

College of Radiation Oncology

SOP for examiner panel invitations

Written examinations dates:

1. **FC Rad Onc Part 2:**
 - a. FS End Jan/Beg Feb,
 - b. SS Beg July
2. **FC Rad Onc: Part 1:**
 - a. FS Mid/end Feb,
 - b. SS Mid- End July

Dates of OSPE/ oral:

- FS May
- SS Sept/Oct- 2nd week Oct preferable

1. The president/secretary will submit panels for examinations to CMSA at least 6 months, and preferably a year prior to the examination.
2. Invitations to be examiners will be sent out via the CMSA offices by the following dates.

	Invites sent	Questions to paper convenor	Paper to Moderator	All papers to CMSA	Speedwell checks	Final checks	Call for oral questions
Part 2 FS	1 August	1 st Nov	7 Nov	1 st Dec	20 Jan	25 th Jan	End Feb
Part 1 FS	1 Aug	15 Nov	23 Nov	10 Dec	5 Feb	10 Feb	
Part 2 SS	31 Jan	1 st April	7 April	1 May	20 June	25 June	End August
Part 1 SS	31 Jan	15 April	22 April	15 May	7th July	12th July	

Standard setting panels

- Will include only qualified radiation Oncologists who are involved in academic registrar training AND who have been trained in standard setting OR who have attended a SS as an observer previously
- SS panel will include at least 8-10 examiners from a cross section of universities
- SS panel will include at least 2-3 experienced examiners
- Examiners may exclude themselves from SS on a paper they have set if there are a minimum of 8 other examiners present
- Moderators will read out questions and will not score on papers they have moderated provided a minimum of 8 examiners are present.

Standard setting procedure:

- Moderator will liaise with CMSA (Bianca v/d Westhuizen) to identify available dates
- Moderator will liaise with president regarding panels
- CMSA will send out panelist invites 1 month prior to SS.
- SS will happen within 3 days of the written examinations
- Part 2, Paper 1 is a single SS mark

- Papers 2 & 3 are assessed together and presented as a single mark for SS (since they are 2 parts of a single body of knowledge)
- For Part 1 and Part 2, the lowest pass mark out of median mark and average mark will be the pass mark.
- Where a single examiner sets a level more than 10% above or below the minimum or maximum, then the moderator may elect to exclude that mark as an outlier provided there are a minimum of 8 other examiners on the panel.

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