



Policies and Guidelines for the Certificate in Endocrinology and Metabolism of the College of Physicians of South Africa

1. Examination Policy

- The Certificate in Endocrinology and Metabolism will be examined twice yearly if candidates are available.
- The format of the examination is shown under the examination blueprint.
- Each examination will have a convenor, two examiners and a moderator, selected from the examiners panel.
- The examination is conducted in English only.
- Candidates may appeal the results within 21 days of the publication of the results. These appeals must be addressed to the Academic Registrar.
- Candidates will receive a breakdown of results and may request re-calculation of the final mark.
- Examinations are conducted digitally on laptops. Delivery of the examination is done through Speedwell and written at 8 examination venues in South Africa and elsewhere in Africa.
- Examination convenors, examiners and moderators are provided with detailed guidelines regarding specific duties and commitments to the examination.
- The curriculum and training requirements will be made available on the CMSA website and will be updated on a regular basis (every 4 years).

2. Guidelines for convenors

- The overall convenor must be appointed from the examiners panel and will be from the host medical school.
- The convenor will be one of the 3 examiners and will set questions for both examinations.
- The appointment as convenor is confidential.
- The convenor will select examiners from 2 other medical schools via the Academic Head of Endocrinology at that medical School
- The convenor will inform the CMSA of the selection and the CMSA will send letters of invitation to the examiners.
- The convenor will request each examiner to submit questions for the written examination.
- The objective test is nationally convened and questions will be provide to the overall convenor to ensure the syllabus is represented across the two papers.
- The convenor will select questions for both the written and the objective test from the submissions and compile the final papers.
- A selection of questions is required from each examiner to allow the convenor to achieve a fair balance of topics that are covered in the syllabus.
- The convenor will send the papers to the moderator and make corrections as required by the moderator.
- The convenor must inform the examiners of the final choice of questions so that they can compile their model answers.

Model answers must be submitted to the convenor. The convenor will send the model answers to the moderator.

- The convenor will collate the final marks and submit them to the moderator.
- After the marks have been moderated, they will be submitted to the CMSA.
- The convenor should provide a report on the conduct and outcome of the examination to the President of the College of Physicians.
- Convenor (or representative) is to be present at the Senate ratification meeting.
- All documents containing questions or model answers must be password protected.

3. Guidelines for Choosing Examiners for Certificate Examinations

- Every examiner should have the following :
 - FCP(SA) or MMed (Internal Medicine) or equivalent with a minimum of 5 years' experience,
PLUS
 - Cert Endocrinology and Metabolism(SA) and/or equivalent, and be a practicing Endocrinologist for a minimum of 3 years.

Examiners have to be actively involved in the training ie ○ be full-time Consultants in an accredited Endocrinology Training unit/department; or ○ a part-time / Private Practice Endocrinologist can serve as examiner if he/she has an academic attachment to an accredited unit, is actively involved in the training programme and if nominated by the Head of the accredited unit.

- Individuals who had not examined previously but are identified as future examiners should be allocated the status of observer and be included in the examination discussion process.
- Following the individual's participation as observer in an examination, he/she can serve as supervised examiner in the next examination, provided the requirements listed above are met.
- Individuals who have served as supervised examiners can then be included in the Examiner List.
- All examiners should be listed on a panel of approved examiners which must be approved by the College of Physicians and forwarded to the CMSA.
- This list as well as the process listed above needs to be reviewed every 3 years.

4. Guidelines for examiners

- The convenor will select 2 examiners from the examination panel.
- The appointment as examiner is confidential.
- Each examiner will be required to set 4 questions and 4 model answers for the written theory paper.
- Examiners must adhere to stipulated deadlines.
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- Answers must be marked in percentages and the examiner must provide the convenor with the final percentages for each question separately. These must be submitted to the convenor on the electronic mark sheet supplied by the CMSA.
- The pass mark is 50%

A Candidate will be deemed to have passed the examination provided they have passed

- Both papers with an average of > 50% on each.
- Examiners must not divulge the marks except to the convenor.
- Approximately one quarter of both the written paper and objective test will be devoted to questions of the basic science nature.
- Approximately one quarter of the question in the written and objective test will be related to various aspects of diabetes

5. Guidelines for moderators

- A National moderator will be appointed for a 3 year Term (renewable once).
- The appointment as moderator is confidential.
- The purpose of the moderator is threefold:
 - To ensure fairness in the assessment of individual candidates
 - To ensure consistency in marking
 - To oversee standards in learning outcomes.
- The moderator shall be responsible for examining a sufficient number of scripts to enable him/her to confirm that the level and consistency of marks allocated by the examiner(s) is appropriate.
- The moderator may also comment on the appropriateness and consistency of assessment practice and procedures, and on content and programme development. The moderator can also advise on the comparability of academic standards against examining and awarding processes in other institutions.
- Moderators are not expected to perform the task of marking the examination. Moderation is the process of reviewing the marking of other examiners and expressing a view on the marks awarded.
- The moderator considers the following questions:
 - Is the mark awarded by the examiner fair?
 - Are the grades appropriate?
 - Are the grades awarded consistent?
 - Are the standards consistent?
 - Should there be any changes in the mark awarded?
 - What recommendations/comments can be made about the marks awarded?
 - Were the methods of assessment well-balanced and fair?
 - Were examination/assessment procedures and the schemes for marking and classification correctly applied?
 - Were the standards of knowledge, understanding and skills demonstrated by candidates consistent with the level of award?
 - Were the standards appropriate to programme specifications and the national qualifications frameworks recommendations?
- If the moderator feels there are serious discrepancies in the marks awarded, he/she should review all the scripts to determine if there is a systematic error in the standards applied.
- Moderators do not overrule marks awarded by examiners but recommend why changes should be made to the grades awarded.
- Following the process of moderation, moderators may be involved in influencing the marks awarded through discussion and negotiation. Where discrepancies arise between the examiners mark and the view of the moderator, the examiner will be asked to consider the recommendations of the moderator. The examiner can accept or reject the recommendations of the moderator.
- If, following the moderator's recommendations, it is agreed that marks need to be altered, then these changes will be noted and presented to the Examination and Credentials committee of the CMSA.
- Where a moderator feels there is a systematic error in grading, all scripts should be altered proportionally in line with his/her recommendations.

6. Check-list for moderator

- Are questions based on prescribed curriculum?
- Does the selection of questions attempt to cover most or all of the disciplinary domains outlined in the core curriculum?
- Are questions for the objective test worded such that short answers only are required?
- Are the questions succinct, unambiguous, and grammatically correct and spelt correctly?
- Is the length of the paper appropriate for the allotted time?
- Is the allocation of marks appropriate to each question?
- Is the marking of questions fair and correct according to model answers?
- Are the reproductions of good quality?
- Are there any concluding remarks?

7. Blueprint for the Certificate in Endocrinology and Metabolism

There is a blueprint to guide the Convenor to ensure a fair distribution of questions across the Endocrinology spectrum

- The examination consists of 2 papers a written paper and an objective test.
- The written paper
 - Is 180 minutes (3 hours) in duration
 - The paper is composed of 12 questions.
 - Marks:
 - Total: 180
 - Each question: 15.
 - The spectrum of questions will widely cover the curriculum, of which approximately 25% will cover diabetes
 - 25% of all questions will cover relevant aspects of the basic sciences.
 - Each subdivision of a questions should at most count 6 marks.

The objective paper

- Is 180 minutes (3 hours) in duration
- The paper is composed of 10 questions.
- Marks
 - Total: 120
 - Each question: 12
- Each question will be based on clinical information or case vignettes, laboratory data, radiologic or other investigations

8. Further functions of the Moderator, who serves as the sub-specialty representative to the CMSA:

- Ensure the curriculum is up to date and continuously reviewed.
- Align the examinations with the CMSA requirements.
- Communicate with Heads of Units and the professional community.