

Responsibilities of AC1, AC2, AC3, and QBWG Teams

This document outlines the responsibilities of AC1 AC2, AC3, and the four QBWG Team members

On February 13, 2020, the AC met in Riyadh. In the meeting four QBWG Teams were created.

The four Teams serve under the QBWG which is a subcommittee of ExSC. They are responsible to provide and review questions in the different specialties for the question bank. Additionally, the teams will serve as Exam Setting groups to finalize exam questions each time an exam is to be conducted. Members have access to the exam questions that are within their specialties. All members are required to sign the Confidentiality document.

According to the AC working guidelines, the Chairs of AC1, AC2, and AC3 are members of the AC. Other members of the AC include the Chair of ExSC, the CEO, the Chair of QBWG, and the Chief Examiner who is the AC Chair.

The following further outlines the working relations between the AC subcommittees and the QBWG Teams:

1. AC1, AC2, and AC3 are responsible for planning and executing the exams for Part I, Part II, and Part III respectively.
2. AC1, AC2, and AC3 members are responsible for reviewing the Accreditation applications focusing in the General, specialties, and Oral parts respectively. The Chairs are responsible for summarizing the reviews.
3. All QBWG Team members are eligible to serve as Observing Proctors if the exams are held near the regions where they reside.
4. All AC1, AC2, and AC3 members are welcomed to help with arranging and planning future exam sites near their regions of interest.
5. To do the jobs described in clause 1 above, one member of each of the four QBWG Teams shall also serve as the representative for the appropriate AC subcommittees.
6. All members of AC1, AC2, AC3, and the four QBWG Teams are responsible to generate, collect, and review/critique MCQ and Oral exam questions for all three parts for all specialties. The subcommittee chairs and Team coordinators are responsible for summarizing the reviews/critiques and forward the results to the Chair of the QBWG.