

Set up of RPH Written Examination Panel

Introduction

Registered Professional Hygienist Registration & Examination Board (RPH R&EB) sets up a Written Examination Panel (hereafter called Panel) to run the RPH written examination from time to time. This document outlines the formation of the Panel, the role and functions of the Panel Chairman and other Members, and measures to avoid conflict of interests. It should be read in conjunction with the documents “About Registered Professional Hygienist (RPH) Registration” and “Examination Information” published at the webpage of HKIOEH.

Functions and Formation of the Panel

The Panel will be formed by RPH R&EB to organize the RPH written examination. The functions of the Panel include the following:

- to fix the examination date and venue;
- to notify the candidates to attend the examination;
- to set the examination papers;
- to conduct the examination and marking the papers;
- to report the examination results to RPH R&EB for final endorsement and announcement;
- to compile the examination review report to RPH R&EB. The report should also include recommendations on revising the reference booklist in the RPH “Examination Information” document for the Board’s consideration of updating the booklist; and
- to review the pool of examination questions once every year.

The Panel should be comprised of at least 3 standing Members (one of them is the Panel Chairman). The Chairman and all other Members must be RPH. The appointments of the Chairman and other Members have to be approved by RPH R&EB. Any change of the Chairman and other Members has to be approved by the Board. For each written examination, any two Members of the Panel would be assigned to set the examination questions. The tenure of the Panel is two years. A panel should be formed at least 2 months before the date of the written examination.

Role and Functions of the Panel Chairman

The Chairman has a role of leading the Panel to organize the written examination. The Chairman's functions particularly include the following:

- to coordinate with other Members to carry out the functions of the Panel;
- to assign two Members of the Panel to set the examination questions for each written examination;
- to finalize the examination papers;
- to appoint an invigilator for the examination. (The appointment of invigilator has to be unanimously agreed in the Panel);
- to ensure the examination is conducted according to the requirements of RPH R&EB;
- to confirm the examination results and report the results to RPH R&EB; and
- to submit a report reviewing the examination within 6 months after the examination. The report should assess the fairness, validity, reliability and general performance of the examination conducted. Comparison of the examination result with the statistical data of the previous examination results should be made in the review to identify any potential deficiencies.

Role and Functions of other Members

Other Members of the Panel has a role of providing necessary support to the Chairman in organizing the written examination. Their functions particularly include the following:

- to assist in setting the examination questions;
- to give views on the appointment of the Invigilator;
- to assist in marking the examination papers and verifying the results; and
- to assist in carrying out the functions of the Panel.

Conflict of Interest

The Chairman, other Members and Invigilator should not have or seem to have any conflict of interest in carrying out their functions. Conflict of interest exists when one has close working relation with the candidate or is a family member/close relative/close friend of the candidate. In case of doubt, the Chairman and other Members should declare his/her potential conflict to RPH R&EB as soon as possible for consideration. Likewise, the Invigilator should declare his/her potential conflict to the Panel Chairman.

RPH R&EB

First version 12.8.2018

(V1 2018)