



Royal College of Anaesthetists

## Examinations Coordinator (Faculties)

---

Directorate: Education, Training and Examinations

Reports to: Examinations Manager (Faculties)

Band: B

### 1.1 Job purpose

This role leads on the administration, development and delivery for FFICM OSCE and Faculty MCQ examinations. This role will also be responsible for all aspects of candidate and examiner management.

### 1.2 Key tasks and responsibilities

#### OSCE Examinations

- Provide direct support to the OSCE Chair and all OSCE examiners in the operational management and delivery of the OSCE examinations
- Support the development and implementation of changes to OSCE delivery
- Lead the administration of the OSCE working party
- Monitor and maintain stock and equipment, and order replacements as required
- Advise the Head of Examinations and the Faculty on budgetary requirements
- Coordinate administrative requirements for question banks including all examination artefacts
- Assist with all standard setting processes
- Manage the construction, review and quality assurance of OSCE paper builds and candidate and examiner rotation
- Manage role player requirements for each diet
- Engage subcontractors for each diet
- Lead the set-up / breakdown of the exam floor to fit with exam question sets
- Collate and disseminate question feedback to OSCE Chair and section leads
- Arrange and support all OSCE related training requirements for newly appointed examiners

#### FFICM and FFPMRCA 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 admin support for MCQ meetings and attend MCQ standard setting meetings
- Manage the construction, review and quality assurance of MCQ paper builds
- Liaise with the IT Team and external stakeholders regarding problems with software and hardware

#### Examinations Bookings

- Provide administrative support and management of the exams booking system and the Faculty 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

#### Examiner Hotel and Accommodation Requirements

- Oversee all examiner accommodation requirements and act as main contact
- Liaise with hotel booking managers in the reservation of examiner hotel rooms
- Maintain a list of all local hotels and provide ad hoc room bookings for overnight stays
- Research hotels near examiner training venues and book rooms as required
- Liaise with hotel booking managers in all requirements pertaining to hotel room bookings
- Work with the Head of Examinations to resolve any complaints or issues relating to hotel bookings

#### Examiner Support and Administrative Management

- In collaboration with the Head of Examinations, manage the administration of examiner recruitment and selection, the handling of application forms and referencing process
- Maintain and update examiner information
- Assist the Head of Examinations in all day-to-day examiner administration requirements
- Oversee the annual examiner availability and re-election processes
- Oversee the administration for the recruitment and selection of exam Chairs and section leads
- Assist in the organisation of examiner training and development meetings

#### Examinations General Operational Support

- Act as Secretary for all Faculty Sub Committees
- Act as deputy for the Examinations Manager (Faculties)
- Assist the Examinations Manager (Faculties) and other members of the team in the checking of marks
- Assist with the production and checking of all exam results
- Set up examinations floors and provide floor support
- Any other duties that may be reasonably required of you to ensure the smooth running of all examinations

#### Examinations General Administration Support

- Update and maintain the College database
- Manage internal room bookings for examinations and Faculty meetings
- Shared responsibility for examination generic inbox and calls to the Examinations Team
- Shared responsibility for candidate feedback and exam receipt requests
- Provide general administration, including file management and office duties
- Deal with all email and telephone queries in an efficient and timely manner

### **1.3 Qualifications, skills, knowledge and experience**

- Previous administration experience in higher education
- 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 and concise 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 make informed decisions and troubleshoot
- Ability to identify areas for improvement and make recommendations for change
- Ability to deal with sensitive information with tact and discretion
- Ability to work flexible hours and travel away from home
- A commitment to maintaining high customer care standards and organisational values
- High level skill and experience with Microsoft software, including Word, Excel and Outlook
- Educated to 'A level' or equivalent

Desirable:

- Knowledge of UK Postgraduate Medical Education
- Knowledge of medical training processes
- Experience of working with external stakeholders

Signature: .....

Name: .....

Date: .....