



EXAMINATION COMMITTEE

Terms of Reference

1. Role of the Committee

The Examination Committee is a committee of the Optometry Council of Australia and New Zealand (OCANZ). Its role is to develop and implement valid and reliable assessment/examination processes in order to determine that overseas trained optometrists have the competencies required to practice optometry in Australia and New Zealand. The Examination Committee will also monitor and as required review OCANZ examination procedures and outcomes for quality assurance and improvement purposes.

2. Responsibilities

The Committee is responsible for the oversight of OCANZ Competency in Optometry Examination (COE) and the Assessment of Competence in Ocular therapeutics (ACOT) examination of Overseas Trained Optometrists (OTOs). These examinations can be taken after eligibility has been determined following an assessment of a candidate's application. The examination process is a comprehensive assessment of the knowledge, skills and attributes that underpin successful optometric practice.

The business of the committee includes:

- regular review and evaluation of the OCANZ examination processes to ensure validity, reliability, fairness, transparency, integrity and conformity with best practice
- ensuring that there is a current examination blueprint which structures the overall examination process and maps the methods to be used by OCANZ to assess individual components
- periodically review and establish the standards for the COE examination including the requirements to pass the individual components and progress to completion
- periodically review the examination information provided to candidates
- oversight of the conduct of each written and clinical examination session
- commission, review and evaluate regular statistical/psychometric analyses of the various examinations components to inform exam results
- oversight of the development, maintenance and validation of a bank of multiple choice questions (MCQ) and short answer questions (SAQ) and related marking guides to support exam delivery
- advise on key policy issues related to the examinations, for advice to the OCANZ Board;
- considering and recommending changes to the examination process, for advice to the Board;
- advise OCANZ on any other relevant matters pertaining to OTOs including relevant changes in the external environment (for example, education, accreditation, workforce).
- Advocating/promoting for best-practice in assessment in Optometry.

3. Membership

The Committee is appointed by the OCANZ Board and will comprise six members. The composition of the committee will reflect its responsibilities and include:

- a. one OCANZ Director with experience in written and/or clinical examinations;
- b. one non-optometrist expert in education/ assessment;
- c. two optometric educators at a senior level in an accredited optometry program with expertise in written examinations;

- d. one optometric educator at a senior level in an accredited optometry program with expertise in clinical examinations; and
- e. one registered optometrist in active optometry practice with significant clinical supervisory experience.
- f. One of the members be a registered optometrist who has previously completed the Competency in Optometry Examination (Desirable)

The Chair will be appointed by the OCANZ Board and may or may not be a Director of the Board. The Examination Committee may if it chooses appoint a Deputy Chair from among its members. The OCANZ Board will have regard to representation from Australia and New Zealand in making appointments to the Examination Committee.

4. Proceedings

The Committee will meet twice a year after each examination session to address policy and process responsibilities as required.

Two sub-committees of the Committee will each meet additional times per year by teleconference, as required, specifically to oversee each examination component:

- A 'written examination' subcommittee comprising the Chair and the two optometric educators at a senior level in an accredited optometry program with expertise in written examinations will confer before and after each written examination session to:
 - quality assure the MCQ and SAQ questions and answers including the SAQ marking guide before delivery to ensure their consistency with the OCANZ exam blueprint
 - review candidate results and progression in accordance with agreed OCANZ policies and standards
 - oversee the development and revision of MCQ and SAQ examination questions and answers including the SAQ marking guide, examining any questions flagged for review from statistical analysis and determining any follow up action
 - determine the content and format of feedback to candidates and sub-contractors and assessor stakeholders as required.
- A 'clinical examination' subcommittee comprising the Chair, the optometric educator at a senior level in an accredited optometry program with expertise in clinical examinations and the registered optometrist in active optometry practice with significant clinical supervisory experience will meet after each clinical examination session to:
 - periodically review all sections of the clinical examination to ensure consistency with the exam blueprint and contemporary optometric practice
 - review unsuccessful candidate reports from the skills and patient examinations prior to the candidates receiving the report and determine candidate progression in accordance with agreed OCANZ policies
 - determine the content and format of feedback to candidates and sub-contractors and assessor stakeholders as required.

At the discretion of the Examination Committee, the non-optometrist expert in education/assessment may be invited to attend either subcommittee meeting if their expertise will assist a subcommittee's deliberations.

Appointments to the Committee will be made for a period of three years. Members will be eligible for re-appointment on two occasions only (maximum of nine years in total). The Chair of the Committee will also be appointed for three years and is eligible for re-appointment on two occasions only (maximum of nine years in total). Any vacancies will be filled by the Board. The Board may periodically appoint a person

to shadow the work of the Committee for up to a year, if required to assist with membership succession planning.

5. Reporting

The Committee will report quarterly to the OCANZ Board, or more frequently if required.

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Edited by Board	
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