

JOB DESCRIPTION FRCA EXAMINER

Job Title:	FRCA Examiner
Responsible to:	The Chairman of the relevant Board of Examiners
Accountable to:	The Chairman of the Examinations Committee/Council
Liaison with:	The Examinations department
Reference:	The Primary and Final FRCA Examinations (Selections and Appointment of Examiner) Regulations (<i>the regulations</i>)

BACKGROUND

There are two parts, Primary and Final. The Primary OSCE/SOE examinations are conducted in November, January and May, the Final SOE examinations in December and June. In addition the Primary MCQ is held in September, November and March and the Final Written in September and March. Examiners are expected to commit to a minimum of 12 days per academic year and they must have the approval of their Trust at the time of application. Applications from applicants who wish to examine on a less than full time (LTFT) basis will be considered, providing they are able to fulfil all other examiner commitments and requirements as set out in the Person Specification and Job Description for this position. Further details are available in *the regulations*.

THE ROLE

An FRCA Examiner is one of a team of examiners responsible for assessing the performance of candidates taking part in FRCA examinations. Examiners are recruited to the Primary exam in the first instance; initial appointment is subject to a probationary year. Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment.

GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the College and the Examination processes
- Assessment and guidance of candidates
- Attendance and contribution to Core Groups and Working Parties
- Participation in induction and ongoing training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of all FRCA examinations

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Full commitment to the College and its Examination processes

- To remain in good standing with the College and hold full registration with the GMC
- To have the expectancy of completing at least 10 years as an examiner
- Attendance at two exam diets per academic year or part-time equivalent
- Attendance and/or contribution to joint writing days where required
- Active contribution to the development and submission of questions
- To actively participate in ensuring the examinations are of the highest standards
- To contribute to questions and content for the e-Learning Anaesthesia project as required
- To take part in the appraisal process as required

2. Assessment and guidance of candidates

- To examine all candidates in accordance with the FRCA Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at call-over, examiner meeting and briefings
- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance
- To actively assist in the Guidance of candidates

3. Attendance and contribution to Core Groups and Working Parties

- To keep the Chairman informed of relevant expertise and specific interests
- To attend meetings of Core Group/Working Party allocated, where possible
- To attend standard checking days if a Final examiner
- Actively contribute to the duties of the Core Group/working party
- Regular submission of ideas and comments
- Participation in the standard setting and question setting processes
- To strive to take on a leadership role and provide assistance to others

4. Participation in induction and ongoing training programmes

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner Equality and Diversity Training Programmes
- To attend Sim-man training where possible
- To attend further training as required



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- To seek involvement in the training of others

5. To uphold all examination regulations, policies and principles

- To be fully conversant with all FRCA Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the College
- To feedback examiner appraisal documents to departmental appraisers

6. To observe and maintain the confidentiality and integrity of all FRCA examinations

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To Draw any matter causing concern to the attention of the Chairman

Signature		Date	
Print Name			