



CMSA

The Colleges of Medicine of South Africa NPC

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JOHANNESBURG OFFICE EXAMINATIONS & CREDENTIALS

College of Radiation Oncology

Roles and responsibilities for Examinations

1. Heads of Department (HoD)

- Responsible for selection of examiners, convenor and moderators for examinations at least 12 months prior to examination.
- Examiners list must be provided from various geographical locations and will vary based on current staffing requirements
- Will be required to host and oversee the OSPE workshop on a rotational basis to be determined at least 1 year prior to the examination in question.
- Elect two consultants per year to provide case input for OSPE examinations as well as conveners when required if the center is allocated as convenor.
- Should ensure that OSPE workshop attendees are available to attend the full duration of the workshop.
- Attend the combined HOD meeting prior to each examination session
- Provide departmental statistics at each examiners meeting

2. Examiners

- College president will request HoD's to nominate examiners on a rotational basis
- An examiner must be a full time Radiation Oncologist nominated by a Head of Department and approved by a quorum at a council meeting.
- Examiners should have a minimum of 4 years of post-specialization experience in Radiation and Clinical Oncology.
- Examiners must have a record of academic experience, including teaching and familiarity with college curricula and blueprints.
- Examiners may be individuals from within the private sector who qualify based on academic experience and are involved in an academic teaching programme.
- All examiners are required to be approved as Observers for at least one set of College exams, before becoming an examiner.

3. Overall Exam Convenor:

- This may be the HoD of the host department, or his/her designate.
- He/she will be responsible for liaising with CMSA examinations office and checking candidate's registration documents for entry into Part II examinations at least 3 weeks prior to the written examination.

- He/she will be responsible for checking of the examination timetable, allocation of examiners for the orals, for logistic arrangements regarding the OSPE/oral exams and together with the Part II moderator, for hosting and convening the Pre- examiner's meeting on the day preceding the OSPE and the post-examination meeting on the final day.
- He/she will be responsible for the powerpoint presentation to be used in the general orals, to be submitted to Part II moderator at least 10 days prior to examination.
- Send out meeting agenda, invites and online invitations.
- The meeting is chaired by the HoD on MACC, or if not present, then by designated alternative HoD.
- Is responsible for the Convenor's report (to be submitted to CMSA).
- Is responsible for giving feedback to the College President about the exam processes and results at the time of report submission.

4. Paper Convenor:

- Is the senior examiner on a specific paper and is responsible for the quality control of all questions in the paper and timeous submission of the question paper to the moderator.
- Is responsible for checking the content of the paper against the blue-print and for checking the mark allocation of ALL questions in the designated paper.
- All questions should be checked by both examiners prior to submission.
- The Paper Convener is responsible for collating marks on the CMSA spreadsheet, for submitting marks of all the questions in the designated paper timeously to the moderator and for an examiners report.

5. Moderators: Should be available during written exam sessions to answer queries from invigilators

5.1 Part I Moderator:

- This person should be a senior examiner, familiar with the college regulations and processes.
- This person is responsible for the overall quality control of the written papers for Part I, and for the quality of the written Part I papers.
- Responsible for arranging and coordinating a standard setting meeting for each paper, with a group of 6-8 examiners, to take place within 3 days of the written examination.
- Receives the final Speedwell draft of the Part I exam papers, and is responsible for final checks for spelling, errors and layout. (Note: This is NOT a content check)
- Is responsible for presenting the Part I examination report at Examiner's meeting.

5.2 Part II moderator:

- A very experienced examiner, who has previously acted as examiner, paper convenor and Part I moderator.
- Is responsible for the quality management of all 3 Part II papers, and for timeous submission of final papers and memoranda to the CMSA.
- Responsible for arranging and coordinating a standard setting meeting, with a group of 6-8 examiners, within 3 days of the written examination.
- Responsible for mentoring any junior examiners, for communication between the examiners, and for conducting the exam and post exam Examiners meetings, together with the overall convenor.

- Responsible(together with president) for relaying any changing information to candidates via a Zoom meeting which will be convened by the CMSA examinations office prior to the examination.
- Receives the final Speedwell draft of the Part II examination papers, and is responsible for final checks for spelling, errors and layout. (Note: This is NOT a content check)
- Responsible for the quality of the OSPE questions, and for the quality of the structured oral examinations(SOE) questions.
- Will sample mark a selection of written examination questions to determine whether marking has been fair and consistent.
- Is responsible for overview of the OSPE and SOE and will attend the orals of borderline candidates, to identify candidates who qualify for a repeat oral based on either borderline performance or potential medal performance.
- Will chair the Examiner's meetings at the pre-examination and post-examination meeting together with the Overall convenor.
- Will present OSPE and SOE material to all examiners at the pre-examination meeting.
- Is responsible for the final Moderators report and for communication with the College president regarding the exam process and results.

8. OSPE coordinators:

- A host department for OSPE co-ordination will be appointed annually at HoD meeting 1 year in advance.
- Host department HoD is responsible for appointing 2 OSPE coordinators and for informing the president of these names in writing.
- Responsible for convening OSPE workshop in November/December, and finalizing stations for both the first semester (FS) and second semester (SS) of the following year.
- Communicates with HOD's regarding allocated stations for each centre at each examination at least 3 months prior to OSPE workshop.
- Responsible for collection, editing and finalization (together with host HOD and moderator) of material for OSPE in FS and SS of any given year.
- Finalized OSPE must be submitted to responsible HoD and Part II moderator for checking at least 2 weeks prior to exam.
- Is responsible (together with overall convenor) for selection of clinical cases, and for the clinical case oral exam PowerPoint presentations which must be submitted to Part II moderator at least 10 days prior to examination.

6. President of the college

- Responsible to for requesting HoD's to provide examiners for each set of exams, at least 6 months, but preferably 1 year in advance.
- Responsible for ensuring that OSPE co-ordinators have been appointed.
- Responsible for ensuring that all examinations processes run smoothly, and for final ratification of marks, as well as answering of any queries (together with examinations committee)
- Responsible for College of Radiation Oncology annual report (together with secretary)
- Additional responsibilities as defined by College document: Responsibilities of Presidents and Secretaries of the colleges of medicine of SA)
- The college president may not also act as Overall convenor nor Part II Moderator

7. Secretary of College of Radiation Oncology of SA:

- Responsible for the council meeting agenda's and minutes.
- Responsible for annual College of Radiation Oncology report (together with President)
- To assist and support the President in matters arising through the college.
- If present, takes minutes for the HoD meeting and the Examiner's meeting and is responsible for distributing the minutes to relevant parties.
- If not involved in exams, then the Overall Convenor will designate an examiner to take and distribute minutes.
- Confirm availability of next set of examiners after each examiners meeting, and submit list to CMSA.
- Additional responsibilities as defined by College document: Responsibilities of Presidents and Secretaries of the colleges of medicine of SA)

8. Examination questions review committee (EQRC):

- This is a small sub-committee of the council composed of:
 - College past-president(chair)
 - 3 other members
- This sub-committee will be responsible for setting up, holding and administrating the exams question bank as well as attending to any appeals or queries through the college.

Examinations overview (Please see regulations)

1. Written examinations

1. Format:

- Each paper will be divided into 4 questions.
- Each examiner will be responsible for 2 questions.
- Subject matter of the questions is as per Blueprint.
- All questions will be either Best single answer (BSA) or very short questions (VSQ) with a move favouring increasing numbers of BSA.
- Each BSA = 1 mark. AS a guide, 75-100 BSA questions should be submitted per 3 hour paper. The number of questions is determined by the length of the questions.
- VSQ ≤ 5 marks
- All question papers should be handed in with a memorandum reflecting mark allocation.
- 80% of the questions will cover candidate's core knowledge of the curriculum. 15-20% will cover exceptional knowledge.
- All questions to be set in English.
- All e-mailing of exam questions and memoranda to be password-protected.
- Where SAQ's are used, additional time will be allocated by the CMSA for typing(additional 1 hour per 3 hour paper)
- Where a paper is MCQ/BSA only, then 3 hours per paper will be allocated.

2. Memorandum:

- The questions will be sent, with a memorandum, to the paper convener timeously.
- Memoranda will be in bullet format.
- The memorandum must indicate what marks are being allocated to, and include possible alternatives.
- Corrections to exam questions or memoranda may be requested by the paper convener or by the moderator.
- Such corrections will be communicated to the responsible examiner who will then modify the questions and re-submit to the Paper convener.

3. Marking

- To be done on Speedwell.
- BSA questions are marked automatically
- VSQ's are marked manually on speedwell.
- Marking should be completed within designated deadline according to the guidelines.
- All marks are to be submitted on-line paper convenor, who collates a spreadsheet and submits to moderator who collates all 3 papers marks and submits to CMSA. (See algorithm A)
- All mark sheets to be sent via e-mail with password protection.

2. OSPE examinations

OSPE Workshop

- Hosted annually on a rotational basis between academic departments as per a planned roster agreed at HoD meeting 12-24 months ahead, with larger departments taking on more "turns".
- Host department will appoint 2 OSPE convenors
- Each HOD will allocate two contributors for the workshop. These are usually junior members of staff.
- The convening center will request two questions from each participating center and will allocate questions.
- Convenors to determine meeting date and send out links to participants from each center
- Deadline for submission of questions and memoranda to OSPE coordinators is at least 3 weeks prior to workshop
- Submitted questions and memoranda must be assessed by each departmental HOD prior to submission.
- A minimum of 10 stations will be collated.
- OSPE workshop team will also collate the 2 clinical cases for the clinical case SOE.
- Memoranda should be submitted with questions and must include alternative answers where available
- OSPE questions, memoranda/ticksheets and powerpoint presentations must be approved by host HoD Overall Convenor and Part II moderator at least 2 weeks prior to the examination.
- OSPE co-ordinator should be present at examiner's meeting to assist Part II moderator in presentation of the stations to the examiners. No further edits will be made at this time.

OSPE examinations

- OSPE questions and memoranda will be shown to all examiners by Part II moderator (assisted by OSPE conveyor) at Examiners meeting on the day prior to the OSPE.
- Each OSPE station will be facilitated by an examiner, who will mark according to memoranda/ticksheets.
- Candidates may be asked to annotate on Zoom tools onto images in powerpoint
- Candidates and examiners should have Zoom training prior to OSPE.
- Additional examiners may be co-opted for approval by CMSA.
- Observers may be present
- Moderator may be present
- Marks will be submitted to Overall convenor and Part II moderator for checking and collating.

3. Structured Oral examinations (SOE)

Orals overview

- A minimum of two examiners will be present to examine candidates in each oral.
- Examiners will be paired according to experience, and geographical department.
- Each oral will be 45 minutes
- Orals will be marked according to the oral rubric and each examiner will submit marks independently to Part II moderator.
- Observers may be present including trainee examiners(observers), moderator or convenor
- Examiners are responsible for ensuring that they have adequate wifi/audio-visual equipment if orals are conducted remotely

General oral

- All PartII examiners will be requested to submit a case to Overall convenor and Part II moderator in powerpoint format.
- 4 cases will be selected by examiners meeting
- Candidates should be examined on at least 2 questions in the designated time (45 minutes)
- Memoranda should be included and acceptable alternatives may be added
- Examiners will mark each case separately but will submit a final rubric reflecting the AVERAGE MARK of all cases to the moderator for collation.

Portfolio Oral

- All examiners will have access to electronic portfolios a week before the day of examinations.
- Topic recommendations may be made by convener/moderator based on deficits in exam subject coverage
- In the case of DVH or where there is reference to imaging – images may be uploaded onto powerpoint and candidates may be asked to annotate.
- Examiners will mark each case separately but will submit a final rubric reflecting the AVERAGE MARK of all cases to the moderator for collation.

Clinical Case oral

- The clinical cases will be prepared by the OSCE workshop.
- The same two cases will be provided for all candidates
- Each case will be marked separately by each examiner and submitted to moderator separately for collation.

Pass/fail oral

- In certain circumstances, borderline candidates may qualify for a pass/fail oral (see Regulations)
- Part II moderator and convenor to prepare an additional presentation with 2 additional cases.
- The candidate will be examined by a second set of examiners with Moderator present and the results will form part of this candidates final aggregate SOE mark.

Medal oral

- Certain candidates who achieve an aggregate of over 75% may be deemed eligible for the annual College of Rad Onc medal.
- Such candidates will be offered an additional Medal SOE immediately after other orals, and the award is by unanimous agreement between examiners, Moderator and convenor and must be ratified by overwhelming majority at the post-exam meeting

Images for OSPE and oral

- These should be supplied in JPEG or PDF format