



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 requirements for the FRCA Structured Oral Examinations (SOE) through the production of question papers and artefacts, and provides operational and administrative support to all areas of the examinations.

This role also leads on examiner accommodation for all aspects of College work relating to examinations.

1.2 Key tasks and responsibilities

FRCA Final and Primary SOE

- Manage the core group for the effective maintenance of the FRCA Primary and Final SOE question banks and the administration and update of all questions
- Support the Examinations Manager (FRCA) in the creation of question papers
- Carry out a check of all question material printed off before photocopying takes place
- Liaise with the core group lead to ensure the matrix is correct
- Liaise with the Data Analyst and other members of the team in all matters regarding standard setting
- Act as Secretary to the Final Examination Review Group (FERG)

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 Examinations Manager (FRCA) to resolve any complaints or issues relating to hotel bookings

Clinical 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: