



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Ophthalmic Sciences Examiners and COPEM Assessors Committee Roles and Responsibilities

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**Appointment to the Ophthalmic Sciences Examiners' and COPEM Assessors' Committee may only be accepted by completion and return of the *Appointment Acknowledgment and Agreement* sections on the final pages of the TOR and the Roles and Responsibilities document for this committee.**

<b>Approved by:</b> Board <b>Version:</b> Current <b>Department:</b> Education	<b>Next review date:</b> November 2025 <b>Approval date:</b> 7 November 2022 <b>Policy inventory number:</b> 04a.2022.11 03
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## **1. EXAMINER ROLES AND RESPONSIBILITIES**

### **1.1 The Chair of the Ophthalmic Sciences and COPEM Assessment Committee**

The Chair of the Ophthalmic Sciences and COPEM Assessment Committee is overseen by, and responsible to, the Examinations and Assessments Committee for the following:

- Overseeing RANZCO's program of Ophthalmic Science Examinations from the planning and development of each sitting through to finalization of the results and the provision of trainee feedback;
- Allocating Examiners to set and mark each Ophthalmic Science Examination;
- Ensuring that, as far as possible each examination or assessment question assesses higher order thinking and applied learning;
- Ensuring the integrity, security and strict confidentiality of the proceedings of the examination;
- Providing feedback to the Chair of the Delivery and Development Committee and/or Progression Committee for any relevant candidates according to assessment and examination policies and the Trainee Progression Policy;
- Providing feedback to candidates according to RANZCO's policies;
- Providing advice and leadership to the Ophthalmic Science Examiners and COPEM Assessors;
- Coordinating the annual Ophthalmic Science Examiners' and COPEM Assessors Committee meetings;
- Approving the annual Ophthalmic Sciences Examination timetable;
- Working collaboratively with RANZCO staff to plan and implement Ophthalmic Science Examinations and COPEM learning modules and assessments;
- Ensuring that Ophthalmic Sciences Examinations and COPEM modules and assessments follow best practices for design and implementation including blueprinting, standard setting, validity, reliability, fairness, RANZCO's standards for online learning and trainee feedback;
- Supporting examiner and assessor training and facilitating reviews of the VTP in collaboration with RANZCO committees, office holders, staff and external providers;
- Engaging with RANZCO's monitoring and evaluation activities, reviewing findings of evaluation and monitoring reports and collaborating with other RANZCO committees and staff to address findings relevant to the Ophthalmic Sciences Examinations and COPEM learning modules and assessments;
- Reviewing applications to become Ophthalmic Science Examiners and COPEM Assessors and recommending suitable applicants to the Assessments and Examinations Committee for endorsement;
- Reporting to the Examinations and Assessments Committee on all matters relating to the Ophthalmic Sciences Examinations and COPEM learning modules and assessments.

### **1.2 Ophthalmic Sciences Subject Leaders**

An Ophthalmic Sciences/COPEM Subject Leader is overseen by and responsible to, the Chair of the Ophthalmic Sciences Examiners and COPEM Assessors Committee for the following:

- Providing leadership to Examiners and Assessors in their subject area;
- Ensuring the integrity, security and strict confidentiality of the proceedings of the examination;
- Overseeing the Ophthalmic Science Examination or COPEM content development and assessment process, from the planning and development of the examination, content or assessment, through to finalization of the results and provision of feedback to candidates;
- Allocating committee members to set and mark each sitting of an examination for the Ophthalmic Science subject they lead; or
- Allocating committee members to curate content and assessments for COPEM modules;
- Coordinating the development of each examination, learning module and assessment with reference to the curriculum areas mapped to the activity in the VTP Assessment Blueprint;
- Coordinating the collation of the examination or assessment question bank and curation of content for learning modules made available on RANZCO Learning for their subject;
- Ensuring that each examination or assessment question is aligned to the VTP curriculum and that, as far as possible, each examination or assessment question assesses higher order thinking and applied learning;
- Responding to Trainee questions regarding the examination or assessment, via the RANZCO Assessments and Examination team.
- Providing feedback to candidates according to RANZCO's policies;
- Participating in Examiner/Assessor training, annual Examiners'/Assessors' meetings, and subject curriculum reviews.

### **1.3 Ophthalmic Sciences Examiners**

Ophthalmic Sciences Examiners are responsible to their Subject Leaders for the following:

- Reviewing all information sent by RANZCO regarding the organization and implementation of the examination;
- Committing the time and energy required to participate fully in setting, marking, attending and reviewing examinations or assessment activities and in related development such as curating content for learning modules available on RANZCO Learning, continual improvement and collegiate activities;
- Attending and participating in the annual Ophthalmic Sciences Examiners'/COPEM Assessors meeting;
- Examining or assessing candidates under the direction of the Subject Leader;
- Responding to Trainee questions regarding the examination or assessment, via the RANZCO Assessments and Examination team. Adhere to the planning

timetable for the examination, and submit all relevant material required to the RANZCO staff member supporting the examination by the date indicated;

- Maintaining strict confidentiality of the proceedings of the examination;
- Providing feedback to candidates according to RANZCO's policies;
- Participating in Examiner training, monitoring, evaluation and continual improvement activities and reviews of the VTP.

#### **1.4 The President**

The President, or a delegated Director/s, are ex-officio on the Ophthalmic Sciences Examiners and COPEM Assessors Committee.

#### **1.5 Community Representative**

The community representative, who should hold appropriate education qualifications and experience, is appointed to support the committee and give advice from a broader educational perspective and community perspective.

## **2. APPOINTMENT PROCESS**

### **2.1 Chair**

Current Ophthalmic Sciences Examiners, COPEM Assessors and those who have retired from the committee within the last five years, are invited to express their interest in appointment as the Chair of the Ophthalmic Sciences Examiners and COPEM Assessors Committee.

Applications are reviewed by the outgoing Chair of the committee. If there is more than one application, the Chair will be elected by a simple majority vote of the members of the committee.

The proposed appointment is endorsed by the Examinations and Assessments Committee and conveyed to the RANZCO Education Committee (REC). The appointment is approved by the RANZCO Board of Directors.

Once a proposed appointee has been approved by the Board, he/she is sent a formal letter of appointment, including an outline of the Chair's roles and responsibilities.

### **2.2 Ophthalmic Sciences and COPEM Subject Leaders**

Current Ophthalmic Sciences Examiners and COPEM Assessors, and those who have retired from the committee within the last five years, are invited to express their interest in appointment as the Subject Leader for the subject they are, (or were), examining or assessing.

Applications are reviewed by the outgoing Subject Leader. If there is more than one application, the Subject Leader will be elected by a simple majority vote of the members of that subject's Examiners Committee.

Applications are reviewed by the Chair of the Ophthalmic Sciences Examiners and COPEM Assessment Committee then eligible applications are sent to the Examinations and Assessments Committee for review and endorsement. The proposed appointment is endorsed by the Examinations and Assessments Committee

and conveyed to the RANZCO Education Committee (REC). The appointment is approved by the RANZCO Board of Directors.

Once a proposed appointee has been approved by the Board, he/she is sent a formal letter of appointment, including an outline of a Subject Leader's roles and responsibilities.

### **2.3 Examiners and Assessors**

Fellows are invited to express their interest in joining the committee by submitting a copy of their curriculum vitae and providing other relevant information (such as their subspecialty or area of interest, hospital appointments, their involvement in education and training).

Applications are reviewed by the Chair of the Ophthalmic Sciences Examiners and COPEM Assessment Committee then eligible applications are sent to the Examinations and Assessments Committee for review and endorsement. The proposed appointment is endorsed by the Examinations and Assessments Committee and conveyed to the RANZCO Education Committee (REC). The appointment is approved by the RANZCO Board of Directors.

Once a proposed appointee has been approved by the Board, he/she is sent a formal letter of appointment, including an outline of an Examiner's or Assessors roles and responsibilities.

Appointment under these Terms of Reference may only be accepted by completion and return of the Appointment Acknowledgment and Agreement section on the final page of this Roles and Responsibilities document.

## **3. TERM OF APPOINTMENT**

The Chair, Subject Leads, Examiners and Assessors initial term of appointment is three (3) years, following which re-appointment will be on an annual basis. Ophthalmic Sciences Examiners are appointed for a maximum term of nine (9) years.

An examiner is required to offer his/her resignation if he/she is unable to attend a second annual examiners' meeting during his/her term of appointment or is otherwise unable to fulfil the requirements of the position.

The REC may decide not to re-appoint a Chair, Subject Lead, Examiner or Assessor who has not fulfilled his or her responsibilities.

#### **4. ACKNOWLEDGEMENT AND ACCEPTANCE**

To confirm your appointment under this Roles and Responsibilities document, please specify your full name, sign and date where indicated below and return.

I, the undersigned, agree and state upon acceptance of the appointment that:

- I will comply with this Roles and Responsibilities document (as amended or replaced);
- Compliance with this Roles and Responsibilities document is a condition of my ongoing appointment;
- I am not subject to any perceived or real conflict of interest with the activities of the RANZCO Ophthalmic Sciences Examiners and COPEM Assessors Committee at the date of appointment; and
- A breach of this Roles and Responsibilities document may constitute a serious breach of College Policy under the Code of Conduct.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_