

## College of Acupuncturists of Alberta

### Examination Committee

#### **Terms of Reference**

##### **Purpose**

The Examination Committee is responsible for overseeing the development, implementation, analysis, and scoring of the Alberta Acupuncture Registration Examinations (AARE). CAA Examination Committee members may participate in Pan-Canadian Examination activities as offered by the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA).

##### **Composition**

The Examination Committee will consist of a Chair, a Vice-Chair, and two (2) to five (5) additional committee members. The Director of Competency and Education shall be an Ex-Officio member.

##### **Term of office**

The term of office of a regulated member on the Examination Committee is three (3) years.

The term of office of a regulated member on the Examination Committee may be extended for up to three (3) additional years. A member of the Examination Committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

A member may be removed from the Examination Committee where a motion to that effect is passed by the Council.

##### **Conflict of Interest**

In addition to CAA Conflict of Interest policies, Examination Committee members must not:

- Be or have been affiliated in the past three (3) years with a school/institution offering education/training in acupuncture/traditional Chinese medicine, and;
- Offer any instruction, continuing education, or training to any candidates of the AARE or current students of an acupuncture program.

##### **Structure**

To assist the Examination Committee in delivering its objectives, it may establish when necessary and with Council's approval the following sub-committees or ad-hoc committees:

- Examination Item Writing and Review
- Examination Blueprint Development
- Examination Item Bank Development
- Examination Standard Setting
- Examination Audit and Evaluation
- Examination Candidate Handbook/Multimedia Development
- Exam Standards Research and Development

Relevant Terms of References for the above shall be provided to and approved by Council.

### **Duties and responsibilities**

The Examination Committee's primary responsibilities include:

- Development of Alberta specific components of the AARE including but not limited to examinations relating to safety, jurisprudence, clinical skills, theory, and biomedicine;
- Hiring of sub-committee or ad-hoc committee members;
- Delivering the AARE at a frequency prescribed by Council;
- Hiring of AARE support staff including registration staff, standardized patients, timers, examiners, and consultants;
- Selecting the venue(s), location(s), and date(s) of the AARE;
- Scoring Alberta specific components of the AARE;
- Analyzing examination results;
- Setting policies around rescoring/reviewing/appealing of test papers/materials;
- Development and maintenance of the Candidate Handbook and relevant multimedia;
- Selecting and consulting with examination experts such as a psychometrician to aid in examination related business;
- Proposal of an annual budget for Examination Committee activities to Council, and;
- Any other duties or responsibilities assigned by Council.

### **Meetings**

Meetings shall, whenever possible, be held at a place or virtually and on a date set in advance and shall occur at such frequency as necessary for the Examination Committee to conduct its business.

### **Quorum**

The quorum for meetings of the Examination Committee shall be a simple majority of members of the Examination Committee.

## **Voting**

Whenever possible, decision-making at the Examination Committee level shall be conducted using a consensus model. When necessary, formal voting will be used. In case of a tie vote, the Chair shall cast a deciding vote.

## **Expenses and remuneration**

Members who are required to participate in meetings will be reimbursed and compensated according to the CAA approved policies.

## **Reporting**

The Examination Committee must take minutes of its proceedings, and provide a report of its activities and decisions when requested by Council.

## **Evaluation**

The terms of reference for the Examination Committee will be reviewed and amended as necessary. Any amendments must be approved by the CAA Council.