



**TCMPA CONSORTIUM MEMBERS
EXAMINATION COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

The Examination Committee will oversee the test construction, standard setting, key validation and passmark confirmation for all three disciplines: TCM Practitioners, TCM Acupuncturists, and TCM Herbalists.

2. MANDATE

The Examination Committee shall be responsible for the following:

- Reviewing examination items for validity, fairness and defensibility and approving each form of the examination;
- Reviewing exam forms against the blueprint;
- Making recommendations to Steering Committee on passing scores for the examinations and for identifying any issues; and
- Providing reports to the Steering Committee on the activities of the committee including periodic consideration of the Core Competency Profile and recommending to the Steering Committee whether updates are required.

3. MEMBERSHIP

A 6-8 member committee appointed by the Steering Committee, with the proportion of members distributed between the Consortium colleges; one subject matter expert may be appointed by a regulatory college who has less than 10% candidates in the written or clinical study examinations.

A member of the Examination Committee must be licensed/registered in good standing with the regulatory College that the member represents.

The Examination Committee member should practice in the profession, engaging in clinical practice that involves Traditional Chinese Medicine and Acupuncture.

As the Examination Committee will have access to an entire exam form, educators cannot participate in this work to ensure confidentiality.

4. CRITERIA FOR MEMBERSHIP

Members of the Examination Committee are expected to be:

- Thoroughly familiar with the theoretical and clinical content to be measured by the examination being developed;
- Thoroughly familiar with user jurisdictional regulations and standards governing the profession;

- Thoroughly familiar with the expected level of competence of a beginning practitioner in the jurisdiction they represent; and
- Work collaboratively in a group (e.g., achieving consensus, accepting feedback and constructive criticism).

It is desirable that members be knowledgeable in test construction, gained through academic preparation and/or hands-on experience.

A Chair and a Vice-Chair shall be appointed by the committee, to serve until the end of their term on the Examination Committee.

5. TERM OF OFFICE

Members of the Examination Committee are appointed for a period of 3 years unless removed at the request of the Consortium colleges.

6. FREQUENCY OF MEETINGS

The Examination Committee typically meets in-person on an annual basis. Additional meetings and/or teleconferences are arranged as needed.

7. EXPENSES AND REMUNERATION OF MEMBERS

Members of the Examination Committee may receive an honorarium from the regulatory body in the province they represent, however the decision is entirely that of the provincial regulatory body.

Members who are required to travel in order to participate in meetings will be reimbursed for travel expenses according to the member's regulatory college approved policies on re-imburement of travel expenses. The member's regulatory body will provide the details of expense guidelines and reimbursement.

8. CONFLICT OF INTEREST

Members of the Examination Committee cannot be affiliated with an institution offering training Traditional Chinese Medicine and or Acupuncture in the past 3 years.

Members of the Examination Committee should not participate in administering any portion of the exam.

Members of the Examination Committee should not engage in any business activities involving potential candidates of the examination, including offering continuing education courses.

9. CONFIDENTIALITY

Members of the Examination Committee will have access to highly sensitive and confidential information. Each member of the Examination Committee is required to sign and adhere to a Confidentiality Agreement. Any breach of confidentiality will be addressed by the College.