

The College of Dental Surgeons of Hong Kong

## **GUIDELINES FOR EXAMINATIONS**



Version 01

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## **1. Introduction**

- 1.1. This paper serves as general guidelines for the College of Dental Surgeons of Hong Kong (CDSHK)
  - 1.1.1. To understand the matters, requirements, and preparation of examinations in CDSHK.
  - 1.1.2. To facilitate the arrangements of examinations.
  - 1.1.3. To uphold the standards of examinations
- 1.2. Each specialty will establish its own set of criteria pertaining to academic requirements, assessment methods, grading rubrics, as well as standards comparable to international ones.

## **2. Arrangement of an Examination**

### **2.1. Timeline**

- 2.1.1. Expected schedule of an examination should inform the CDSHK Secretariat in advance by respective Specialty Board for arrangement in order to spread out examinations of all specialties to be held over the whole calendar year.
- 2.1.2. Announcement of date(s) of an examination is to be arranged by the CDSHK Secretariat at least six months prior to the examination.
- 2.1.3. Deadline of application for an examination is to be arranged 2-3 months prior to an examination.
- 2.1.4. Date of examiner nomination is to be arranged at least three months prior to an examination.
- 2.1.5. Date of observer nomination is to be arranged at least three months prior to an examination.
- 2.1.6. Date of declaration of examiner is to be arranged within 2 weeks after date of deadline of application.
- 2.1.7. Date of external examiner nomination is to be arranged as soon as possible.

## 2.2. Format or mode of an examination

- 2.2.1. There are intermediate and exit examinations for individual specialty
- 2.2.2. The components including respective duration and format of examinations should be determined by each specialty and submitted to the CDSHK Council (Council) for endorsement, through the Education & Examination Committee (E&EC), followed by approval from the Hong Kong Academy of Medicine (HKAM) and subsequently published in the “Guidelines for Accreditation and Training” in the respective specialty)

2.3. A Board/Panel of Examiners should be nominated and appointed by the Council, which includes but not limited to Chief Examiner, Internal Examiner(s) and External Examiner(s), to organize and conduct an examination with activities such as holding pre-examination and post-examination meetings, setting of assessment method(s) with marking schemes and rubrics, and preparing other related documents and examination schedules.

## 3. External Examiner

3.1. Each candidate will be required to sit for an examination with an External Examiner at the Intermediate and/or Exit examination as far as possible

### 3.2. Criteria for selection of External Examiner

- 3.2.1. External Examiner should be renowned in the respective Specialty.
- 3.2.2. External Examiner should be experienced in examinations at the postgraduate level.
- 3.2.3. Appointment of being External Examiner of an examination continuously should be not more than 3 consecutive diets of the examination.

### 3.3. Role of the External Examiner

- 3.3.1. To provide cross-reference and benchmarking
- 3.3.2. To provide quality assurance
- 3.3.3. To provide suggestions for improvement
- 3.3.4. The final decision on examination results rests with the local examiners.

### 3.4. Examiner's Report

- 3.4.1. External examiner is required to submit an examiner's report within one month after the examination.

### 3.5. The arrangement of Honorarium (Appendix)

- 3.5.1. Honorarium will be issued after the External Examiner's Report is received.

## 4. Chief Examiner

### 4.1. Criteria for selection of Chief Examiner

- 4.1.1. Same as the requirements for Examiner
- 4.1.2. Shall be a fellow of the College of Dental Surgeons of Hong Kong
- 4.1.3. Ideally not be the chairperson of the Specialty Board
- 4.1.4. The maximum duration of being appointed continuously as Chief Examiner for an examination is five years. One year break is required to be reappointed as Chief Examiner for the examination.
- 4.1.5. Preferably having completed the Basic Assessment Skill Examination (BASE) course organised by the Hong Kong Academy of Medicine or the College of Dental Surgeons of Hong Kong, or equivalent course(s) recognized by the College of Dental Surgeons of Hong Kong.

### 4.2. Roles/ Duties of Chief Examiner

- 4.2.1. Chair pre- and post-examination meetings
- 4.2.2. Overview an examination
- 4.2.3. Assign the role of examiners
- 4.2.4. Ensure the examination process running smoothly
- 4.2.5. Ensure the standard of an examination

### 4.3. Examination Report

- 4.3.1. The Chief Examiner is responsible for writing an examination report.
- 4.3.2. The report will include: pre-examination organization, examination management and process, facilities and documents, fairness and quality

assurance of assessments, marking and passing policy, examination panel, candidates' performance, suggestions and comments, conclusion or remarks.

4.3.3. The report will not comment on individual candidates.

4.3.4. The report should be submitted through the Specialty Board (SB) to E&EC within one month after examination.

**5. Convenor** (only for an examination involving more than one specialty where applicable)

5.1. Criteria for selection of Convenor

5.1.1. Same as the requirements for Examiner

5.1.2. Shall be a fellow of the College of Dental Surgeons of Hong Kong

5.2. Roles/ Duties of Convenor

5.2.1. To oversee the examination process as executed by individual specialty

**6. Examiner** (*approved in 341<sup>st</sup> Council Meeting*)

6.1. Requirements for the nomination of an examiner by a Specialty Board (Either one of the criteria listed from 6.1.1 to 6.1.4)

6.1.1. Fellow

- a. has been a Fellow for at least 5 years
- b. has been a Trainer for at least 3 years
- c. has been an Observer for the nominated examination in the specialty

6.1.2. Non-fellow specialist (DCHK registration)

- a. has been a specialist in the corresponding specialty for at least 5 years
- b. has been a Trainer for at least 3 years
- c. has been an Observer for the nominated examination in the specialty

6.1.3. Academic staff

- a. has been a specialist or equivalent in the corresponding specialty for at least 5 years
- b. has a minimum of 3 years of postgraduate teaching experience in the specialty
- c. has been an Observer for the nominated examination in the specialty

- 6.1.4. Has been an examiner of the nominated examination in the specialty.
- 6.1.5. Preferably having completed the Basic Assessment Skill Examination (BASE) course organised by the Hong Kong Academy of Medicine or the College of Dental Surgeons of Hong Kong, or equivalent course(s) recognized by the College of Dental Surgeons of Hong Kong
- 6.1.6. Each Specialty Board may have additional criteria for nomination.

## **7. Observer** (*approved in 341<sup>st</sup> Council Meeting*)

### 7.1. Selection of Observer

- 7.1.1. Fellow
  - a. shall be a current trainer of the corresponding specialty or
  - b. former trainer of the corresponding specialty within the last 3 years
- 7.1.2. Non-fellow specialist (DCHK registration)
  - a. shall be a current trainer of the corresponding specialty or
  - b. former trainer of the corresponding specialty within the last 3 years
- 7.1.3. Academic staff
  - a. has been a specialist or equivalent in the corresponding specialty for at least 5 years
  - b. has a minimum of 2 years of teaching experience in the specialty
- 7.1.4. Preferably having completed the Basic Assessment Skill Examination (BASE) course organised by the Hong Kong Academy of Medicine or the College of Dental Surgeons of Hong Kong, or equivalent course(s) recognized by the College of Dental Surgeons of Hong Kong

### 7.2. Roles and duties of observer

- 7.2.1 Purpose of nominating a person to be an observer is to train the person to become an examiner in future. In this context, the observer is likely a person who is preparing himself/herself to assume the role of an examiner. The training of an observer aims at equipping him/her with the necessary skills and knowledge to effectively deliver duties and responsibilities of being an examiner.
- 7.2.2. The observer shall not participate in the marking or grading of the examination.

- 7.3. The appointment of observers and the training of new examiners should be carefully calibrated to align with the demand for the forthcoming examinations and ensuring that they are provided with sufficient training and opportunities to practise in order to uphold high standards of quality.

## **8. Conducting Examinations**

- 8.1. For principles of conducting examination, please refer to the “Guidelines for Conducting Examinations” published by the HKAM (January 2007).

## **9. Post-examination**

- 9.1. Examiners’ meeting is required to determine examination results of candidates.
- 9.2. Results should be signed by the Chief Examiner and External Examiner.
- 9.3. Final results are then verified and approved by the Specialty Board, and signed by the Chief examiner and SB Chairperson.
- 9.4. Final results are subsequently required to be submitted to the E&EC for endorsement followed by the Council for final approval.
- 9.5. Results shall not be disclosed until they are officially released.

## **10. Assessment Methods of Examination**

- 10.1. Written paper(s) (may include Multiple Choice Questions)
- 10.2. Essay(s)
  - 10.2.1. Presentation of essay(s) by a candidate for the reason of selecting the topic, the framework of the essay, the significance of the topic, the insight of the essay.
- 10.3. Viva examination
  - 10.3.1. Assess the management of case(s)/project(s) and required competencies
- 10.4. Real patient examination where applicable
- 10.5. Objective Structured Clinical Assessment (OSCA) where applicable



## **11. Failed Candidate**

### **11.1. Status:**

- 11.1.1. The candidate holds the trainee status in a specialty.
- 11.1.2. The candidate who has fulfilled the training requirements of a specialty is allowed to sit for an exit examination. However, the training of a higher trainee is only considered to be completed after the trainee has passed the exit examination of a specialty successfully.
- 11.1.3. To maintain the trainee status, the candidate should register with an accredited training centre under an appointed trainer.

### **11.2. Remedial measure/ programme and time period**

- 11.2.1. To be determined by the SB and endorsed by the E&EC and Council.
- 11.2.2. Remedial measures or programme may include: clinical work in the training centre, workplace assessment, submitting documents required by respective SB, log cases and regular interviews with the trainer(s).
- 11.2.3. Conditions should be clearly stipulated for the failed candidate to fulfil before becoming eligible to re-sit of the examination.
- 11.2.4. The SB chairperson or appointed representative should conduct a meeting with the candidate, to whom remedial programme is required, following the receipt of the result in the presence of his/her trainer.
- 11.2.5. Documentation for the remedial requirement and measures is required. It should be submitted to the E&EC and Council within one month after the meeting.
- 11.2.6. For the arrangement of examination, please refer to the “Examination Guidelines for Candidate”.

## **Appendices**

- A.1. Examiner Declaration Form
- A.2. Candidate and Patient Declaration Form (Chinese and English versions)
- A.3. Intermediate/Exit Examination – Clinical Supervisor and Candidate Declaration Form
- A.4. Examination Guidelines for Candidate
- A.5. Guidelines for Conducting Examinations published by the HKAM (January 2007)

**RESTRICTED****Declaration Form for Examiners**

To: Chief Examiner

Name of Examination\*: ☐ Intermediate Examination ☐ Exit Examination

In the Specialty of

- ☐ Community Dentistry ☐ Endodontics ☐ Family Dentistry  
☐ Oral & Maxillofacial Surgery ☐ Orthodontics ☐ Paediatric Dentistry  
☐ Periodontology ☐ Prosthodontics  
☐ MGD Examination (Part: \_\_\_\_\_)  
☐ Other: \_\_\_\_\_

Roles (s) appointed\*: ☐ Internal ☐ External

Date (dd/mm/yyyy)/

Time (hh:mm am/pm)\*: \_\_\_\_\_

(A) I declare that:

- (i) Except as listed in the table below, none of my immediate family members (i.e. spouse, children, parents, brothers and sisters) or any person residing in my home will be taking the said Examination;
- (ii) Except as listed below, I am not, to the best of my knowledge, aware that any relative outside my immediate family with whom I am in regular contact or any of my close friends\*, partners or colleagues\*, will be taking the said Examination; and

*(Please input "Nil" if there is none)*

Full Name (e.g. CHAN Tai Man, John)	Relationship	DCHK Number / Candidate Number etc, (if known)

- (iii) I declare that if I become aware of any member of my immediate family or any person residing in my home, or any relative outside my immediate family with whom I am in regular contact or any of my close friends or any of my partners or colleagues subsequently register to take the said Examination, except as detailed in the above table, I will inform the College in writing as soon as possible.

*\*Note:*

- *“Close friends” means friends with frequent/regular contact, or the relationship in such a way, to a dispassionate observer, that may affect the impartial discharge of your official duties.*
- *“Colleagues” refers to persons who have working relationships with you, such as business partners, associates, co-workers, employers or employees, with or without remuneration.*

- (B) I acknowledge the requirements for secrecy for serving as an Examiner (or a relevant role stated in this form) and I understand that disclosure or leakage of confidential examination materials including but not limited to the examination questions, contents or marking schemes is prohibited, and which may lead to necessary disciplinary actions as determined by the College Council. The requirements for secrecy should be strictly observed at all times during the appointment for the said Examination.
- (C) I also understand that I should avoid, wherever possible, involvement in any activities that may carry actual or perceived conflict of interest during my term of appointment as an Examiner (e.g. delivery of training workshops, conduction of clinical demonstration, revision sessions of training contents), and I will observe the Clause (B) stated above at all times if such activities would be conducted.

I hereby declare that the information given above is accurate and complete.

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Full Name of Declarant\* (same as shown in HKID Card or in Travel Document)

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Signature (Please copy and paste your Digital Image or Type your Full Name as in your HKID Card/Travel Document)\*

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Date\* (dd/mm/yyyy)

\*Indicates fields required to be filled



## 香港牙科醫學院

### 考生及病人 / 病童家長或監護人之聲明

每份個案日誌都必須提交一份簽署聲明。

香港牙科醫學院將根據香港個人資料（私隱）條例處理病人資料。

#### 考生簽署：

本人證明個案日誌內所敘述的病例，乃本人親自診治之病人。

個案編號： \_\_\_\_\_

考生姓名： \_\_\_\_\_

考生簽署： \_\_\_\_\_ 日期： \_\_\_\_\_

#### 病人 / 病童家長或監護人簽署：

本人明白 本人 / 本人子女\* 之個人資料，如性別、年齡，以及牙科療程的文件，將作考試之用，並同意此等資料提交給香港牙科醫學院。本人明白考官有可能評核 本人 / 本人子女\* 之牙科治療個案，然而，除了上述用途外，此等資料均不會披露予任何人作任何用途。貴學院如有必要查詢有關 本人 / 本人子女\* 病例的資料，本人同意貴學院可直接與本人聯絡，以確保內容保密。

病人 / 病童姓名： \_\_\_\_\_

病童家長或監護人姓名： \_\_\_\_\_

病人 / 病童家長或監護人簽署： \_\_\_\_\_

日期： \_\_\_\_\_

本學院將妥善保管病人的資料，直至考試完畢及公佈成績後，將一概銷毀此等資料。



## The College of Dental Surgeons of Hong Kong

### Candidate and Patient / Guardian of Child Patient Declaration

A signed declaration must be submitted for each case presentation.

The College of Dental Surgeons of Hong Kong handles all patient information in accordance with the Personal Data (Privacy) Ordinance of Hong Kong.

#### To be signed by the Candidate:

*I confirm that I have personally carried out the treatment for this patient as described in the log case.*

Case Number: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### To be signed by the Patient / Guardian of Child Patient:

*I understand that my personal / my child's personal\* particulars such as gender and age, and the dental treatment documented is for use in the Examination and I agree for this to be submitted to the College of Dental Surgeons of Hong Kong. I understand that my case / my child's case\* history may be assessed by examiners but that the information will not be disclosed to any person for any purposes other than that stated above. In the unlikely event that the College needs to contact me regarding any particulars of my case / my child's case\* I agree to the College contacting me directly and confidentially:*

Name of Patient / Child Patient: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Signature of Patient / Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Patient information will be held securely by the College until the examination has been completed and the candidate has received the result, after which the information will be confidentially destroyed.**

\*Please delete as appropriate



**The College of Dental Surgeons of Hong Kong**  
**Intermediate / Exit\* Examination of**  
**Specialty in \_\_\_\_\_**

**CLINICAL CASE PRESENTATION –**  
**CLINICAL SUPERVISOR AND CANDIDATE DECLARATION FORM**

*A signed consent and declaration must be completed and placed in an envelope for each case presentation. The envelope should then be submitted to the College along with the cases which should be submitted on USB stick.*

Date of examination: .....

Patient's name (print): .....

Patient's month of birth (month/year): .....

Patient's initials and age at start of treatment: .....

**I certify that all or the majority of the treatment for the named patient was carried out by the Candidate during the period of their training.**

Supervisor's name (print): .....

Supervisor's signature: .....

Date: .....

Training institution or hospital stamp (if available):

**I confirm that I have not plagiarized from any source.**

Candidate's name (Print): .....

Candidate's signature: .....

Date: .....



## **The College of Dental Surgeons of Hong Kong**

### **Guidelines to Candidates:**

### **FCDSHK (Fellowship for the College of Dental Surgeon of Hong Kong) Examinations**

#### **1. Introduction**

- 1.1 According to our specialist training pathways, successful candidature at each assessment or examination is required before entry into the next stage of training.
- 1.2 Intermediate Examination is the required assessment or examination for entry into Specialist Higher Training.
- 1.3 Exit Examination is the required assessment or examination for completion of Specialist Training.
- 1.4 The following give general guidance to candidates on the above mentioned examinations.

#### **2. Scope of Examination**

- 2.1 The scope of examination varies from specialty to specialty. Please refer to related information at the “Guidelines for Accreditation and Training” on the website of our College [www.cdshk.org](http://www.cdshk.org), or consult the specialty board concerned.

#### **3. Application and Examination Fee**

- 3.1 For Intermediate Examination, examination date and closing date for application will be announced at the College’s website.
- 3.2 For Exit Examination, please liaise with your Trainer or Programme Supervisor on the examination date and closing date for application.
- 3.3 Application forms can be downloaded from the College’s website. Please pay attention to the closing date and ensure that all necessary information and fee are enclosed. No incomplete or late applications will be processed.
- 3.4 Please refer to the latest examination fee from the College’s website.





#### **4. Time Limit (This will not be applied to Trainees who are already registered in the pathway before 18 June 2013.)**

4.1 Time limit for candidates to take the Intermediate or Exit Examination after the completion of training<sup>1</sup>:-

- i) Intermediate and Exit Examinations have to be taken within a maximum period of 3 years upon achieved eligibility to attend the intermediate examination and exit examination respectively (including any leave of absence after completion of training).
- ii) For re-sits of examinations, a maximum period of 1 year should be set after failing the previous examination<sup>2</sup>.
- iii) A maximum of 4 attempts for Intermediate or Exit Examination should be allowed.

#### **5. Infringement of Regulations**

5.1 CDSHK may refuse to admit to the assessment or to proceed with the assessment of any candidate who has infringed any of the regulations or who is considered by the examiners to be guilty of behavior prejudicial to the proper management and conduct of the examination. There is no refund of examination fee.

#### **6. Plagiarism**

6.1 Any cases of suspected plagiarism will be dealt with by the specialty board.

#### **7. Appeals**

7.1 Candidates can appeal according to the appeal mechanism of the CDSHK Council.

7.2 Candidates may not appeal against the academic judgment of the examiners.

#### **8. Withdrawals from Examination**

8.1 Candidates wishing to withdraw an application for admission to an examination must do so in writing, and will be refunded the fee less a [10% administrative charge], provided that the withdrawal is received before the examination application deadline.

8.2 Candidates who withdraw from the examination after the application deadline, or who fail to attend the examination for which the candidate has been accepted, will not normally be entitled to any refund of fee. The transfer of examination fees to future examinations will only be granted under exceptional circumstances, such as on medical or compassionate grounds or other similar event beyond the candidate's control.



**<sup>1</sup>The meaning of completion of training [Approved by the Council on 17 June 2024]:**

- The fulfillment of the requirement for examination which is both time based, and competency based.
- The Candidate should be a College trainee (be supervised in the accredited training center and by a trainer(s)) in order to be eligible to apply for an examination.

**<sup>2</sup>Explanatory Notes to Point 4.1 ii) [Approved by the Council on 19 July 2021]:**

In special circumstances, individual specialty board may apply to extend such a time limit on a case-by-case basis. The list below provides some examples of the special circumstances, which is not exhaustive:

- The re-sit candidate is unable to sit for the examination because of medical conditions.
- Remedial training or requirements as recommended by the Specialty Board may span over one year.
- Circumstances that prevent the Specialty Board to mount the examination.

## **HONG KONG ACADEMY OF MEDICINE**

### **Guidelines for Conducting Examinations**

#### **General**

1. The Academy is the only independent statutory body established to organize, assess, and accredit all medical/dental specialist training in Hong Kong. As examination is an integral component of the training assessment, this set of Academy Guidelines for Conducting Examination aims to ensure that the usual security issues, fairness issues in addition to the standard required have been properly addressed, in its examination or assessment process.
2. This document contains general and broad principles for reference of Colleges. Given that examination format and process may differ or evolve with time, Colleges may wish to prepare or update their own set of protocols for conducting examinations based on these general and broad principles.

#### **Preparation for Examination Materials**

3. The preparation of examination materials should be handled by as few people as possible. If the examiners need to have assistance from others, e.g. in typing and proofreading, they should ensure that people involved (a) are under their direct supervision, and (b) have taken note of the relevant points mentioned in this document to guard against leakage of examination materials, and other security issues.
4. All typing should be carried out in a restricted area of the office and the computers used for typing must not be accessible to potential examination candidates.
5. Softcopies of all examination materials should be encrypted or password-protected, and should not be kept in computer hard drives. They should be kept in other detachable storage device (such as DVD / CD / memory stick / floppy diskette), under lock and key. Filenames that will reveal the nature of files, i.e. showing that they contain examination material, should be avoided.
6. Drafts and final version of examination materials in printed form should always be kept in sealed envelopes under lock and key.
7. Correspondence with external examiners about examination materials should preferably be conducted by the chief examiner. Any materials sent to an external examiner should be sent by registered post or courier, packed in a wax-sealed or tape-sealed (with signatures of the chief examiner across the tapes) envelope marked “Confidential - Examinations”, which in turn should be enclosed inside a further envelope. This outer envelope should not be marked in any way which would attract special attention. External examiners should be requested to return such materials to the chief examiners in the same way.
8. Examination materials, whether in draft or in final form, which are to be passed from one examiner to another, or to staff handling the examination administration, should be handed directly to the person for whom they are intended. Unless materials are to be handed directly from the sender to the recipient, materials must be double sealed under confidential covers (see paragraph 7) for delivery. The recipient should be requested to

confirm if the envelope is received intact. If the envelope is suspected to have been opened or tampered with, the recipient must report it at once to the chief examiner, who would decide appropriate actions, e.g. whether a new set of examination materials should replace the old one.

9. If materials have to be transmitted electronically, the sender should make sure that (a) the file must be encrypted or password-protected, and (b) subject heading of the accompanying electronic mail/message, and filename of document to be sent, should not attract special attention.
10. The password to open or decode the transmitted files must not be sent together with the document. It is advisable to give password to the recipient via separate telephone call to ensure the password will not be accidentally transmitted to non-intended recipients.
11. In general, it is advisable not to transmit examination materials via fax for security reasons. But if materials have to be transmitted via fax, the examiner or responsible staff should be in personal attendance at the fax machine when examination materials are faxed. A phone call should be made to ensure that the recipient examiner is in personal attendance at the fax machine before the materials are faxed. A follow-up phone call should also be made to ensure the recipient has successfully received all the materials.

### **Printing of Examination Materials**

12. If printing of examination materials is conducted by Colleges themselves, they should ensure that access to the printing area must be tightly controlled during the printing process. A dedicated staff should be present throughout the process to ensure that unauthorized access is not provided and that no examination papers are removed during the printing phase.
13. Printed examination materials should be wax-sealed or tape-sealed in envelopes (tapes to be signed across by the staff present at the printing process) at the printing area before being moved to the storage area. All sealed envelopes must be numbered and record must be made on a separate control sheet for subsequent checking and tracing purposes.
14. After the printed examination materials are packed, staff supervising the printing should check the following before leaving the printing room: (a) there are no paper left in the printing or photocopying machine, (b) number of pages of the master copies are correct to ensure no missing pages are left behind, and (c) over-runs, misprints or residue papers have been shredded or destroyed properly.

### **Storage of Printed Examination Materials**

15. All printed examination materials must be stored in a secure location to which only authorised personnel have access. Retrieving materials or removing materials to examination centre must only be carried out at the presence of authorised personnel.

### **At Examination Venues**

16. Candidates should not be allowed to (a) communicate with each other in the examination venues, (b) carry mobile phones, recording (sound or image) or other electronic devices that can enable communication outside the venues, and (c) carry away any paper notes from the venues.

### **Conducting Examination**

17. Viva and clinical examination should be conducted by at least a pair of examiners coming from different training units or institutions.
18. According to existing Academy exit examination/assessment policy, a trainee should not be examined by his designated supervisor/trainer (supervisor/trainer to whom a trainee was assigned in the parent training unit). Colleges must give justification to and get approval from the Academy Education Committee when they need flexibility on this guideline.
19. Colleges may need to set clear policy on whether a candidate is allowed to refuse to be examined by a particular examiner on certain occasion, e.g. the candidate had conflicts with the examiner before. If such request is allowed, there must be clear procedures/guidelines, e.g. what grounds are acceptable for such request, who has the authority to make judgement, whether a reserve examiner is needed to stand-by at examinations. In making any changes, the candidate should be made aware that the disruption to his/her examination is a procedural issue and will not affect the process of proper assessment.

### **Suspected Malpractice**

20. Colleges should establish guidelines and procedures on handling reported malpractice at examinations.
21. Should an allegation of malpractice be reported during the examination, the candidate accused of malpractice should be allowed to complete the examination (provided that no disturbance is being caused to other candidates). The candidate should then be informed of the nature of the alleged malpractice in front of a witness. The candidate should be informed that a report will be submitted and that he/she will hear further from the College. Any material illegally introduced into the examination venue should be temporarily confiscated and a receipt given.

### **Marking Answer Scripts/Scoring for Examinations**

22. For marking of written examination papers, anonymity of candidates must be maintained so that all are treated fairly and objectively.
23. If possible, there should be examiners' meetings to discuss on the final verdict for viva and clinical examinations.

### **Courses for Examiners**

24. Colleges should organise courses/workshops for examiners to let them (a) understand clearly the requirements, format and actual running of the examinations, (b) understand their roles at examinations, and (c) know how to behave during the examinations to ensure equality and impartiality among candidates, e.g. whether certain body languages and responses should be avoided during viva/clinical examinations.
25. Colleges should have a mechanism to review the performance of examiners.

### **Code of Conduct for Examiners/Reviewers**

26. Examiners, and reviewers of examination materials, shall be, and seen to be, fair and just in their involvement with College Examinations.

27. Examiners, and reviewers of examination materials, shall not discuss examination materials with any persons not directly involved in the preparation of examination materials.
28. Examiners, and reviewers of examination materials, shall understand the necessity of avoiding even the appearance of impropriety.
29. Should examiners be involved in any situation which may be perceived by others as having a conflict of interest (e.g. candidate being a relative of or having close relationship with examiner), they should agree to remove themselves from service on the programme when necessary.
30. Examiners should be responsible for the security of answer scripts during such time as they are in their custody for marking purposes. To avoid risk of loss (e.g. through fire hazards, misplacement, or theft) examiners are urged to complete marking work, and reports of results to chief examiners, as expeditiously as possible. Answer scripts, when not being worked on or otherwise held under the immediate personal control of the examiner, should be kept in the most secure locked safe, cabinet or drawer available to the examiner. Offices or other rooms in which answer scripts are held should be kept locked when not occupied.

January 2007

Approved by EC 9 January 2007  
Endorsed by Council 18 January 2007