

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Fazal Khan, Registrar, CEO

**DATE:** December 5 and 6, 2022

**SUBJECT:** National Examinations Committee (NEC) Representative

☒ For Decision ☐ For Information ☐ Monitoring Report

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**Purpose:**

To elect the National Examinations Committee (NEC) Representative for 2023.

**Background:**

The Board appoints a National Examinations Committee (NEC) representative each year in December for the following year.

*National Examinations Committee (NEC) Representative*

The NEC is a sub-committee of NACOR and is charged with reviewing and making recommendations on the national examinations during the year as needed. Each NACOR member may send a representative to sit on the NEC. Typically, the NEC meets in Ottawa in January.

**For Consideration:**

The Board is asked to elect an NEC representative for the 2023 calendar year. Expressions of interest that were received in advance of the board meeting have been posted to General Information section of the virtual boardroom, however the board may also accept nominations from the floor during the meeting.

Desired competencies include extensive knowledge of and experience with opticianry examinations and/or the national competencies.

The NEC representative does not necessarily need to be a Board member.

**Public Interest Considerations:**

An important part of the COO's mandate is to register applicants who demonstrate the required entry to practice competencies. To achieve this mandate, it is important that the COO have representation on the committee that reviews and approves the content of the national registration examinations.

### **Diversity, Equity and Inclusion Considerations**

As noted above, the primary competency identified for the NEC representative is that they have extensive knowledge and experience relating to opticianry examinations and/or national competencies.

While prior experience is often seen as a desirable quality in a candidate, the Board should consider whether they are placing too much emphasis on prior experience, or certain types of prior experience, and in doing so are creating unnecessary barriers for others who may be qualified to fill the role.

In the case of the NEC representative, the Board may wish to consider candidates who have obtained the requisite experience in a variety of different ways, including:

- Prior experience as the NEC representative
- Prior experience as the chief examiner
- Prior experience with other types of examinations
- Proven knowledge or experience with the national competencies relating to opticianry

### **Action Required:**

That the Board elect a National Examinations Committee Representative for 2023.

Fellow Board members:)

I am writing this letter to express my interest in becoming the National Exams Committee (NEC) Representative for the College.

**Qualifications specific to the position:**

-I have been the NEC rep for several years and feel my experiences will give me a great advantage. I have been part of several review sessions where we reviewed the exam sessions.

-I have assisted in building the National Entry to Practice Competencies for Opticians with NACOR. This experience gives me valuable insight into how and why the exams are formed.

-I have been participated in verification of exams using the Angoff process. The exams have not been Angoffed for many years and my experience will assist greatly.

-I have been the chief examiner on many occasions.

-I have been a college examiner for more than 70 sessions, and have examined every section in both contact lenses and eyeglasses. Since their inception, I have been involved in organizing and participating in the College's French language registration examinations in Ottawa. While I only have a working command of French, I believe this will be an asset to the NEC Committee.

This experience will be an asset when writing and reviewing questions, listening to candidates writing the exam and being able to understand and assist with their concerns.

**Subject Matter Expertise:**

I have been a Registered Optician and certified contact lens fitter for over 39 years and I am currently a contact lens mentor for both hard and soft. I am experienced in difficult fits, including Keratoconus and scleral lenses giving me the skills and knowledge needed to validate the exam questions.

I have been a proctor on many occasions and answered student queries.

Robert Vezina