

# CAAA Examination Committee - Terms of Reference

Revision November 12<sup>th</sup>, 2015

## 1. Purpose:

The Examination Committee is a standing committee under the *CAAA bylaws section 7.4*, and is responsible for all Alberta-specific aspects related to registration examinations pertaining to the acupuncture profession in Alberta. These aspects are as follows:

- 1.1. Developing and implementing Alberta-specific entry-level acupuncture examination(s) for registration purposes and evaluating the performance of the exam candidates.
- 1.2. Being actively involved with the development and implementation of the Pan-Canadian Examinations.
- 1.3. Any other duties assigned through Council-approved governance policies including terms of reference.

## 2. Membership:

- 2.1. The Examination Committee shall consist of not less than three (3) and not more than seven (7) registered members as appointed by Council. Council will appoint one (1) Chair of the Examination Committee.
- 2.2. Examination Committee members and exam personnel, excluding administrative personnel, shall have maintained their standing as a Registered Acupuncturist (R.Ac.) for the past five (5) consecutive years.
- 2.3. The Chair, appointed by Council, shall have been an Examination Committee member for at least 3 years.

## 3. Terms of Office:

Members of the Examination Committee shall serve for a term of two (2) years, until a successor has been appointed, but in any case, shall not serve more than three (3) consecutive terms.

## 4. Duties and Responsibilities:

In addition to the aspects as set out under “Purpose”, the Examination Committee will work closely with the CAAA Registrar and/or the Executive Director in fulfilling the following duties and responsibilities:

*Please note: These Duties and Responsibilities apply only to Alberta-specific examinations.*

- 4.1. Review applications from Registered Acupuncturists who wish to act as Item Writers, for developing an item bank for any written examinations.
- 4.2. Develop and administer the training program for said Item Writer positions as well as monitor progress periodically.
- 4.3. Set the examination dates; locations of the examinations; and, oversee the hiring of exam personnel.
- 4.4. Training of exam personnel for executing the examination(s).

- 4.5. Analyze the results of each examination and report the results and statistical findings to the Council.
- 4.6. Develop, review, and edit an annual candidate handbook in consultation with a psychometrician when needed.
- 4.7. Ensure strict confidentiality of all exam materials; including but not limited to; documents, names; and results of examinations.
- 4.8. Prepare an annual budget for the entire operation of the Examination Committee.
- 4.9. Execute other duties assigned, according to Council approved policies or decisions and according to the Committee's terms of reference.
- 4.10. Members of the Examination Committee and all exam personnel will handle information related to the examinations in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP Act).

The Chair of the Examination Committee is responsible for:

- 4.11. Preparing agendas for the Committee's meetings.
- 4.12. Managing the functions described above under "Purpose" and "Duties and Responsibilities" of the Examination Committee.

## **5. Conflict of Interest**

All Examination Committee members and examination personnel must sign and abide by the CAAA Conflict of Interest policy. In addition to this policy, all Examination Committee members and examination personnel must abide by the following criteria.

All Examination Committee members and examination personnel must not:

- 5.1. be affiliated with a school/institution offering education/training in Acupuncture and/or Traditional Chinese Medicine in the past 3 years.
- 5.2. participate in administering any portion of the exam to anyone outside of the Examination Committee. This clause is indefinite.
- 5.3. engage in any business activities involving potential candidates of the examination, including offering continuing education courses. This clause applies for 2 years after being discharged from examination duties.

*Special note:*

*In the event that members or personnel can not fulfill the requirements of 5.1 due to understaffing or special circumstances, exceptions may be made by deliberation of the Examination Committee and Council.*