

# Examinations Committee

## Terms of Reference

### Purpose

1. To keep under review all matters relating to the examinations for the Fellowship of the College, the Primary examination and any other examination that the College may from time to time decide to introduce.
2. To ensure that the examinations are fair and consistent and assess agreed standards of knowledge, skills and competencies
3. To make recommendations to Council, whether in the form of general proposals or as specific resolutions (and having first consulted any other Committees of the College with respect to any proposal affecting any matter falling within the terms of reference of that Committee) regarding:
  - a. the number of examiners to be appointed and the functions to be exercised by examiners.
  - b. the names of persons to be appointed as:
    - (1) examiners for the Primary and Final exams
    - (2) chairman of the examiners for each exam, and
  - c. members of the paper setting committees
  - d. any changes the Committee may consider to be desirable in :
    - (1) the standard of the Primary or Final Examination or any part of it
    - (2) the structure of the Examinations
    - (3) examination techniques
    - (4) the timetable of examinations
    - (5) the Examination Regulations
  - e. any proposals or applications that any examination or examinations conducted by any College other than our own, should be regarded as equivalent, for the purpose of granting exemption, to any College Examination either on a continuing reciprocal basis or on an individual ad hoc basis.
  - f. To offer advice either as a Committee or through the Chairman to the staff of the Examinations Department, on the conduct of examinations in respect of any matter on which such advice may be sought.

- g. To keep under review the budget of the Examinations Department and to ensure that the costs of the work of Department are kept within the approved budget and that every possible reduction in projected expenditure is achieved.
4. All the above are subject to the following provisos:
- a. Nothing in these terms of reference shall permit the Committee to intervene in any decision of any examiners with regard to any matter of academic judgement.
  - b. The Committee may, in respect of any matter falling within these terms of reference which is of such urgency that it would be undesirable to await the next meeting of Council and raises no substantial issue of principle, act without the authority of Council and shall submit a report of its action and the reasons therefore to the next meeting of Council.
  - c. The Chairman may, in the same circumstances as specified in proviso 4.b., act without the authority of the Committee and shall report his action to the next meeting of the Committee.

### Constitution

5. The Committee shall consist of not less than ten and no more than twelve Members who shall comprise:
- a Chairman, who shall be an elected Member of Council appointed by the President with the approval of Council
  - the Chairman of the Board of Examiners for Primary and Final
  - the President and a Vice President, the Treasurer
  - three representatives from the Examiners, co-opted
  - not less than two Members of Council approved by Council
  - The Chief Executive/Registrar

### Quorum

6. The quorum shall be five full members of *whom two must be Members of Council*. If any member shall also be a member in another capacity the numbers in respect of total membership *and the quorum* shall be reduced accordingly.

### Meetings

7. The Committee shall meet four times per year and may, when necessary and with the agreement of Council, meet more frequently.

### Sub-Committees

8. Subject to the provisions of the Financial Regulations of the College, the Committee may establish any sub-committee, core group or working party, however designated, with such terms of reference and so constituted as the Committee may determine, to consider any matter falling within the Committee's terms of reference and to report on that matter to the Committee.

## Standing Orders

9. Subject to the Articles of Association and Standing orders the Committee may make any standing orders regulating its own procedure provided that these shall not take effect until approved by the Council.

## Review of Terms of Reference

10. These Terms of Reference shall be reviewed by the Committee at its first meeting in every academic year and any recommended changes shall be submitted to Council for approval.

## **Committee Members 2011 - 2012**

- Chair:** Dr Kevin Carson
- Secretary:** Dr Deirdre McCoy, Chair Primary Exam
- Officers:** Dr Jeanne Moriarty, President  
Dr Ken Lowry, Vice President  
Dr John Loughrey, Honorary Secretary  
Dr Harry Frizelle, Honorary Treasurer
- Members:** Dr Ellen O’Sullivan, Chair Education Committee  
Dr Camillus Power, Dean Pain Faculty  
Dr David Mannion, Chair Training Committee  
Dr Philip Hawthorne, Chair Final Exam  
Prof Denis C Moriarty  
Dr Paul Murphy (Chair Pain Medicine Exam)  
Prof William Wallace, Primary SOE Coordinator  
Dr George Ghaly, Vice-Chair Primary Exam  
Dr Brian Marsh or nominee – JFICMI  
Professor David Croke  
Rory Naughton – CAT representative
- Co-opted:** Dr Ian Surgeon, Postgraduate Dean  
Dr Ellie O’Leary, Director of Trainee Affairs  
Mr Fintan Foy, CEO