

MINUTES AWSEL EXAMINATION COMMITTEE MEETING 04/12/18

Attending: Aurelie Thomas (AT, Chair), Paul Roger (PR), Andrew Gardiner (AG), Jose Peralta (JP)

AWSEL Update:

Please see AWSEL Minutes from AWSEL Chair. Of particular interest: changes of Sub-Committee chairs and Secretariat. Please note:

- Andrew Butterworth is Chair of the Education Committee
- Peter Fordyce is Chair of the Credential and Recertification Committee
- Anouck Haverbecks in Interim College Board Secretary

Written examination: date, location, examination paper

- Date: decision was made to pencil w/c 09/09/19 for the written examination. The examination will be organised over 2 days. Decision was made to keep the examination over weekdays rather than weekends to have access to all potentially required facilities such as IT.
- Location: Decision was made to keep the written examination in the UK given that $\frac{3}{4}$ of Examination Cttee members are located in the UK. Central London will be easier than other locations.

Actions: PR will contact the Farmer's Club for quote and availabilities. AT will contact the RCVS.

- Examination paper: Decision was made to start creating an examination paper for the written examination even if the presence and number of candidates remains to be defined. Selected committee members will start drafting examination questions, and QC will be done by a restrained QA group. Patricia Turner has already agreed to help with the QA.

Action: AT to contact David Morton to ask whether he would agree to join efforts with the QA.

Examination Brochure:

Action: AT to add the paper 'Animal Welfare in the EU' to the additional reading section of the reading list (legislation).

Action: AT to ask the AWSEL Chair for the Examination Brochure to be available on the ECAWBM website.

Examination Committee Recruitment:

Actions: AT to contact David Morton to ask whether he would agree to join efforts with the QA. AT to ask the Secretary to recirculate the request for recruitment for the Examination Committee.

Additional efforts to recruitment Examination Committee members and associate members will be put in place when/if suitable candidates for the 2019 examination are identified.

Examination Budget:

No new information

Policy and Procedure Manual (PPM)

While most of the Examination Processes and Procedures will be developed in the coming year, decision was made to start documenting the following 2 processes:

- Examination Brochure and Reading list:

Curated by the AWSEL Examination Committee; Reviewed on a yearly basis by the Examination Committee; Published on the ECAWBM website.

The Reading list is an appendix of the Examination Brochure and aims at guiding residents towards crucial pieces of work relevant to the AWSEL sub-speciality. The Reading list is curated and reviewed by the Examination Committee on a yearly basis. AWSEL Diplomates can suggest material for consideration for the Reading List at any time.

Remain to be defined:

- Criteria used by the Examination Cttee to accept or reject a suggestion for the reading list?
- Process by which AWSEL diplomates can reach the Examination Committee for suggestion?
- Format of the suggestion (reference or full text): does this need defining or shall we leave this open?
- While AWSEL Dip can submit their suggestions any time, shall we suggest a deadline for consideration for the next publication? For instance, if the version control of the document is done every January, shall the latest submission be done on 01.11 the year before? This would give us and the CB 2 months to review the suggestions, add them to the reading list, and ask the CB to update the doc on the website?

- Examination paper:

Examination questions, rubric answers and marking framework are created and curated by the Examination Committee members, and reviewed for fairness, breadth and quality by the Quality Assessment group (associated members to the Examination Committee). AWSEL diplomates are invited to suggest examination questions (as well as supporting references and rubric answers) to the Examination Committee. If the question is selected, the diplomate will be rewarded by receiving points towards his/her recertification.

Remain to be defined:

- Criteria used by the Examination Cttee to accept or reject an examination question?
- Process by which AWSEL diplomates can reach the Examination Committee for suggestion?
- While AWSEL Dip can submit their suggestions any time, shall we suggest a yearly deadline for suggestion? The deadline should be discussed with the C&R Committee.
- Number of points per question needs to be defined with the C&R Committee

Action: Level of granularity of PPM needs to be discussed with AWSEL. Appeal processes should be clearly laid out. Some information is already present in our by laws, other elements of information is located in the Examination Brochure. AT to take this to the next AWSEL meeting.