

### Duke Elder Undergraduate Examination Subcommittee

### Terms of Reference

1. **Purpose**

The purpose of The Duke Elder Undergraduate Prize Examination Subcommittee is to develop and update the Duke Elder Undergraduate Prize examination for medical students in the United Kingdom, Republic of Ireland and internationally. In doing so, it shall seek to sustain the high profile and renown of RCOphth’s examinations internationally. The Duke Elder Undergraduate Prize Examination Subcommittee is accountable to the Assessment Committee.

1. **Main Activities**
	1. To produce examination materials for the annual Duke Elder exam and ensure it is conducted with appropriate invigilation
	2. To review the Duke Elder exam and lead in the development of new exam and assessment techniques through the production of new questions and statistical analysis to ensure robustness
	3. To represent the College at other meetings, including those convened by the General Medical Council (GMC) and other bodies such as the Academy of Meidcal Royal Colleges (AoMRC) as appropriate
	4. To promote diversity in all its forms, analysing differential attainment and taking steps to address this, alongside ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.
2. **Status of Committee**
	1. The Duke Elder Subcommittee is authorised to make decisions in accordance with these terms of reference.
3. **Membership**
	1. The Duke Elder Subcommittee shall consist of a minimum of 4 members and a maximum of 7 members. All members typically serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
		1. Chair
		2. Up to 5 Consultant Ophthalmologists
		3. Trainee Ophthalmologist
4. **Meetings**
	1. Meetings will occur 2-3 times per year on a virtual basis. The majority of work is expected to be undertaken in-between meetings.
	2. Notices of meetings shall be given in writing/email.
	3. Repeated absence of examiners or more missed meetings, without due cause, and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
	4. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.
5. **Quorum**

All members are expected to attend meetings; however, the quorum is half the members plus one.

1. **Representation on College Committees**
	1. The Chair shall also attend meetings of the Assessment Committee
	2. Other Duke Elder team committee members shall attend other exam meetings also, as invited
	3. Members shall serve on the committee throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
2. Reporting requirements

8.1. The Duke Elder Undergraduate Prize Examination Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Assessment Committee

8.2. The Duke Elder Undergraduate Prize Examination Subcommittee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register

8.3. The Duke Elder Undergraduate Prize Examination Subcommittee shall report 2-3 times a year to the Assessment Committee

8.4. The Assessment Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

1. **Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting-related work.

1. **Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

1. **General**
	1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer and Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
	2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to provide leadership and direction a wider perspective.
	3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
	4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
2. **Variation or Termination**

These terms of reference shall be reviewed every 2 years and shall remain in force until varied or revoked by the Board of Trustees.

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