



Hong Kong College of Midwives
Examination Sub-committee
Terms of Reference
Revised on 1st May, 2020
Final

1. Purpose

Examination Sub-committee is established directly under the Education Committee of the Hong Kong College of Midwives (the College). It is to govern all examination and membership assessment activities of the College.

2. Terms of office

The terms of office of a member including the Chairperson shall normally be 3 years with eligibility for reappointment.

3. Size and Composition

- The Chairperson must be a Council Member appointed by the College;
- Ordinary Membership Examination:
 - 2 members from the Council of the College; and
 - They must be nominated by the Council upon each examination to avoid conflict of interest.
- Viva Examination of Fellow Membership:
 - Total 2 members;
 - 1 Council members of the College who is expert in related subspecialty; and
 - 1 invited external examiner who is either globally renowned midwife or local expert in related subspecialty.

4. Roles & Responsibilities

- To report to the Education Committee and the Council of the College;
- To set up Examination Panel for every Ordinary Membership Examination and Fellow Exit Assessment.
- To ensure validity and reliability of the examination questions / assessment.
- To ensure equality and fairness the delivery of assessment.
- To review and update examination guidelines and assessment criteria.
- To ensure that examination guideline and assessment criteria have been applied consistently
- To report results and make recommendations to the Council of the College through Education Committee.

5. Frequency of Meetings

- Situational and depends on the availability of the candidate for examinations;
- Ordinary Membership Examination:
 - At least once for selection of multiple choice questions.
- Viva Examination of Fellow Membership:
 - Communicate via email for discussion of viva questions before the examination.