

Australasian Veterinary Examination Committee

Chief Exam Coordinator (Onsite)

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 Chief Exam Coordinator (CEC) (onsite) is required to coordinate the safe, consistent and effective onsite conduct of a scheduled AVE clinical examination, implementing the approved examination blueprint and providing a clear point of coordination for examiners and onsite personnel.

Key responsibilities

Onsite readiness and coordination

- Participate in pre-examination briefings and confirm understanding of the approved timetable, venue arrangements, candidate flow, escalation contacts and contingency plans.
- Coordinate onsite briefings, station readiness, transitions and communication among examiners and support personnel.
- Work with the designated AVBC operational lead on venue, equipment, candidate movement and other logistical issues.

Examination conduct and integrity

- Support consistent implementation of approved examination instructions, timing and security requirements.
- Identify and promptly escalate safety, welfare, candidate incident, integrity or assessment delivery concerns.
- Coordinate immediate practical responses within approved procedures; document deviations and incidents for AVBC Executive.

Technical liaison and close-out

- Refer questions about clinical content, rubrics or examiner judgements to the Chief Examiner or nominated technical lead.
- Support agreed daily debriefs, collection of operational feedback and handover of examination records to AVBC personnel.
- Contribute to post-examination improvements based on onsite observations.

Authority and limitations

The CEC will coordinate onsite personnel and implement approved operational procedures for the assigned examination. The CEC may also pause an activity where an immediate safety or examination-integrity risk requires urgent action, notifying the AVBC operational lead and technical lead promptly. The CEC cannot

change assessment standards or marking rules, determine candidate outcomes, employ or dismiss personnel, approve unbudgeted spending or bind the AVBC to any commitments or agreements.

Skills and experience

- Experience delivering or examining in clinical practical examinations, ideally OSCE-style assessments.
- Strong onsite coordination, judgement, communication and incident-management skills.
- Understanding of examination integrity, candidate fairness, confidentiality and safety.

Appointment and tenure

This role is not separately defined in the approved Committee Terms of Reference or Chair Role Description. Proposed as an examination-specific appointment by AVBC Executive, with technical input from the Chief Examiner; final appointment, engagement conditions and delegations should be approved by AVBC.

Key working relationships

Operationally accountable to the designated AVBC examination manager/Head of Education for onsite delivery; works closely with the Chief Examiner or nominated technical lead on examination-content matters. The incumbent does not hold a committee role by virtue of this appointment.

Time commitment

Pre-examination preparation and briefings, onsite attendance for the assigned examination period, daily debriefs and timely post-examination handover and attendance at the onsite location of the AVE for the duration of the entire clinical examination.

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.