

## Test Committee Terms of Reference

### Authority:

An advisory sub-committee of the Curriculum Evaluation Committee, reporting to the Curriculum Committee, under the authority of the Vice Dean, MD Program.

### Mandate:

- To manage the examination bank and establish best practices in test item generation and examinations for written and performance based test
- Establish and maintain working groups for the implementation of the Progress Test and the integrated OSCE

### Action items:

1. To establish the examination bank
2. To facilitate the initial import of questions from existing examination banks
3. To provide administrative oversight of the examination bank
4. To set guidelines on best practices in test item writing based on available evidence
5. To provide resources to various stakeholders with respect to best practices
6. To analyze data, interpret results and produce reports regarding examination quality
7. To design, develop, and implement the Written Progress Test
8. To design, develop, and implement the integrated OSCE
9. Coordinate with the Student Assessment and Standards Committee (SASC) regarding matters pertaining to written tests or OSCEs

### Membership:

1. MD Program Clinical Skills Lead (*Chair*)
2. Director of Evaluations
3. Director of Student Assessment
4. iOSCE lead
5. OSCE development expert
6. Business Analyst, Office of Evaluations
7. Education Scientist, Office of Evaluations
8. Psychometrician, Office of Evaluations (2)
9. Faculty Advisors (6-8)

**Approved:** March 8, 2016 by the MD Program Curriculum Committee