

Role description for examiner

1. Role details

Title	Examiner
Responsible to	College Council
Reports to	The Chair of Panel of Examiners

2. Appointment

Examiners are appointed by College Council on the recommendation of the Examinations committee. Individuals may be nominated by regional councils, the relevant Specialty Advisory Committee (SAC) or the Panel Chair. Alternatively, applications from eligible fellows of the College may be accepted following open advertisement by the College. The Examinations committee will normally take advice from the Panel Chair for that specialty in whether or not to accept an application or nomination.

Initial appointment will be for 5 years. Continuation as an examiner will be subject to review by the Panel Chair.

3. Role purpose

The remit of an examiner is primarily to examine candidates presenting for College examinations. This includes:

- producing questions for College examinations
- marking examination scripts or other work by candidates in the specialty
- assessing written projects where applicable



- assessing published papers at the request of the Panel Chair or the Examinations coordinator for membership by published works.

4. Key working relationships

- Panel Chair for specialty.
- Head of Examinations.
- Examinations operations manager.
- Examiners in specialty.
- Clinical Director of Examinations.
- Examinations team staff.
- Trainees in specialty (through teaching and examining).
- Training team.

5. Person specification

Examiners:

- should be a fellow of the College, normally for at least 3 years
- should be in a substantive post for at least 3 years
- should be undertaking continuing professional development
- should be in active clinical practice or research
- should normally work in United Kingdom Accreditation Service (UKAS) registered or accredited laboratories (where relevant to the specialty)
- must be involved in training and educational supervision
- should have evidence that they participate in external quality assessment schemes where appropriate.



Occasionally, it may be necessary to appoint examiners who do not fulfil all of the above requirements to obtain particular expertise. Such appointments will be made at the discretion of the Panel Chair for that specialty and the Examinations operations manager, but in most cases, the above should be the minimum required to be appointed as a College examiner.

6. General performance standards

Examiners:

- must keep up to date with scientific, medical and educational developments in the specialty
- will be expected to examine on a minimum of 3 occasions during the 5-year period
- must be prepared to undertake examiner training (which includes equality and diversity training) arranged by the College
- should return their assessment of written work within 4 weeks (or 2 months for the assessment of a portfolio for membership by published works) to the Examinations team. If they are unable to complete their assessment in this time, they should inform the Examinations team or Panel Chair so that an alternative examiner can complete the assessment.

7. Duties and responsibilities

Examiners have the responsibility to:

- declare any connection with candidates undergoing examination, for example, as a relative or current/previous supervisor
- abide by the examiner Code of Practice at all times
- work closely with the Panel Chair to develop examinations for the specialty



- make every attempt to make themselves available to examine when requested by the Panel Chair
- provide questions and mark examination papers when requested by the Panel Chair
- examine and mark dissertations, portfolios, published papers and other written work expeditiously when requested by the Panel Chair
- liaise closely with the Examinations team and Panel Chair when asked to examine. If their availability changes unavoidably so they are unable to examine, they should inform the Examinations team immediately.
- ensure they do not give the results of any assessment to the candidates at the time of assessment, and refer any queries from candidates not relating to the immediate assessment to the Panel Chair or Examinations team as appropriate
- inform either the Head of Examinations or Clinical Director of Examinations if there have been any questions raised about their professional performance (in their day-to-day roles as well as when examining) as this might mean that candidates have grounds for appeal at a later stage.

8. Time commitment

Examiners should expect to commit up to 6 days a year (approximately 0.25 PAs) if involved in both examination sessions of the year.

