

Australasian Veterinary Examination Committee

Committee Member

ROLE DESCRIPTION

Context

The AVE Committee oversees examination development, quality assurance, standard setting and continuous improvement to support a fair, valid, reliable and defensible assessment of entry-to-practice competence.

Role purpose

The Australasian Veterinary Examination (AVE) Committee member is required to contribute independent professional and technical judgement to the collective oversight of the AVE, supporting evidence-informed recommendations and decisions within the Committee's delegated authority.

Key responsibilities

Governance and participation

- Prepare for and participate constructively in Committee meetings and decisions.
- Exercise independent judgement in the interests of AVBC, examination integrity and the public; consider the interests of candidates and the profession.
- Work within the approved Terms of Reference, Examination Charter and applicable policies.

Technical and quality assurance contribution

- Review examination blueprint, assessment methods, standards, assessment frameworks and relevant quality assurance within the member's expertise.
- Alignment with Day One Competencies, contemporary clinical practice and threshold entry-to-practice expectations.
- Scrutinise examiner calibration, moderation, psychometric findings, risks and proposed improvements as appropriate.

Professional conduct

- Declare and appropriately manage actual, potential and perceived conflicts of interest.
- Protect examination security, confidential information and candidate privacy.
- Participate in agreed working groups and provide timely, constructive advice.

Authority and limitations

The AVE Committee member participates in collective Committee decisions within its Board-approved delegation. An individual member cannot direct AVBC staff, appoint examiners, authorise expenditure, enter contracts or determine candidate outcomes independently. It is important to note that Committee members are NOT to attend the AVE as an examiner.

Representation and membership profile

Each Committee member must contribute expertise or a perspective aligned with at least one of the membership categories identified in the approved Terms of Reference. Membership is collectively composed to achieve broad, balanced representation; an individual member is not expected to represent every category.

Relevant categories include: veterinary clinical practitioners; veterinary education and assessment experts (including psychometric expertise); Australian and New Zealand representation; and a recent AVE graduate representative.

The Committee must include expertise from general veterinary clinical practice (companion animal and large animal) and veterinary education, and balance technical assessment expertise with contemporary clinical practice perspectives.

All members must be from an AVBC member jurisdiction. Members appointed in a clinical capacity must hold current unconditional veterinary registration, have averaged at least 15 clinical hours per week over the preceding 12 months, maintain required CPD, and complete the annual attestation specified in the Terms of Reference.

Members contribute independent judgement in the public interest; representation does not create a mandate to advocate for a particular employer, jurisdiction or constituency.

Skills and experience

- Relevant expertise in one or more clinical veterinary practice, veterinary education, assessment, psychometrics or standards development.
- Understanding of fairness, validity, reliability and defensibility in high-stakes assessment.
- Ability to collaborate, challenge respectfully and assess evidence objectively.

Appointment and tenure

As a member of the AVE Committee, the standard appointment term is three (3) years, with a maximum of two consecutive terms. Extensions are permitted in exceptional circumstances, in accordance with section 9 of the approved Terms of Reference. Staggered appointments are encouraged for continuity. Clinical appointees must meet the registration, active clinical practice, CPD and annual attestation requirements in section 8.

Key working relationships

Reports through the Committee Chair for Committee matters; works collaboratively with other members, the Chief Examiner and AVBC Executive.

Time commitment

Committee meetings aligned to examination cycles, preparation, occasional out-of-session decisions and agreed working groups, mainly online but at times in person.

Common obligations

Comply with applicable AVBC policies and engagement conditions, manage conflicts of interest, maintain confidentiality and examination security, act professionally and escalate material risks or incidents promptly.