



## Final Assessment Panel Terms of Reference

### Purpose

To oversee the performance of the Objective Structured Clinical Examination and of the individual components involved.

### Objectives

To:

- Review the performance of the examination.
- Review the performance of individual stations.
- Review the performance of pilot stations.
- Review the performance of examiners and advise on topics for examiner training.
- Make minor changes to OSCE stations to optimise their effectiveness.
- Make recommendations to the OSCE station development groups on the standard and on the development of new stations.
- Make recommendations to the Education and Standards Committee about any major changes to the examination and the individual components involved.

### Scope

The Panel will concentrate on the OSCE. The Work-based Assessment process will be outside its remit, although both components form part of a wider assessment system, overseen by the Scheme for Registration Performance Panel. The Final Assessment Panel shall provide a summary report to each meeting of the Performance Panel.

### Frequency of meetings and lifespan of Panel

The Panel will meet after every sitting of the OSCE and pilot OSCE as required. Appointments will be for three years, renewable for a further three years.

### Authority

The Panel has authority delegated from the Education and Standards Committee. It will report to the Education and Standards Committee and the Scheme for Registration Performance Panel.

### Membership

Voting members:

- One Trustee of the College.
- Two members with experience in analysing data to review the validity and reliability of questions and examinations.
- Two hospital optometrists with knowledge of responsibilities of newly qualified optometrists.
- Two community optometrists with knowledge of responsibilities of newly qualified optometrists.

- A least one External Examiner to the Final Assessment OSCE.
- Other members to be co-opted to ensure a panel of at least nine members.

**Ex-officio members:**

- Chair of the Education and Standards Committee.

Other members of the College staff will attend as appropriate.

One member of the panel shall be appointed as Chair. This appointment will be made in consultation with the relevant panel members and approved by the Education and Standards Committee.

Members who attend less than 50% of yearly meetings shall be considered to have resigned from the panel.

The quorum will be five members, including at least one External Examiner and one practising optometrist.

In attendance:

- Director of Education
- Head of Assessment
- Examinations Manager
- Examinations Development Coordinator (secretary)