

SOP for Examination questions review committee(EQRC) and submission of questions to EQRC

The ERC will be composed of:

- 1. Chair: Immediate Past FC Rad Onc president**
- 2. 3 committee members representing the different geographical sectors and approved by majority at council meeting**

Purpose

- ERC chair will ask each HoD to provide questions each calendar year within a specific domain. (@ 2 questions per specialist per month)
- Initially, the EQRC will edit Part 2 examination questions only. Part 1 will be addressed at a later stage.
- Questions can be written by any qualified Rad Onc consultant.
- A referenced memo must be provided for each question
- EQRC will review, pass/delete, sort and edit written paper exam questions and place suitable questions in categorised sections in Dropbox
- Approved questions from prior years will also be placed in Dropbox after due consideration.
- When additional input is required(Medical Physics, Radiobiology), the EQRC chair may ask specific examiners to review questions before final approval.
- Semester moderators and paper convenors will be given temporary access to the Question bank dropbox for the paper they are responsible for.
- Holders of the Question Bank will be the President, The EQRC chair, one other member of the EQRC

Meetings

- EQRC will have 2 meetings per year. (Funding will be made available for face to face meetings)
- Will be convened by EQRC chair(past president)
- Suggested dates: March/April and July/August at discretion of EQRC chair

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