



Royal College of Anaesthetists

Examinations Administrator

Directorate: Education, Training and Examinations

Reports to: Examinations Operations Manager

Grade: 6

1.1 Job purpose

The purpose of this role is to assist with the analysis of examinations data and the production of statistical reports and queries as advised by the Psychometric and Standard Setting Manager. To support the development and delivery of candidate and examiner surveys and create post-survey reports for dissemination. To lead on the administration of the Primary MCQ examination, support the MCQ examiner core group and act as secretary to that core group as and when required. To lead the administrative requirements for exam visitors. To ensure all documentation relating to examiner appraisals and audit is securely stored and up to date, and to provide operational and administrative support to all areas of the examinations.

1.2 Key tasks and responsibilities

Analysing and Compiling Examinations Data

- Analysis and collation of exams data and to assist with the production of exam statistic reports
- To work with the Coordinator for statistics and Psychometrics and Standard Setting Manager to ensure data are presented in a clear way
- To liaise with the Head of Examinations and the Head of Training on the production of the exams statistics for the Annual Specialty Report, newsletters and College reports
- To provide the GMC with candidate data as required via the GMC portal
- To deal with Deanery and School statistics requests and ensure data protection rules are applied
- To produce examination statistics for Directors, examiners and committees as required
- To assist with statistical queries and requests
- To assist with the setup of formula in examination spreadsheets as required and to ensure spreadsheet headings meet regulatory requirements
- To assist with the checking of all examinations results

Lead Administrator Duties:

Primary MCQ Examination

- To support the administrative requirements of the Primary MCQ questions banks
- To provide support in the preparation of question matrixes
- To support the production of the MCQ examination papers
- Liaise with the core group to ensure standard setting and Angoff referencing is carried out
- To provide admin support for MCQ meetings and attend MCQ standard setting meetings
- Liaise with IT and external stakeholders regarding problems with software and hardware

Final Exam Candidate Guidance

- Identify and book examiners and candidates for Final guidance sessions
- Provide administration for all Final guidance sessions
- Produce guidance booking schedules and letters as required
- Oversee the administration, despatch and filing of guidance reports.
- To coordinate and book guidance interviews and liaise with all parties regarding arrangements
- Despatching guidance documents to local hospitals and schools as required
- Updating the College Database

FRCA Final and Primary Guides

- To support the review and updating of the FRCA Final and Primary guides as required
- To liaise with the examiner authors on the development of new questions, materials and text
- To support the editing process
- To proofread the guides before publication

Examinations Visitors

- Process all application forms and emails for consultants wishing to visit examinations
- Confirm the arrangements for visitors with the Chair of the examination
- Allocate and invite visitors to specific dates and confirm schedules
- Ensure online availability is kept up to date and advise on visitor numbers
- Create badges and maintain a register to be signed by visitors on arrival
- To prepare survey questionnaires for visitor feedback
- Disseminate visitor feedback to exam chairs
- Create CPD and other documentation and send to visitors as required

Examinations General Operational Support

- To store examiner audit and appraisals records in the examiner management system
- To keep examiner files up to date with audit and appraisal records
- To produce examiner badges and replace as required
- Production of candidate badges and signing in sheets
- To assist with the production of Final SOE question and artefacts
- To assist with the checking of exam materials and where required, despatch of these materials
- To assist with the production and checking of all exam results as required
- To assist with ceremonial and other candidate and examiner requirements
- To act as invigilator and senior invigilator as required
- To 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

- Maintenance of and data entry into 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
- To deal with all email and telephone queries as required
- To 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

- Previous administrations experience in higher education
- Experience of handling large amounts of data
- Highly numerate with a keen eye for detail
- Good skills in written English, ability to draft reports and correspondence in a clear way
- High level of experience in Microsoft office, advance knowledge of Excel
- Ability to quickly gain a firm understanding of new software packages and databases
- Excellent interpersonal and communication skills
- Ability to form good working relationships at all levels
- Ability to work methodically and accurately when under pressure
- A commitment to maintaining high customer care standards and organisational values
- Ability to work flexible hours and travel away from home

Desirable:

- Knowledge of UK Postgraduate Medical Education
- Previous experience in database management

Signature:

Name:

Date: