



Royal College of Anaesthetists

Examinations Administrator

Directorate: Education, Training and Examinations

Reports to: Examinations Manager

Grade: 6

1.1 Job purpose

The purpose of this role is to lead the administrative and candidate requirements for all examination bookings and to provide administrative support for the submission of candidate files and reasonable adjustments, such as additional time for candidates with dyslexia, to exam delivery partners.

As the Exams Team's CRM super-user, the role holder will oversee all examination data input into the College database, and export data from the College database to produce master spreadsheets for the control of candidate exam data and reasonable adjustments.

The role holder will lead the administrative requirements for the Fellowship of the Faculty of Intensive Care Medicine (FFICM) MCQ examinations and requests for candidate guidance for both the Fellowship of the Royal College of Anaesthetists (FRCA) Final examinations and FFICM examinations.

1.2 Key tasks and responsibilities

Examinations Bookings

- Administrative management of the exams booking system and the College database
- Work closely with exam delivery partners to ensure all candidates are successfully scheduled for each exam component
- Manage the handling and recording of reasonable adjustments for each exam component and to liaise with 3rd parties to ensure adjustments are provided for exams delivered remotely
- Liaise with the Finance Team on all matters regarding exam applications, payment and withdrawals
- Liaise with Faculties of Intensive Care Medicine and Pain Medicine on all matters relating to faculty examination bookings
- Process Additional Educational Training (AET) forms and update the College database

Candidate Data Administration

- Export candidate data from the event booking tool to create examination master spreadsheets
- Advise the Head of Examinations and the Examinations Manager of candidate numbers
- Manage the master spreadsheets to ensure data is complete and up to date
- Import exam results into the College CRM
- Update the College database with confidential candidate and examiner information
- Create FRCA Fellowship pass lists for Council, membership and events

Submission of Reasonable Adjustment and Exceptional Circumstances for Examinations

- Support the Head of Examinations in the review and application of reasonable adjustments for examinations
- Liaise with candidates on their submission and confirm the adjustments applied
- Support the Head of Examinations and review panel in the review of applications citing exceptional circumstances for entry on an examination
- Confirm the decision of the exceptional circumstances review panel with the applicant

FFICM MCQ

- Maintain the MCQ question banks and produce the exam paper from the matrix
- Liaise with the core group to ensure standard setting and Angoff referencing is carried out
- Provide administrative support for MCQ meetings and attend MCQ standard setting meetings
- Liaise with IT and external stakeholders regarding problems with software and hardware
- Liaise with the Project Management Team to ensure that the CBT development meets the requirements of the FFICM MCQ core group

Candidate Guidance (FRCA Final SOE and FFICM)

- Coordinate and book guidance interviews and liaise with all parties regarding arrangements
- Provide administrative support for all guidance sessions e.g. booking schedules and a record of prior exam performance for use by the interviewer
- Oversee the administration, despatch and filing of guidance reports
- Update the College Database

Examinations General Operational Support

- Assist with the checking of exam materials and where required, despatch of these materials
- Assist with the production and checking of all exam results as required
- Assist with ceremonial and other candidate and examiner requirements
- Act as invigilator and senior invigilator, as required
- Set up all examinations floors and provide floor support, as required
- Any other duties that may be reasonably required of you to ensure the smooth running of examinations

Examinations General Administration Support

- Maintain and update the College database
- Shared responsibility for exams helpdesk and responding to correspondence via the generic email inbox
- Shared responsibility for candidate feedback and exam receipt requests
- General admin, letter despatching, file management and office duties, as required
- Deal with all email and telephone queries, as required
- Give assistance to other members of the team where workloads permit
- Any other duties that may be reasonably required of you to ensure the effective administrative support of the examinations

1.3 Qualifications, skills, knowledge and experience

- Demonstrable administration experience in a similar office environment
- Knowledge of UK Postgraduate Medical Education
- Previous experience in database management
- Numerate with a keen eye for detail
- Excellent communication skills with the ability to draft correspondence in a clear and concise way

- Excellent interpersonal skills
- Intermediate level experience in Microsoft Excel
- Ability to quickly gain a firm understanding of new software packages
- Ability to form good working relationships at all levels
- Ability to work methodically and accurately when under pressure
- Good time management
- A commitment to maintaining high customer care standards and organisational values
- Ability to work flexible hours and travel away from home to meet organisational requirements

Signature:

Name:

Date: