



Royal Australasian College  
of Dental Surgeons  
*Let knowledge conquer disease*

GDP PRIMARY AND  
FINAL  
EXAMINATIONS -  
EXAMINER  
SELECTION AND  
APPOINTMENT  
POLICY

November 2019

### **Document Information**

<b>Nature of Document:</b>	Policy Document
<b>Document Number:</b>	
<b>Version:</b>	2.1
<b>Policy Area:</b>	Education
<b>Contact Officer:</b>	Chief Executive Officer
<b>Authorised:</b>	Education Policy Board
<b>Approved:</b>	Council
<b>Date Effective:</b>	15 November 2019
<b>Date of Next Review:</b>	15 November 2024
<b>Policy Status:</b>	New Policy
<b>Related Policies:</b>	
<b>Policy Replaces:</b>	N/A
<b>Last Updated</b>	November 2018 – Minor administrative correction made to section 3.4.3. March 2019 – Transition clause added. November 2019 – Key stakeholder consultation feedback implemented. October 2020 – Minor administrative correction made to update governance terminology and document formatting.

## *1. Purpose and scope*

To provide direction for selection, appointment and conduct of College examiners.

The College is committed to excellence in the examination process. Continual oversight will be made of examination content, and support for candidates and examiners.

Registrars of the College will apply this policy as they provide leadership to ensure the integrity of the examination/assessment process.<sup>1</sup>

## *2. Background*

The College conducts examinations at Membership and Fellowship level in General and Specialist Dental Practices. Examinations are also conducted as part of the Oral and Maxillofacial Surgery (OMS) training program.

The College acknowledges the pivotal role of Registrars in the process for selection and appointment of suitable examiners, and the oversight of examiner's ongoing training and development.

This policy sets out the requirements for:

- Selection of examiners
- The process for appointment
- The expectations and responsibilities of examiners
- Terms of appointment and maximum tenure
- Conduct of examinations

This policy applies to the General Dental Practice Primary and Final Examinations only.<sup>2</sup>

---

<sup>1</sup> RACDS By-Law 6

<sup>2</sup> The approach to Membership (General Dental Practice), Specialist Dental Practice and Oral and Maxillofacial Surgery are under review

### 3. Policy Statement

#### 3.1 GENERAL PRINCIPLES

- 3.1.1 The examiner pool should as much as possible reflect the diversity of the candidates in terms of gender, ethnicity, nationality, working contexts or other diversity.
- 3.1.2 The pool of examiners for each subject area should give consideration to succession planning by ensuring there are sufficient examiners in the pool. This will ensure equity for workload of examiners and to ensure suitable examiners are available in all key subject areas.

#### 3.1.3 Primary Examination

- a) Examiners must be experienced and be able to demonstrate currency in the field in which they are approved to examine. Experience and currency will be assessed by the Registrar and Chief Examiner.

#### 3.1.4 Final Examination

- a) Examiners must be experienced and be able to demonstrate recency<sup>3</sup> in the field in which they are approved to examine and will preferably be a Fellow of the College. Experience and recency will be assessed by the Registrar and Chief Examiner. Examiners must be in good standing with the relevant regulatory authority.

#### 3.2 SELECTION AND APPOINTMENT OF EXAMINERS

- 3.2.1 Individuals can apply for appointment to the pool of examiners at any time using the College Examiner Application Form (GEN07) and attaching the relevant supporting information. Only complete applications will be considered.
- 3.2.2 Applications for appointment to the pool of examiners is to be accompanied by two appropriate referees. Referees may be Fellows or Members of the College, registered dental practitioners or senior academics
- 3.2.3 The Registrar, with support of the Chief Examiner, may also approach individuals and suggest that they apply for appointment to the pool of examiners.
- 3.2.4 Applications will be considered for suitability by the Registrar and Chief Examiner. Where the applicant is deemed suitable, the application will be considered by the Board of Studies (GDP) for recommendation to the Education Policy Board. Applications that meet the appointment requirements and are supported by the Board of Studies (GDP) will be considered by the Education Policy Board for approval.
- 3.2.5 The Education Policy Board will appoint examiners and will inform Council and the applicant of their decision.
- 3.2.6 Members of the Board of Directors and Education Policy Board are not to be appointed as examiners unless under exceptional circumstances as determined by the Education Policy Board. Appointments under such circumstances must be approved by the College President.

---

<sup>3</sup> Recency is defined as per the Dental Board of Australia's (DBA) Recency of Practice Registration Standard as maintaining an adequate connection with, and recent practice, in the profession.  
RACDS Examiner Selection and Appointment Policy November 2019

### **3.3 TERM OF APPOINTMENT OF EXAMINERS**

- 3.3.1 Examiners will be appointed for a three-year period and may be reappointed for a maximum of four consecutive three-year terms. Examiners are to apply for reappointment for each three-year term in accordance with Section 3.2.

Note: To ensure continuity in examinations, the application of this section (3.3.1) is to be phased with full implementation completed 31 March 2022.

- 3.3.2 Maximum tenure for an examiner is twelve years, with reappointment by the Education Policy Board every three (3) years. Any breaks in examining count towards the twelve-year period. Examiners may be reappointed beyond the twelve-year tenure period on the discretion of the Education Policy Board.
- 3.3.3 Examiners may choose to retire from the pool of examiners at any time throughout their tenure. Two-months' notice must be provided in writing, through the Chief Examiner and Registrar to the Education Policy Board.

### **3.4 POOL OF EXAMINERS**

- 3.4.1 The pool of examiners is a record of College approved examiners. It is maintained by the Education Policy Board and reviewed annually. The pool of examiners will be noted by Council after each annual review.
- 3.4.2 For the Primary Examinations there must be at least three examiners for each subject area available on the pool.
- 3.4.3 For the Final Examination there must be at least eight examiners available for the General section, at least eight examiners available for the Restorative Dentistry and Periodontics elective, at least four examiners available for the Paediatric Dentistry and Orthodontics elective and at least eight examiners available for the Oral Medicine, Oral Surgery and Oral Pathology elective.

### **3.5 TRAINING, CALIBRATION AND EVALUATION**

- 3.5.1 New examiners must attend the examinations as an observer prior to examining for the first time. This condition may be relaxed in exceptional circumstances on approval of the Registrar
- 3.5.2 New and existing examiners are required to complete any training stipulated by the College.
- 3.5.3 Examiners are required to attend a pre-examination calibration meeting coordinated by the Registrar. Where this is not possible, prior approval must be sought from the Registrar
- 3.5.4 Examiners are required to attend a post-examination meeting coordinated by the Registrar. Examiners can provide feedback and suggestions for improvement or raise any issues about the examination process. The Registrar will be required to report on the outcomes of this meeting to the Board of Studies and the Education Policy Board.
- 3.5.5 The examiners will be surveyed after each examination to obtain feedback. This will assist the Board of Studies and Education Policy Board to understand and as necessary address any issues that arise during the examination.

### **3.6 CONDUCT OF EXAMINERS**

- 3.6.1 The Registrar will be responsible for overseeing the conduct of examinations. Any examiner who is aware of conduct or behaviour of concern by any other examiner must report the matter to the Registrar, who will inform the CEO who in partnership with the Registrar is to take any necessary remedial or mitigating action.
- 3.6.2 Examiners must adhere to the College Regulations, Handbooks and the College Pledge at all times.