Background

The Committee for Examinations (CFE) 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 CFE Regulations have been updated to reflect the new model.

1. ROLE

Responsible directly to the Education Committee, the role of the Committee for Examinations is to prepare, administer and assess the following formal summative examinations:

i. Case history submissions
ii. Written examinations
iii. Trainee clinical examinations (OCI, OSCE)
iv. Exemption candidate examinations (MOCI, MOSCE)
v. Scholarly Project – Psychotherapy long case.

2. RESPONSIBILITIES

The Committee for Examinations shall be responsible for:

a) Consider and develop policy in relation to the examinations for recommendation to the Education Committee

b) Determine 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) Establish and document procedures for use by the Committee in candidate examination and to appoint Examination Coordinators to overview these procedures

d) Appoint a Local Examination Secretary, on the recommendation of the Branch Chair, to be responsible with the Examination Coordinators for the organisation of the examinations held at locations in that Branch

e) Assess and determine the eligibility of candidates to sit examinations

f) Conduct College examinations, including the preparation of examination papers

g) Establish and participate in working parties and subcommittees, as required

h) Advise the Education Committee of all candidates who have successfully completed the examinations

i) Establish and manage subcommittees for specific purposes determined by the Committee

j) Recommend any additional committees or working parties which would benefit by the appointment of a member to serve on that committee
k) Undertake all other things 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 Education Committee and the Board may approve

l) The Chair of the Committee shall have discretionary responsibility in all matters pertaining to the conduct of the examinations

m) Notwithstanding any of the above, the Education Committee may determine that any trainee may be deemed exempt from any part of the training and/or examination process, or may be excluded from further training or examination

n) Development and implementing an annual work plan.

o) Identifying and managing risks associated with the Committee and its subcommittees, in accordance with the College Risk Management Policy, and for reporting high level risks to the Education Committee and the Corporate Governance and Risk Committee (CGRC)

3. REPORTING RELATIONSHIPS

a) The Committee for Examinations shall report on its activities to each meeting of the Education Committee. The Committee shall provide its most recent minutes to each meeting of the Education Committee

b) The Committee shall be represented on the Education Committee by the Chair of the Committee for Examinations who will be an ex-officio member of the Education Committee

c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION / MEMBERSHIP

Membership of the Committee will comprise the following members:

- Chair (Fellow)
- Deputy Chair (Fellow)
- Chair and Deputy Chair of each of the following CFE subcommittees:
  - Objective Structured Clinical Examination Subcommittee
  - Written Examinations Subcommittee
  - Scholarly Project Subcommittee
  - Observed Clinical Interview Subcommittee
  - Case History Subcommittee
- A member representing the Committee for Training (CFT)
- A member representing the Committee for Specialist International Medical Graduate Education (CSIMGE)
- A member representing the Trainee Representative Committee (TRC)
- A member representing the Overseas Trained Psychiatrists' Representative Committee (OTPC)
- A community member.

The General Manager responsible for the Education portfolio (or nominee) will be in attendance at the meetings.

The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The Committee shall endeavour to achieve appropriate gender balance
Due to the operational nature of and frequency of teleconference meetings the following committee members are only required to attend face-to-face meetings where wider policy issues are discussed:

- Committee for Training Representative
- Committee for Specialist International Medical Graduate Education Representative
- Trainee Representative Committee
- Overseas Trained Psychiatrist’s Committee Representative
- Community Member

ELECTIONS AND APPOINTMENTS

Chair
a) The Chair shall be elected by the Board from amongst the Fellows of the College. The Chair shall be appointed by Board on the recommendation of the Education Committee
b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected
c) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years
d) The Chair should be a member of the Education Committee.

Deputy Chair
a) Nominations for the Deputy Chair will be called for from amongst the Fellows of the College. The Deputy Chair shall be appointed by the Board on the recommendation of the Education Committee
b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected
c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.

Chair and Deputy Chair of the CFE Subcommittees
a) The Chair and Deputy Chair of each CFE Subcommittee will be appointed to the CFE by virtue of the position they hold (ex-officio)
b) Their term of office shall coincide with their term on their respective committee.

CFT and CSIMGE Representative
a) The CFT and CSIMGE representative will be appointed to the Committee for Examinations, upon recommendation from the CFT or CSIMGE
b) The term of office of CFT, CFE and CCME representatives shall coincide with their term on their respective committee.

TRC and OTPC Representative
a) The representative from the OTPC and TRC must be appointed to the Committee for Examinations in consultation with the Overseas Trained Psychiatrists’ Representative Committee (OTPC) and the Trainee Representative Committee (TRC), and in accordance with TRC / OTPC appointment processes
b) TRC and OTPC representatives shall have voting rights limited to matters of policy
c) The term of office of TRC and OTPC representatives shall coincide with their term on their respective committee.

**Community Member Representative**

a) The Community member will be appointed in accordance with the Procedure for Appointment of Community members to College Committees

b) Community members shall not have voting rights.

c) The term of office of community member shall coincide with their term on the Community Collaboration Committee.

**Co-opted Members**

a) The Committee may co-opt additional members with particular specified knowledge and/or expertise from time to time

b) The number of co-opted members shall be a maximum of two (2). The need for co-opted members shall usually be reviewed by the Committee each two (2) years at the time of elections to the Committee, but may be reviewed more frequently as considered necessary.

c) Co-opted members of the Committee shall not have voting rights.

**Observers**

a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an Observer

b) Observers would be expected to maintain confidentiality of the meeting’s proceedings

c) The number of observers will be at the discretion of the Committee

d) Observers shall not have voting rights

e) The need for observers shall be reviewed by the Committee each year.

**Casual Vacancies**

a) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Board on the recommendation of the Education Committee

b) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term

c) In the event of the resignation of the Deputy Chair, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate appointed by the Board

d) In the event of the resignation of the CFT, CSIMGE, OTPC, TRC, or community representative, the appointment will be made in consultation with the respective committee, and in accordance with casual vacancy appointment processes

e) Any casual vacancy appointment shall be for the remainder of the term

f) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. **POWERS & DELEGATION**

a) The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board

b) The Committee shall provide advice and recommendations to the Education Committee and act within the Committee’s schedule of delegations
c) Pursuant to Article 9.2 of the Constitution:
   
a) “The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board”.
   
b) “The Board may revoke any delegation of its powers by ordinary resolution”.
   
c) Any Committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board.

6. LIMITATION ON POWERS

Pursuant to Article 15.1, 15.3, 15.4 and 15.5 of the Constitution:

a) “The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations”.

b) “The Board shall determine the powers and duties of each Committee (its “Terms of Reference”) and each Committee shall in the exercise of its powers comply with the Regulations and its Terms of Reference”.

c) “Unless specifically provided for in the Regulations or its Terms of Reference, a Committee may not make any determination of policy for the College, but may provide advice to the Board on any area falling within its Terms of Reference to assist the Board”.

d) “Each Committee shall make such reports and recommendations to the Board as the Board reasonably requires”.

7. SECRETARIAT SUPPORT

The Committee for examinations shall be supported by the staff of the College. The General Manager responsible for the Education portfolio (or nominee) and Manager responsible for the CFE will be in attendance at the meetings. Other staff members may be requested to attend on an as-required basis.

8. REVIEW

a) Pursuant to Article 15.8 of the Constitution, “the Board shall review the need for each Committee and the members thereof at least every two (2) years”.

b) These Regulations shall be reviewed two (2) years from commencement.

9. OPERATION OF THE COMMITTEE FOR EXAMINATIONS

10.1. Meetings

a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications. The Committee shall only meet face-to-face up to two (2) times a year

b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair

c) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

a) At least 24 hours’ notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting

b) Notice may be given in writing, by email, by fax, by telephone or other electronic and appropriate means.

10.2. Meeting Attendance

a) It is expected that a committee member will attend all meetings of the Committee. However, it is acknowledged by the College than an individual’s work and family commitments/responsibilities may prevent a member from attending a meeting.
b) If a committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised two weeks in advance of the meeting (for quorum purposes).

c) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the committee member needs to step down from the committee, a casual vacancy shall arise.

10.3. Chair

a) The Chair shall preside at all meetings of the Committee

b) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting, the members present shall elect a Committee member present to be Chair of the meeting.

10.4. Quorum

a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College’s usual processes.

b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Senior Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College’s usual processes.

10.5. Proxies

a) Committee members are only able to appoint a proxy to attend a meeting on their behalf if the position held by the member on the Committee is a representative position. The appointed proxy must be a member of the Committee they are representing

b) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy’s details

c) A proxy has the same voting rights as the person they are replacing.

10.6. Voting

a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights

b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting

c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee

d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.7. Written Resolution

A written resolution signed or approved by electronic mail by 50% of all members (other than any member on leave of absence) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

10.8. Minutes of Meetings

a) A written record of all proceedings of Committee meetings shall be kept by the College

b) Draft minutes of all meetings should be promptly circulated to all Committee members
c) The minutes of the Committee’s meeting will be submitted to the Education Committee meeting held immediately following the Committee’s meeting.

10.9. Defects in Appointment or Qualification of a Member

All acts done in good faith by a meeting of the Committee or by any person acting as a Committee member will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.10. Conflict of Interest and Confidentiality

a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from the discussion and/or voting at the discretion of the Chair.

b) Each member of the Committee including co-opted members, community members, proxies and observers must sign a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest.

c) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.

d) All signed Deeds must be forwarded to the College’s Governance Officer.

10.11. Other Committees of the Committee for Examinations

a) The Committee for Examinations operates five (5) subcommittees:
   i. Case Histories
   ii. Written Examinations
   iii. Observed Interview
   iv. Objective Structured Clinical Examination
   v. Scholarly Project

b) The Committee may not establish Subcommittees or Working Groups without the prior approval of the Education Committee, the Finance Committee (budgetary purposes) and the Board.

10.12. Financial responsibility

a) The Committee for Examinations must develop an annual budget based on the budget process developed by the College in conjunction with the College’s Finance Department.

b) The Committee for Examinations is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorisation as per the College’s delegation of authority Policy.

10. MEDIA & AUTHORISED STATEMENTS

a) With respect to making media or other external comment or representation, the College’s Media Policy (available on the RANZCP website) should be consulted and adhered to.

b) Pursuant to Articles 9.4.1 and 9.4.2 of the Constitution, “the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College”;

c) The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/ Branch/ Faculty/ Section/ or Special Interest Group Chairs to comment on certain issues.
11. INTERPRETATION

- The Regulation shall be known as the “Committee for Examinations Regulations”.
- “Article(s)” means an article or clause of the Constitution.
- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution.
- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution.
- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- “Carer” means a family member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.
- “Casual Vacancy” means a position that becomes vacant before the expiration of the term for which the holder was elected. A successor shall, if the term has not then expired, be appointed to hold the place from the date of his/her appointment until the expiration of the original term or the next election/appointment period (whichever is first). The period of time served as a casual vacancy shall not be counted as a period of office. A Casual Vacancy has voting rights.
- “Co-opted” means a person that has been co-opted for their area of expertise or knowledge of a particular area. A co-opted member is a nonvoting member.
- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- “Community Member” encompasses Carers, Consumers and Community Organisation Representatives as defined here.
- “Community Organisation Representative” means a representative (s) of non-government, community based or mental health-based organisations or volunteer organisations.
- “Consumer” means an individual who has, or has had experience of mental illness.
- “Committee” means the Committee for Examinations.
- “Election Year” means the year the College Constitution came into effect and every second year thereafter.
- “Ex-officio” means a member of a body, (Committee, Section etc) who is part of it by virtue of holding another office. Ex-officio (excepting College staff) members are voting members.
- “Elected” means the formal election process undertaken to elect a member. Call for nominations (from amongst the Fellows) must be undertaken and conducted in accordance with this Regulation. If a ballot is required, the method of voting will be “first past the post”.
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- “Financial year” shall be defined in the same manner as for the activities of the Board of the College.
- “General Meeting” means a general meeting of the College.
- “Proxy” means a person appointed to represent a Committee member at a meeting on their behalf. Committee members are unable to appoint a proxy unless the position held by the Committee member is a representative position. The appointed proxy must be a member of the committee they are representing.
- “Terms of Reference” are the powers and duties of each Committee and are determined by the Board.

12. ASSOCIATED DOCUMENTS
• Board Regulations and Position Descriptions
• Committee for Examinations Chair, Deputy Chair, Member and Community Member Position Descriptions
• Procedure for Appointment of Community Members to College Committees
• RANZCP Constitution
• RANZCP Media Policy
• RANZCP Code of Conduct
• RANZCP Code of Ethics
• RANZCP Website
• Deed of Undertaking in Relation to Confidentiality and Conflict of Interest
• Conflicts of Interest (COI) Guideline
• Committee COI Register

APPROVAL / REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Approver</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>30/11/2013</td>
<td>1.0</td>
<td>Board – B2013/7 R18 Governance and Risk Committee</td>
<td>New document. Updated to reflect the changes approved by the Board under the new education governance model.</td>
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<tr>
<td>23/1/2014</td>
<td>1.1</td>
<td>Governance and Risk Committee</td>
<td>Updated to include an alteration to Section 4 regarding Australian and NZ committee representation. 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.</td>
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<tr>
<td>03/09/2014</td>
<td>1.2</td>
<td>Manager, Governance and OPCEO</td>
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<tr>
<td>July 2016</td>
<td>1.3</td>
<td>Manager, Governance and OPCEO</td>
<td>Updated to include Boards decision regarding meeting attendance and COI.</td>
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01/2016 Next review