training.

Panels of Censors will be convened by the Committee of Censors as required throughout the year.

## 6. Related Documents

- Constitution
- Committee Charter
- Delegations Policy and Delegations Schedule
- Appointment and Training of Censors Policy
- Censors Position Description
- Principal Censors Position Description
- Censor-in-Chief Position Description
- Curriculum Learning Outcomes
- 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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