

Examination Committee

The Examination Committee shall be composed of a chairperson and at least two (2) members.

The President-Elect shall be an ex-officio member of this committee.

The term of office for the chairperson shall be two (2) years and he/she must have at least one year prior experience on the committee. The term of office for other members shall be three (3) years.

The Examination Committee shall have made available by the Treasurer \$500.00 for the chair and \$500.00 for a second proctor (assigned by the Examination Committee Chair) to off-set expenses for travelling to administer the exam each year. These funds will only be used if the member's place of employment does not provide reimbursement for travel.

The duties of this committee shall be:

Preparation, administration and grading of the examination. The passing score will be established by the Examination Committee with approval by the Regents. The method of establishing the passing score will also be approved by the Regents.

Provide examinees with the subject matter that will be covered on the upcoming examination.

Report to the President results of such examinations and make recommendations based on the proposed pass point.

At least one member of this committee will monitor the written/practical examinations as designated by the chairperson.

Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the committee as designated by the chairperson.

Provide written summary of deficiencies in a letter of clarification through the Regents to individuals requesting that information following a failure to pass the examination.