



TERMS OF REFERENCE

1. **Name:** BC Codes and Practices Examiner Panel (the “Panel”)

2. **Definitions:**

“**Bylaws**” means the bylaws of Engineers and Geoscientists BC.

“**Electronic Means**” includes videoconference, telephone conference, and webcasting.

“**PGA**” means the *Professional Governance Act*, S.B.C. 2018, c. 47.

“**Designated Structural Engineer**” means a professional engineer who may engage in Reserved Practice and is registered in the sub-category of designation structural as set out in the Bylaws.

3. **Type:**

3.1 Advisory Panel

4. **Reporting Relationship:**

4.1 The members of the Panel are recommended by the Structural Qualifications Credentials Advisory Group and appointed by the Credentials Committee.

4.2 The Panel reports to the Structural Qualifications Credentials Advisory Group.

5. **Purpose:**

5.1 To develop questions and answers for, and review the results of, the BC Codes and Practices Examination.

5.2 To review new examination questions submitted by external content developers.

- 5.3 To periodically perform an item-by-item review of all questions in the question bank.
- 5.4 To advise the Structural Qualifications Credentials Advisory Group on examination matters as required.

6. Function/Deliverables:

- 6.1 To carry out its responsibilities as set out in Section 5 of these Terms of Reference and in accordance with the PGA and Bylaws.
- 6.2 To prepare and maintain the BC Codes and Practices Examination for Designated Structural Engineer (Struct.Eng.) applicants incorporating fair practices such as standard setting and statistical equating.
 - 6.2.1 The general examination question bank review and update will be conducted on an as needed basis.
- 6.3 To engage in exam development by reviewing and field-testing new items (exam questions) on an ongoing basis.
- 6.4 To review formal requests for reassessment of results through applications for examination re-reads and to develop communication to candidates with regards to feedback.
- 6.5 To provide advice to the Structural Qualifications Credentials Advisory Group on other academic matters as required.
- 6.6 To set or provide guidance on the examination of applicants, as required.

7. Budget:

- 7.1 Except as allocated in Engineers and Geoscientists BC's annual budget, the Panel has no budget authority beyond reasonable expenses for travel or ancillary expenses.

8. Membership:

- 8.1 Council members are not eligible for appointment to the Panel.
- 8.2 Three (3) or more Designated Structural Engineers.
- 8.3 The Advisory Panel may call upon subject matter experts for input and advice.

9. Term of Office:

- 9.1 Appointments are normally for two years, renewable twice unless the Credentials Committee deems it appropriate to extend beyond the normal terms in accordance with the Committee Member Term Length Policy

10. Panel Chair:

- 10.1 The Chair is elected by the Panel.
- 10.2 The Chair manages the meetings and function of the Panel.

11. Frequency of Meetings:

- 11.1 Meetings are normally held twice per annum and may be increased in order to manage the administrative business in relation to the BC Codes and Practices Examination.
- 11.2 At the call of the Chair when there are issues to consider.

12. Quorum:

- 12.1 A majority of the members of the Panel.

13. Conduct of Meetings:

- 13.1 All meetings of the Panel are in camera meetings that meet the requirements of privacy legislation.
- 13.2 The Panel meets or adjourns as it sees fit, including meeting by any combination of Panel members attending in person or by Electronic Means.
- 13.3 On occasion, a Panel Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Panel members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Panel. A consent resolution is deemed to have been achieved if
 - (a) there are no negative votes,
 - (b) there are no calls for in-person discussion, and
 - (c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but

instead brought forward for consideration at a subsequent meeting of the Panel. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent Panel meeting.

14. Minutes:

- 14.1 Minutes of Panel meetings are the responsibility of Senior Registration Staff.
- 14.2 Minutes are confidential and distributed only to Panel members.

15. Staff Support:

- 15.1 Staff support is the responsibility of Senior Registration Staff.

Approved by Credentials Committee:

November 3, 2021

(Minute #CC 22-08)