Examinations Committee Terms of Reference
Approved by the Committee August 2003
Approved by the Board of Directors October 16, 2003
Reviewed by the Committee and changes proposed May 2004
Approved by the Board of Directors May 19, 2004
Revised by the Committee January 2006
Approved by the Board of Directors January 18, 2006
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Approved by the Board of Directors April, 2012

Brief Description
The Examinations Committee is responsible for all aspects of the written, oral and practical examinations for the laboratory specialties, including preparation, administration and grading. Members may be expected to undertake formal training in examination skills. The Committee will also act as the link to the Royal College Medical Genetics Examination Committee which administers a written and oral examination for the CCMG’s Clinical Genetics candidates. The CCMG’s Examinations Committee is responsible for informing the Clinical Genetics candidates about examination deadlines, dates, venues and results.

Mandate
1. To prepare and administer written and practical oral exams for laboratory specialty candidates according to the approved CCMG guidelines (refer to examinations guidelines).
   o Specialty exam preparation is the responsibility of the individual subspecialty members of the committee.
   o The general examination question bank review and update will be done as needed, and the general examination will be set by the Examinations Committee Chair.

2. To administer the examinations, according to current guidelines, to eligible laboratory specialty candidates who have been approved to sit the exam by the Credentials Committee.
   o The committee will work with the Management Office to arrange the dates and venue of examinations; ensure appropriate selection of invigilators and communicate with candidates as needed.
   o Within each subspecialty, a chief organizer (subspecialty chair) will facilitate preparation and organization of the subspecialty exams.

3. To mark written, oral and practical examinations.
   o All committee members will follow the answer keys during the marking process and will mark each exam without consultation with other examiners.
   o Committee members may consult other Fellows of the College (outside the Examinations Committee) if necessary and if approved by the Chair.
Committee members will agree on minimum performance levels for all examinations prior to exams being administered.

4. To determine the pass-or-fail status of each candidate and notify the candidate accordingly.
   - The pass/fail decision is the responsibility of the individual subspecialty subcommittees, who will notify the Chair of the results.
   - The Chair will work with the CCMG Management Office to notify the candidates accordingly in a timely manner by telephone or in person followed by a formal letter.
   - Preparation of a detailed statement outlining the reasons for failure of the specialty exam is the responsibility of the subspecialty subcommittee and these reports are forwarded to the Chair of the Examinations Committee. Reports on reasons for failure in the General exam will be prepared by the Chair.

5. The Chair will report committee activities to the CCMG annually as requested.

**Composition and Tenure:**

**The committee will consist of the Chair along with the following:**

- A minimum of 2 and a maximum of 4 members from each of the following specialties: Biochemical, Cytogenetics and Molecular Genetics
- One member from Clinical Genetics who must also be certified by the Royal College in Medical genetics. This member will also serve on the Royal College Medical Genetics Examination Committee as a representative of the CCMG.
- An *ad hoc* member from the centre where practical examinations will take place (in exam years)
- Total membership should not exceed 15. All members should ordinarily have been regular members of the CCMG for a minimum of 3 years before joining this committee.
- The committee shall include a bilingual member.
- The committee shall include a Board representative.
- The chair of examinations shall co-chair with the incoming chair during his/her last examination cycle.
- Tenure on the examinations committee is 6 years (3 cycles).
- The normal term for appointment as Chair of the Committee shall be two cycles, renewable once.