



CMSA

Incorporated Association not for gain (Reg. No. 1955/000003/08)

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College of Paediatricians of South Africa

Examination Policy and Procedures

FC Paed(SA) Part I, FC Paed(SA) Part II and DCH(SA)

Selection of Examiners

Selection of examiners for examinations of this College is based on excellent and ongoing relationships and communication between the College Council and both Paediatricians and the Academic Centres in South Africa.

The following Rules and Regulations are set out in recognition of the importance of these examinations as the single exit examinations for registration of Paediatricians with the HPCSA.

1.0 The College of Paediatricians Council selects examiners based on:

- Acknowledgment that all Academic Departments or Centres of Paediatrics within South Africa be represented, usually at every examination, but at least annually.
- Attempting to select panels of examiners with sensitivity to racial and gender issues.
- Registration with the HPCSA and maintenance of CPD standing with this Council.
- Adequate knowledge by persons selected. This requires 5 years or more of Paediatric qualifications.
- Standing within Academic Paediatrics.
- Standing within the Paediatric Community.
- Knowledge of, and working in, 'General' Paediatrics. Individuals who are known to be committed wholly to a sub-speciality area, and not working with, or at least 'on call' for Ambulatory Paediatrics, will not be invited to examine in the DCH or FC Paed examinations. This regulation is important to prevent Examiners being both unable to discern knowledge weaknesses or strengths of candidates, and too detailed expectations of candidates within the sub-specialty discipline of the examiner.
- Every attempt is being made to include Paediatricians who work in 'Private Practice' in the process of College examinations. Such Paediatricians should have maintained contact with an Academic Centre and fulfill all other requirements listed above.

2.0 The process of Examiner selection is:

- Periodically the College of Paediatricians will advertise and call for expression of interest by potential Examiners. Such calls will occur on the College website, in the College journal 'Transactions' or by direct mailing.
- Periodically the College of Paediatricians will inform the Heads of Academic Departments of Paediatrics of a need to update the list of potential Examiners and call for nominations.
- For each examination at least one Examiner is selected from each region of South Africa with a Department of Paediatrics.
- Individuals from these regions are contacted by the President of the College of Paediatrics prior to notification from the CMSA.
- Where an individual declines the invitation another Examiner is selected from that region wherever possible.
- All examinations (DCH, FC Paed I and FC Paed II) of the College of Paediatricians are treated with equal weighting of importance.
- A list of potential Examiners is minuted and kept by the College and updated at least annually when an agenda item entitled 'Examiner selection' is recorded for a meeting of College Council.
- At such a meeting Examiners are selected for the following two examination cycles.
- For selection of Examiners who have not previously examined at that particular examination (DCH or FC Paed II), these individuals will first be offered an opportunity to observe examinations. New Examiners must have observed at least one examination before they may examine.
- All new Examiner nominees will have the merits of their CV's and suitability for selection as examiners, discussed amongst College Council. In the case of a dispute between members of Council on the suitability of a potential Examiner, that person will be subject to a vote. The candidate will be required to receive 50 percent of the votes in favour to be selected to examine.
- Candidates who are not selected may appeal to the President of the College of Paediatricians.
- Changes to the Examiner panel may be made by the President of the College of Paediatricians and preferably in consultation with at least one other Councillor or the examination Convenor.

3.0 Selection of Examination Convenors

- Only senior Paediatricians with an Academic appointment may convene examinations.
- Convenors must be respected Paediatricians within the Paediatric Community.
- Convenors must have examined in that particular examination, on at least one prior occasion.
- The convenor for a particular examination should ideally have examined in the preceding exam to allow for continuity.
- A Convenor is selected from the Institution in the area that is hosting that particular set of examinations, except for FC Paed I which may be convened from another centre.
- The Convenor will be invited by the President of the College of Paediatricians.
- The Convenor will not select examiners except in the case of last minute changes and then in discussion with the President.
- The Convenor should not be an examiner in the examinations with a clinical component.

4.0 Process of Examination Formatting

- Once a Convenor and Examiners have been selected, invited and accepted they will be sent a call for examination questions.
- The type, nature and mark schedule will be sent to Examiners.
- Each examiner will be sent a 'Blue print' of the examination aims.
- 'Blue printing' of examinations will be maintained by the President of the College of Paediatricians or designated Councillor.
- All questions are to be submitted to the Convenor who will compose the examination papers based on the prescribed format.
- Each Convenor will be sent a list of the prescribed examination formats and the last 2 past papers.
- Once questions are received by the Convenor, he/she will format the questions into appropriate examination papers.
- These proposed examination papers will be sent to the President of the College of Paediatricians to be reviewed by the exam Commission or Moderating Committee.
- All suggested changes to questions submitted will be conveyed to Convenors for discussion with examiners.
- Once a final set of exam papers are ratified all examiners will be asked to submit a marking memorandum to the Moderating Committee for final adjudication of the suitability and fairness of a question.
- Final examination papers will be submitted to the CMSA for printing.
- A prescribed set of timelines for this process will be communicated to the Convenor and Examiners at the time of their invitation to examine and regularly throughout the process.
- The Examiners will be sent the written examination scripts for marking according to their memoranda.
- Marks will be submitted timeously to Convenors who will populate the spreadsheet.
- This spreadsheet will be submitted by the Convenor to the CMSA and the President before unblinding of the candidates names occurs.
- Once the list of written examination results have a candidates name attached no change may be made to any mark or pass/fail decision.
- The Convenor will be responsible for the conduct of Clinical Examinations, where required.
- After each examination the Convenor will be asked to submit a written report of that examination, highlighting strengths, weaknesses, opportunities and suggestions for future examinations.

5.0 Process of Clinical Examinations

- Each Convenor will take responsibility for Clinical Examinations.
- The Convenor will select the centre/ hospital to host each examination.
- The Convenor will select as many helpers from that centre deemed necessary to host and organize the examination.
- The Convenor will be responsible for making arrangements with the hosting centre/hospital for space and clinical examination equipment.
- The pre-requisite number of clinical material clinical cases will be made available at each examination centre.
- The Convenor will pair examiners for each session and day of examinations.
- All Examiner travel, accommodation and subsistence arrangements will be handled by the CMSA and not the Convenor. The Convenor should not be expected to intervene in special request of Examiners.
- All CMSA timelines must be respected and adhered to.
- Convenors will keep a record of candidate marks which may be published as 'Interim Results' at the end of each day of examinations.
- A final list of successful and failed candidates will be sent to the CMSA by the Convenor (and copied to the President) at the end of the final day of examinations.
- The President will defend results at the Examiners Meeting.
- All final examiners reports will be disseminated by the President to College Council, Examiners and Heads of Clinical Departments.

6.0 Selection of Moderating/Review Committee (ERC)

- For each of the FC Paed examinations a set of 3 moderators will be selected to moderate the examination.
- The individuals will all be very experienced examiners.
- The questions provided by examiners will be sent to this Committee to be adjudicated for content and to align them with the examination 'blueprint'.
- Attention will also be given to representative spread of selected examinations from all the centres in South Africa.
- Suggested changes to questions will be conveyed back to the Convenor by the President.
- Members of the ERC must be current Examiners or Convenors.
- Members of ERC must come from different centres in SA
- The Convenor is ultimately responsible for the questions on the paper.
- The ERC judges fairness and appropriateness of mark allocation of each examination paper.
- Despite these recommendations for the ERC it must be borne in mind that the Convenor takes ultimate responsibility for the questions set in any examination paper.