



Terms of Reference

Examinations Committee

Authority	The Examinations Committee (the “Committee”) is established under sections 16 and 55 of the College’s bylaws.
Mandate	<p>Provide advise to the board and the registrar with regard to registration examinations.</p> <p>Act as a consulting body to the Board and registrar in the appropriate testing of knowledge and skills of applicants for registration.</p>
Responsibilities	<p>Develop, update, and maintain College examinations blueprints and content.</p> <p>Administer College examinations, and determine whether candidates successfully completed the examinations.</p> <p>Determine if an applicant: (a) failed the applicant; (b) passed the applicant; (c) is required to rewrite the examination; (d) is disqualified from participating in any examination for a period of time.</p> <p>Develop College examination recommendations and policies for review and approval by the Board.</p> <p>Review correspondence and appeals pertaining to College examinations.</p>
Composition	<p>The Committee consists of at least three persons appointed by the Board.</p> <p>At least one-third of the Committee must consist of public representatives.</p> <p>The Board chair and the registrar are ex officio members of the Committee.</p> <p>The Committee Chair (and Vice Chair if required) are appointed by the Board.</p>
Competencies	<p>One or more Committee members will have the following specific competencies or experience:</p> <p>Committee/Panel Leadership: Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.</p>

Governance Expertise: Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.

Examination Expertise: Knowledge and experience in exam development and administration.

Education Expertise: Knowledge and experience in developing and delivering education programs at a post-secondary level.

Term of Appointment	<p>Appointments for all Committee members, including the Committee chair, are for three years. Terms will be staggered to avoid complete change over of committee members in any given year. Appointees are eligible for reappointment by the Board, to a maximum of three consecutive terms.</p> <p>A registrant appointed to the Committee ceases to be a member if they are no longer a registrant in good standing or if they become a College employee.</p> <p>Any Committee member may resign from the Committee, upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year may, upon review of the Board, be immediately removed. The chair has the discretion to approve, in advance, an extended absence of any Committee member.</p> <p>A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.</p>
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Quorum	A majority of the Committee constitutes a quorum.
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Reporting	The Committee, via the Chair, provides a written annual report of the Committee's activities to the Board.
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Confidentiality	Each Committee member must sign a confidentiality policy at the time of each appointment and at the time of each term renewal, indicating their agreement to maintain the confidentiality, privacy, security, and integrity of all meeting and Committee materials.
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Conflict of Interest	<p>Each Committee member must sign a conflict of interest policy at the time of each appointment and at the time of each term renewal, indicating their agreement to abide by the policy.</p> <p>Committee members must declare conflicts of interest prior to the discussion of individual agenda items or at any time a conflict of interest or potential conflict of interest arises.</p> <p>Once a conflict of interest is declared the Committee must follow the guidance and directives in the conflict-of-interest policy.</p>
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