Royal Australasian College
of Dental Surgeons

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EXAMINER SELECTION AND APPOINTMENT POLICY

June 2025

Document Information

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Purpose

To provide direction for selection, appointment and conduct of College examiners, and applies to all General and Specialist Dental Practice College examinations, and Accredited Training Programs in Oral Medicine, Paediatric Dentistry and Special Needs Dentistry.

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.

Background

Involvement in the examination processes of the College as an observer or as an examiner are important and valued activities and are strongly encouraged. Examining contributes to the professional development of Fellows and Members as well as the overall health and vibrancy of the College as an organisation.

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 tenure
- Conduct of examinations

Definitions

RACDS / the College	the Royal Australasian College of Dental Surgeons
GDP	General Dental Practice
SDP	Specialist Dental Practice
OMS	Oral & Maxillofacial Surgery
EPB	Education Policy Board

Policy Statement

1. GENERAL PRINCIPLES

1.1. The examiner pool should adequately reflect the diversity of the candidates in terms of gender, ethnicity, nationality, working contexts or other diversity.

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 that encompass a diverse spectrum of examination experience. This will ensure equity for workload of examiners and to ensure suitable examiners are available in all key subject areas.

1.3. Examiners must be experienced and be able to demonstrate recency in the field in which they are approved to examine and where appropriate, will preferably be a Fellow of the College. Experience and recency will be assessed by the Registrar, in collaboration with the Chief Examiner (where applicable). Clinically qualified examiners must be in good standing with the relevant regulatory authority.

2. SELECTION AND APPOINTMENT OF EXAMINERS

2.1. Selection to the pool of examiners can occur via two methods:

a) The Registrar, with the support of the Chief Examiner (where applicable), may approach individuals and suggest that they apply for appointment to the pool of examiners.

b) Individuals can apply for appointment to the pool of examiners directly to the College at any time.

2.2. The application process is as follows:

a) Applications for appointment to the pool of examiners is by completion of the College Examiner Application Form (GEN07) and is to be accompanied by two appropriate referees. Referees may be Fellows or Members of the College, registered dental practitioners, senior academics, or other appropriate senior post-holders in health, education, or government institutions. Only complete applications will be considered.

b) Applications will be considered for suitability by the Registrar, in collaboration with the Chief Examiner (where applicable). Where the applicant is deemed suitable, the application will be considered by the Board of Studies for recommendation to the Education Policy Board. Applications that meet the appointment requirements and are supported by the Board of Studies will be considered by the Education Policy Board for approval.

c) The Education Policy Board will appoint examiners and will inform the Board of Directors and the applicant of their decision.

d) As stated in the Conflict of Interest Policy, Members of the Board of Directors and the Education Policy Board, Chairs of the Boards of Studies and the Registrars 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. Please refer to the Conflict of Interest Policy for more information.

e) Where applicable, the Registrar will invite an examiner from the Pool of Examiners to act as Chief Examiner (where applicable) for each examination sitting. This is not an ongoing appointment, but it may, at the discretion of the Registrar and agreement with the examiner, be agreed that this individual continues to act in this role between examination sittings.

3. TERM OF APPOINTMENT OF EXAMINERS

3.1. Maximum tenure for an examiner is generally twelve years, with reappointment by the Education Policy Board every three (3) years. This aligns with other College committee appointment maximum tenures. Any breaks in examining do not count towards the twelve-year period. Examiners may be reappointed beyond the twelve-year tenure period at the discretion of the Education Policy Board. In line with the intent of this Policy, maximum tenure is intended as a guide, and ensures the maximum number of Fellows and Members have the opportunity to experience being an Examiner or Observer. Time spent examining across different College examinations does not accumulate to the maximum tenure determination. Examiners are to apply for reappointment for each three-year term in accordance with Section 2.

3.2. Multiple Choice Question (MCQ) writing for the MRACDS Program attracts a separate tenure (maximum 12 years) to the MRACDS Examiner tenure.

3.3. Examiners may choose to retire from the pool of examiners at any time throughout their tenure. Two months' notice of resignation is requested in writing, through the Chief Examiner (where applicable) and Registrar to the Education Policy Board.

4. POOL OF EXAMINERS

4.1. The pool of examiners is a record of College approved examiners. It is maintained by the Education Policy Board and reviewed annually.

4.2. When assessing the pool of examiners, the relevant Board of Studies, Education Policy Board, Registrar and Chief Examiner (where applicable) should give

consideration to ensuring, as much as is practicable:

a) Examiner teams with a range of experience

b) Examiners reflect the diversity of the candidates in terms of gender, ethnicity, nationality, working contexts or other diversity

c) sufficient Examiners in each subject area to allow for cover of unavailability of individual Examiners.

5. TRAINING, CALIBRATION AND EVALUATION

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, in collaboration with the Chief Examiner or Convenor.

5.2. New and existing examiners are required to complete any training stipulated by the College.

5.3. Discipline Lead Examiners are required to attend the pre-examination calibration meeting coordinated by the Registrar. Where this is not possible, prior approval must be sought from the Registrar, in collaboration with the Chief Examiner (where applicable).

5.4. Discipline Lead Examiners are required to attend a post-examination meeting coordinated by the Registrar. Examiners will be invited to 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.

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.

6. CONDUCT OF EXAMINERS

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, and the Chief Examiner (where applicable), who will inform the CEO who in partnership with the Registrar is to take any necessary action.

6.2. Examiners must adhere to the College Regulations, Policies, Handbooks and the College Pledge at all times.