



# ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

## **AIMS AND OBJECTIVES OF THE EXAMINATIONS COMMITTEE**

### **1. CHAIRMAN OF THE EXAMINATIONS COMMITTEE**

*Eligibility* - nomination from member organisations

*Election* - by nomination from trustees of AHPO

*Term* - 3 years

### **2. MEMBERSHIP OF THE EXAMINATIONS COMMITTEE**

- Three or more members, one of whom must be a trustee of member organisations by agreement of Council.
- Members of the Examinations Committee cannot also be members of the Education Committee.
- An external examiner, appointed by AHPO Council, who will attend meetings as required.
- Lay Representative (nomination by Vision2020 or other body, as agreed by Council)

### **3. PURPOSE**

The aim of the Examination Committee is to scrutinize and reassess all aspects of examinations to ensure that they meet the uppermost standards in delivery and content

The broad purposes of the Examination Committee are:

- To provide or arrange provision of certification of competence and awarding of qualifications
- To publish examination regulations
- To ensure that AHPO's examinations' policies meet OFQUAL requirements and standards
- To set, mark and review examination papers and grades to test the delivery of training programmes
- To set and monitor the standards of examinations. This will be through involvement with the consultation process of the Modernising Scientific Careers Framework and development of the training programmes for ophthalmic and vision healthcare science and other allied professionals at assistant, associate and practitioner level
- To develop guidance that enhances candidates' examination preparation
- To ensure that appropriately qualified examiners / assessors are recruited
- To develop and provide guidance to ensure examiner consistency in the conduct of examinations
- To conduct appeals according to AHPO's Procedure Regulations for Appeals against Assessment Decisions policy
- To sustain the high profile and renown of UK ophthalmic education and training for ophthalmic allied professionals and support staff internationally
- To present regular reports to the AHPO Council

#### **4. MINUTES AND CONDUCT IN MEETINGS**

- The content of any Examinations Committee meetings will be minuted by a member of the AHPO Secretariat and will be placed before the next AHPO Council meeting. To promote free and open debate, the discussions in meetings should be regarded as confidential. The minutes of the meeting are a matter of record.
- An external examiner must be present at all Examination Committee meetings where recommendations are made for awards (including those convened to consider re-assessments), and no recommendations for the conferment of an award may be made without the written consent (the signing of an awards list) of an approved external examiner.

#### **5. CONFLICTS OF INTEREST**

- Members of the Examination Committee must sign an annual declaration that there is no conflict of interest.
- When the interest of a member conflicts, or appears to conflict, with the interest of AHPO, this must be declared.

#### **6. GENERAL**

- Membership of the Examinations Committee can be terminated for repeated non-attendance at meetings
- In accordance with AHPO policy, the AHPO Secretariat will prepare all correspondence and other dealings with professional and other organisations
- No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee