



# The Australasian College of Aerospace Medicine

## **By-Laws of the Assessments Subcommittee**

## **Purpose**

1. The Assessments Subcommittee advises the College Education Committee on best practice in assessment methods and processes to support the basic and advanced training programs of the College.

## **Responsibilities**

2. The responsibilities of the Assessments Subcommittee on assessment are:

- (a) To research and develop advice to the College Education Committee that will enable them to formulate evidence based, fair and transparent policy and procedures relating to assessment across the College.
- (b) To provide evidence-based advice on assessment methods and processes.
- (c) Coordinate and conduct assessment activities required of candidates undertaking the College training program.
- (d) To provide advice on methods and processes to monitor and evaluate the impact of changes to assessment methods and processes in the College.
- (e) To work with the Dean of Education to interpret the results of monitoring and evaluation of assessment processes and recommend any necessary changes.
- (f) To consult with other learned medical Colleges and Specialty Societies on the development of all relevant policy advice on assessment.
- (g) To ensure that all advice and recommendations made by the Advisory Group consider any relevant differences between the Australian and New Zealand contexts.

## **Assessment subcommittee membership**

3. The members of the Assessments Subcommittee will be:

- (a) The Dean, or a delegate of the Dean.
- (b) A member of the College Board, appointed by the board as Chair.
- (c) Fellows of the College appointed by the chair with relevant knowledge and expertise in assessment.
- (d) External experts in assessment may be appointed by the Dean in accordance with clearly stated position descriptions and for specified periods of membership.

## **Meetings**

7. The Assessment Subcommittee will meet on an as needs basis to undertake work against an agreed work plan, to meet specific objectives, and from time to time to review and update requirements of the education strategy and its monitoring and evaluation.

8. A quorum shall be a majority of the membership of the Assessments Subcommittee.

## **Reporting**

9. The Assessments Subcommittee is accountable to the Chair of the College Education Committee.

10. The Assessments Subcommittee proceedings shall be recorded in action minutes.

11. The Assessments Subcommittee will provide regular progress reports against agreed business plans to the College Education Committee.

12. The Subcommittee may provide exception reporting to address emergent issues or risk management to the Dean as needed.