

BACKGROUND

The Writtens Examinations Subcommittee was established in 1995. In September 2013, the Board approved a new education governance model to take effect from May 2014. The Writtens Examinations Subcommittee Regulations have been updated to reflect the new model.

1. ROLE

Responsible directly to the Committee for Examinations, the role of the Writtens Examinations Subcommittee is to plan for and administer the written examination assessment, including determining the standard of the examination and to assess written examination responses.

2. RESPONSIBILITIES

The Writtens Examinations Subcommittee shall be responsible for:

- (a) Setting and marking the written examination
- (b) Providing feedback to candidates and training committees
- (c) Evaluating the reliability and validity of the written examination as an assessment tool
- (d) Reviewing policy and procedure relevant to the written examination
- (e) Development and implementation of an annual work plan.
- (f) Identifying and managing risks associated with the Subcommittee, in accordance with the College
- (g) Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee through the Education Committee

Notwithstanding the above, the Committee for Examinations may recommend to the Education Committee that any trainee may be deemed exempt from any part of the examinations process, or may be excluded from further examination.

3. REPORTING RELATIONSHIPS

- (a) The Writtens Examinations Subcommittee shall report on its activities to each meeting of the Committee for Examinations. The Subcommittee shall provide its most recent minutes to each meeting of the Committee for Examinations and the Education Committee.
- (b) The Subcommittee shall be represented on the Committee for Examinations by the Chair and Deputy Chair of the Subcommittee who shall be ex-officio members of the Committee for Examinations.
- (c) The Subcommittee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.

4. COMPOSITION/MEMBERSHIP

- (a) Membership of the Committee should comprise 16 members, including the Deputy Chair (Fellow):
 - Chair (Fellow)
 - Deputy Chair (Fellow)

- Thirteen (13) Members (Fellows)
 - Chair, Committee for Examinations (ex-officio)
- (b) The appointment process shall give due recognition to ensuring the adequacy of area of expertise, professional practice (public/private/administrative/academic) and geographical representation (bi- national/state/regional), wherever possible.
 - (c) The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
 - (d) The Committee shall endeavour to achieve appropriate gender balance.
 - (e) The Executive Manager responsible for the Education portfolio (or nominee) and Manager responsible for Assessments (or nominee) will be in attendance at the meetings.

5. ELECTIONS AND APPOINTMENTS

5.1 Chair

- (a) Nominations for the Chair of the Writtens Examinations Subcommittee will be called for from amongst the Fellows of the College. The Chair shall be appointed by the Education Committee on the recommendation of the Committee for Examinations.
- (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 must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- (d) The Chair will be a member of the Committee for Examinations (ex-officio).

5.2 Deputy Chair

- (a) Upon the formation of the Subcommittee, a Deputy Chair shall be appointed by the Committee for Examinations from the membership of the Subcommittee. The appointment will be based on merit and recommended by the Writtens Examinations Subcommittee. The appointment shall be noted by 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 must be willing to serve for a minimum period of one year and will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. six years.
- (d) The Deputy Chair will be a member of the Committee for Examinations (ex-officio).

5.3 Members

- (a) Nominations for Members of the Writtens Examinations Subcommittee will be called for from amongst the Fellows of the College. Members shall be appointed by the Education Committee on the recommendation of the Committee for Examinations.
- (b) Their term of office for members 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) Members of the Subcommittee will be eligible for re-appointment to their position to serve a maximum of two (2) consecutive terms, i.e. six years.

- (d) The Chair of the Committee for Examinations (or nominee) shall be an ex-officio member of the Subcommittee.

5.4 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 casual vacancy will arise for the remainder of the term. Nominations will be called from amongst the Fellowship of the College. The Chair (casual vacancy) shall be appointed by the Education Committee on the recommendation of the Committee for Examinations.
- (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 casual vacancy will arise for the remainder of the term. The Committee for Examinations shall appoint the Deputy Chair (casual vacancy) from amongst the membership of the Subcommittee. The appointment shall be noted by the Education Committee.
- (d) In the event of the resignation of a member of the Subcommittee a casual vacancy will arise for the remainder of the term. A call for nominations from the Fellowship shall take place. The member shall be appointed by the Education Committee on the recommendation of the Committee for Examinations.
- (e) A person appointed as a casual vacancy shall be eligible for appointment at the end of the term of the casual vacancy 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.

5.5 Co-opted Members

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

5.6 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

6. POWERS AND DELEGATION

- (a) The Subcommittee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.
- (b) The Subcommittee shall provide advice and recommendations to the Committee for Examinations and act within the Subcommittee's schedule of delegations.
- (c) Pursuant to Article 8.2 of the Constitution:
- i. "The Board may delegate any of its powers (other than that of delegation) to Boards or Committees comprising persons appointed by the Board".
 - ii. "The Board may revoke any delegation of its powers by ordinary resolution".
 - iii. 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.

7. LIMITATION ON POWERS

Pursuant to Article 14.1, 14.3, 14.4 and 14.5 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 Regulations or Terms of Reference) and each Committee shall in the exercise of its powers comply with the Regulations or the Committee Terms of Reference.

8. REVIEW

(a) Pursuant to Article 14.8 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. COMMITTEE SUPPORT

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

10. OPERATION OF THE COMMITTEE

10.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee’s operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Confidentiality
- Conflict of Interest
- Consent
- 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.

10.2 Additional Specific Operational Information

10.2.1 Committee Powers and Delegations

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

10.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

- (a) "Subcommittee" means the Writtens Examinations Subcommittee for the purpose of these Regulations.

ASSOCIATED DOCUMENTS

- *Committee Meeting Operations Regulations* and associated documents
- *Education Committee Regulations*
- *Committee for Examinations Regulations*
- Position Descriptions: Writtens Examinations Subcommittee Chair, Deputy Chair and Member

REVISION RECORD

Contact:	Executive General Manager, Education and Operations		
Authorising Body:	Board		
Responsible Committee:	Education Committee		
Document Code:	REG EDT Writtens Examinations Subcommittee Regulations		
Date	Version	Approver	Description
08/02/2014	1.0	Board – B2014/1 R21	New document. Updated to reflect the changes approved by the Board under the new education governance model.
07/2016	1.1	Manager OPCEO – Governance	Updated to include written resolutions, quorum as per CGRC meeting 27 June 2014. Updated to include Board decisions in relation to meeting attendance and COI.
11/2017	1.2	Senior Manager, Corporate Governance and Risk	Updated to reflect change from Deputy Chair role to Co-Chair.
1/2018	1.3	Senior Manager, Corporate Governance and Risk	Updated to reflect governance changes.
27/06/2023	1.4	Executive General Manager, Education and Operations	Updated to reflect new composition (Chair and Deputy Chair). Operational matters also replaced by reference to the Committee Meetings Operations Regulations.
NEXT REVIEW: 2025			