



Royal College of Anaesthetists

Examinations Administrator (FRCA)

Directorate: Education, Training and Examinations

Reports to: Examinations Manager (FRCA)

Band: B

1.1 Job purpose

This role leads the administrative and candidate requirements for all examination bookings and provides 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 Examinations Team's CRM super-user, this role oversees all examination data input into the College database and exports data from the College database to produce master spreadsheets for the control of candidate exam data and reasonable adjustments.

This role leads the administrative requirements for the Fellowship of the Royal College of Anaesthetists (FRCA) Final MCQ examinations and requests for candidate guidance for FRCA written examinations.

1.2 Key tasks and responsibilities

Examination Bookings

- Provide 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
- Liaise with the Finance Team on all matters regarding exam applications, payment and withdrawals
- Process Additional Educational Training (AET) forms and update the College database

Reasonable Adjustments

- Manage candidate requests for reasonable adjustments
- Work with the Examinations Manager (FRCA) to ensure adjustment requests are actioned in a timely manner
- Manage and support all reasonable adjustment panel meetings

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 (FRCA) of candidate numbers
- Manage candidate examination data to ensure data is complete and up to date
- Import exam results into the College CRM

FRCA Final 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 administration support for MCQ meetings and attend MCQ standard setting meetings
- Manage the onboarding of candidates to the examination delivery platform
- Liaise with the IT Team and external stakeholders regarding problems with software and hardware
- Liaise with the project management team to ensure that the CBT developments meets the requirements of the FRCA MCQ core group
- Check the post-test invigilation report and raise any issues with the Examinations Manager (FRCA) and Data Analyst

Written Exam Candidate Guidance

- Identify and book examiners and candidates for guidance sessions
- Produce guidance booking schedules and letters as required
- Oversee the administration, despatch and filing of guidance reports

Examinations Administration and General Support

- Set up examinations floors and provide floor support as required
- Attend internal and external best practice meetings as required
- Attend examination debriefs as required
- Act as senior invigilator as required
- Update and maintain the College database
- Shared responsibility for exams helpdesk, generic email correspondence, telephone enquiries
- Shared responsibility for production of feedback to candidates from the clinical exams
- Any other duties that may be reasonably required of you to ensure the smooth running of all examinations

1.3 Qualifications, skills, knowledge and experience

- Previous administration experience in a higher education setting
- Highly numerate with a keen eye for detail
- Excellent interpersonal and communication skills, both written and verbal
- Ability to draft reports and correspondence in a clear way
- Ability to quickly gain a firm understanding of new software packages and databases
- Ability to form good working relationships at all levels
- Ability to work methodically and accurately when under pressure
- Ability to work flexible hours and travel away from home to meet organisational requirements
- A commitment to maintaining high customer care standards and organisational values
- High level skill and experience with Microsoft software, including Word, Excel and Outlook

Desirable:

- Knowledge of UK Postgraduate Medical Education
- Experience of managing teams through change
- Knowledge of medical training processes

Signature:

Name:

Date: