

## Bylaws<sup>1</sup> on Standing Examination Committee and its tasks in the European College of Veterinary Public Health (ECVPH)

### Introduction.

The European College of Veterinary Public Health has a Standing Examination Committee that has two main tasks:

1. Ownership and management of the examination questions database.
2. Organisation of the examinations for the Diploma of the European College of Veterinary Public Health

This bylaw defines the tasks, responsibilities and general composition of the Standing Examination Committee and provides a protocol for accomplishing the tasks for which the Committee is responsible.

### Article 1: Composition of the Standing Examination Committee.

The Standing Examination Committee consists of 5 members: 2 from the Food Science (FS) subspecialty and 2 from the Population Medicine (PM) subspecialty, and a Chairperson. The Chairperson is the Junior Vice President.

Members of the Standing Examination Committee are chosen from certified Diplomates who have expressed interest in playing an active role in the work of the College by the Council.

### Article 2: Ownership and management of the examination questions database.

Every Diplomate of the College is required to submit exam questions to be entered into the examination questions database before being granted extension of the Diploma. Questions need to be submitted in three categories:

1. 5 multiple choice questions
2. 2 short answer questions
3. 2 problem solving questions

The questions are submitted to the Documenting Secretary of the College and sent to the Standing Examination Committee, which manages the database, at any time they come in. Once a year (after a round of reaccreditation) all newly submitted questions (compiled by the documenting secretary) are sent to the

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<sup>1</sup> \*Bylaws in accordance with Article 18 of the Constitution. This bylaw was passed by the ECVPH Council at its meeting of 6th October, 2015 and was amended on 29th January, 2018.

chair of the Standing Examination Committee. The chair will then distribute the questions to the members for evaluation. Each question is reviewed by at least two members of the committee. Approved and / or adapted questions are then send back to the chair who finally includes them in the database.

Moreover, the members of the Committee will conduct a review of the database to evaluate the continuing relevance of the questions, to identify any questions that require editing and to remove outdated questions or questions with issues. Every year the 20 % oldest questions will be re-evaluated in this manner, so that the entire database is re-evaluated every 5 years.

If questions submitted or in the database are faulty or lack relevance, an attempt will in principle be made to reformulate them in such a way that they are corrected and/or relevant. Where this is not possible, the questions will be removed. The Diplomat submitting the question will not be informed and it will not influence the status of any question in any way.

### **Article 3: Organisation of the examinations for the Diploma of the European College of Veterinary Public Health.**

The College organises two rounds of exams each year. The first round will take place in the period May to July and the second round will take place around August to October In each case, the written examination will take place at the start of this period, and the oral examination at the end. There will be a maximum of 8 weeks between these two elements.

The activities to be employed in preparation of the examination and during the examination process are the following:

1. The dates for both annual examination rounds will be determined well before the deadlines for the submission of documentation by prospective candidates. They are published on the ECVPH website.
2. Candidates who want to complete their examination in a certain examination round will have to report to the Documenting Secretary before the following dates:
  - a. For the first round of examinations: 1 December preceding the examination date.
  - b. For the second round of examinations: 1 June preceding the examination date.

The application will have to be accompanied by all the documentation as required on the ECVPH website.

3. The Documenting Secretary will inform the Chairman of the Standing Examination Committee of the candidates who are intending to sit their exams and send him/her the documentation.
4. The Chairman confers with the Standing Examination Committee members to divide tasks in the organisation of the examination. If any of the candidates is a resident of a member of the Standing Examination Committee, that member cannot be involved in any aspect of the examination process. The following tasks need to be carried out in connection with the examination:
  - a. The documentation of each candidate has to be checked by the Credentials Committee.
  - b. The written examination has to be drafted from the questions in the examination questions database. The written exam consists of:
    - i. 25 multiple choice questions on the core curriculum
    - ii. 25 multiple choice questions on each subspecialty curriculum
    - iii. 3 short answer questions on the core curriculum, of which each candidate chooses two
    - iv. 3 short answer questions on each subspecialty curriculum, of which the candidate chooses two
    - v. 3 problem solving questions on each subspecialty curriculum, of which each candidate chooses two.

- c. An ad hoc Examination Committee will be appointed for each sub-specialty for which there are candidates for examination. The Standing Examination Committee will invite examiners for the Ad hoc Examination Committees from the pool of potential examiners formed out of the certified Diplomates of the College. For each subspecialty a separate Ad hoc Examination Committee has to be appointed, if candidates from both subspecialties are taking part in the examination. An exam committee consists of:
    - i. A Chairman, who has the same subspecialty as the candidates for that committee and is a member of the standing examination committee,
    - ii. Two examiners, one of each subspecialty.
  - d. The draft written exam will be presented to the Chairman and the examiners of the Ad hoc Examination Committee, asking them to approve the written exam. They are free to issue any comments they may have on the draft. After approval two exams, one for each subspecialty, are put together out of the draft following the format prescribed in the annex.
  - e. The written examination has to be organised. The candidates are allowed to do their written examination at their place of work or any convenient other location, as long as it is possible for the candidate to have a separate space without disturbance to do the exam. All candidates start their examination at the same time. The examination needs to take place under the local supervision of a local ECVPH Diplomate or if no ECVPH Diplomate is available a Diplomate of one of the other colleges under the EBVS. The supervising diplomate should be independent and therefore cannot have a professional or personal relationship with the candidate (e.g. no course director or supervisor, no employer, no relative). Immediately after the examination is done, the results are scanned and sent back by the supervising diplomate to the Chairman of the Standing Examination Committee, by email. The originals can subsequently be sent by post.
  - f. After the written examination the questions will be marked by the members of the Ad hoc Examination Committee. The members of the Ad hoc Examination Committee will fill in their marks on the last page of the exam, sign the sheet and send it back to the Standing Examination Committee. After the members of the Ad hoc Examination Committee have marked the papers, the marks are collated. The candidates have to pass each of the following three parts of the exam: multiple choice questions, short answer questions and problem solving questions.
  - g. As soon as the marks are available, the candidates will be informed whether they have passed the written exam.
  - h. The candidates will only be allowed to sit the oral exam if they have passed the written exam. The oral examination has to be organised. Generally the oral examination will take place either in Brussels, at the UKRO office, Rue du Trône 4, or at the venue of the annual meeting of the ECVPH.
  - i. The candidate will have to inform the Standing Examination Committee of the subject they would like to give a presentation on during their exam.
  - j. The Standing Examination Committee will present the proposed title to the Ad hoc Examination Committee to gain their approval. The time within which this has to happen is indicated below.
  - k. The Standing Examination Committee will inform the candidate of the decision of the Ad hoc Examination Committee and will also inform the candidate of the subject for the second presentation during the exam, which is given to them by the Standing Examination Committee. The Standing Examination Committee can use a list of subjects for this that has been collected from suggestions of Diplomates or can ask the Ad hoc Examination Committee members for suggestions.
5. Organisation of the oral examination: the way in which the oral examination is carried out is detailed in the Examination bylaws.

**Article 4: Timeline of the organisation of the examination.**

In order to allow for a smooth organisation of the examinations, it is necessary to observe a fairly tight timeline. In the table given below, the numbers of the activities refer to the actions described in the last paragraph. Where no specific dates are given, the period of time mentioned in the table is the number of weeks calculated backwards from the date of the oral examination.

Activity		Point in time
1	Determination of examination dates	Council meeting after Annual Meeting
2	Candidates submit examination application	<b>December 1<sup>st</sup> for summer term</b> <b>June 1<sup>st</sup> for autumn term</b>
3	Documenting Secretary informs Chairman of Standing Examination Committee	January for summer term July for autumn term
4	Organisation of the examination:	
4.a.	Send documentation to Credentials Committee and receipt of decision	Before 1 <sup>st</sup> of March for summer term Before 1 <sup>st</sup> of September for autumn term
4.b.	Drafting written examination	12 weeks
4.c.	Appointment Ad hoc Examination Committees	11 weeks
4.d.	Present draft exam papers to Ad hoc Examination Committees. Incorporate comments	10 weeks
4.e.	Organisation written examination	Not more than 8 weeks
4.f.	Marking of the written exam	Not more than 7 weeks
4.g.	Inform candidates of their pass or fail	Not more than 6 weeks
4.h.	Arrangements for oral examination	Not more than 6 weeks
4.i.	Receipt of proposed presentation subject from candidates	Not later than 4 weeks
4.j.	Receipt of approval for subject from exam committee	Not later than 3 weeks
4.k.	Inform candidate of the second subject	Not later than 2 weeks
5	Organisation of oral examination	0

**Article 5: Appeals.**

If candidates want to appeal against any decision made by the Council on the basis of the results of any part of their examination, they can do so following the bylaw on appeals.

**Article 6: Archiving.**

The exam scripts will be archived for at least the duration of the appeal within the College and where applicable within the European Board of Veterinary Specialisation.