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 Primary FRCA MCQ and Final CRQ examinations.

This role also provides support to the Data Analyst in the collation of examination data, as well as produces candidate and examiner surveys.

1.2   Key tasks and responsibilities

Primary FRCA MCQ
- Maintain the MCQ question banks and produce the exam paper from the matrix
- 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 core group to ensure standard setting and Angoff referencing is carried out
- 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

Final FRCA CRQ
- Lead on administrative requirements for CRQ questions banks and marking systems
- Provide support in the preparation of the question paper
- Manage the onboarding of candidates to the exam delivery platform
- Manage examiner attendance at Paper Checking Day (PCD), Standard Checking Day (SCD) and CRQ writing days and provide administrative support
- Manage the sorting and division of CRQ scripts and distribute to examiners
- Check all CRQ marks in scripts and amend marks awarded as required
- Provide support and attend post exam moderation meeting

Examinations Data
- Collate examination data and the production of examination statistic reports
- Provide Deanery and School statistics on request
- Produce examination statistics for exams Chairs, Directors, examiners and committees as required
- Assist with the production and dissemination of examiner score analysis documents and the examiner management system
- Produce candidates and examiners surveys after each exam sitting

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: ....