



Hong Kong College of Midwives
Multiple Choice Question Panel
Terms of Reference
Revised on 17th June 2020
Version 3

1. Purpose

Multiple Choice Question (MCQ) Panel is established directly under the Education Committee of the Hong Kong College of Midwives (the College). It aims at developing a MCQ bank, in which 150 numbers of questions is available to run every single Ordinary Membership Examination.

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 Panel shall consist of the Council members of the College as well as co-opted fellow members;
- The number of members should be at least 5 but not more than 7, while the number of Council members should not be less than 50% of the total number of members including the Chairperson.

4. Roles & Responsibilities

- To report to the Education Committee and the Council of the College;
- To call for submission of multiple choice questions from Council and Co-opted members;
- To discuss, select and modify all submitted multiple choice questions;
- To categorize all selected multiple choice questions into types of knowledge, skill application, critical thinking and scenario-based questions. Questions should also comprise of various aspects, including antenatal, postnatal, laboring, neonatal, infant feeding, research, OSH, professionalism, leadership and midwifery ultrasound;
- To arrange all selected multiple choice questions for vetting by external experts before in use;
- To review used questions after each Ordinary Membership Examination
 - On its validity and reliability;
 - With reference from the MCQ test item analysis of the Hong Kong Academy of Nursing, look into all correct and all incorrect answers from the candidates;
 - Revise questions with flawed items including stems and distractors; and
- To ensure optimal confidentiality in areas related to the submitted, prepared, confirmed and used questions; and

5. Frequency of Meeting

Depends on the availability of submitted questions and need of reviewing questions, the Chairperson shall call for a meeting.