



Royal College of Anaesthetists

## Examinations Administrator (FRCA)

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Directorate: Education, Training and Examinations

Reports to: Examinations Manager (FRCA)

Band: B

### 1.1 Job purpose

This role is the administrative lead for components of the Fellowship of the Royal College of Anaesthetists (FRCA) clinical oral and written examinations, providing support for the development and delivery of these examinations.

This role is also the coordinator of the Primary Delivery Team, which in partnership with the Examinations Team, manages the logistical delivery of the Primary FRCA clinical oral examination.

### 1.2 Key tasks and responsibilities

#### Clinical Oral Examinations

- In conjunction with the Examinations Manager (FRCA) and lead for the Primary FRCA clinical oral exam (OSCE), support the operational management and delivery of clinical oral examinations
- Administer the clinical oral exam working party (currently OSCE)
- Coordinate the administrative requirements for question banks and associated artefacts
- Assist with all standard setting processes
- Manage the construction, review and quality assurance of paper builds
- Manage the creation of candidate and examiner rotation on the delivery platform
- Book and brief role players and subcontractors for each diet
- Lead the set-up / breakdown of the exam floor to fit with exam question sets
- Post-exam, collate and disseminate question feedback to the working party
- Arrange and support all exam-related training requirements for newly appointed examiners
- Monitor and maintain stock and equipment, and order replacements as required
- Advise the Head of Examinations on budgetary requirements for examination equipment
- Identify and implement administrative efficiencies to enhance the delivery and effectiveness of the exam
- If required, organise external venues for the delivery of FRCA clinical oral examinations
- Provide additional administrative support to other parts of clinical oral exams

#### FRCA Primary Clinical Performance Examination

- Support the development and implementation of changes to clinical oral examinations
- Organise and support pilot exams, including liaising with the pilot cohort, examiners, and venues, and ensuring smooth logistical execution
- Assist in the administration and coordination of new exam formats, including managing timelines, documentation, and communication with key stakeholders

#### Final FRCA Applied Knowledge Test (MCQ)

- Maintain the MCQ question banks
- Produce the examination papers from the question matrix and complete a quality review prior to approval
- Lead on all pre and post test procedures raising any issues with the Examinations Manager (FRCA)
- Provide administrative support to the MCQ development group
- Provide administrative support to the Angoff panel and attend all standard setting meetings
- Support the enrolment processes for candidates
- Liaise with IT and external stakeholders regarding problems with software and hardware
- Support the development of the exam

#### Primary Delivery Team (PDT)

- Coordinate the scheduling and agenda for PDT meetings and distribute relevant materials
- Regularly update and disseminate actions from these meetings, ensuring timely completion
- Act as the primary point of contact between group members, external stakeholders, and relevant organisations

#### 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
- Update the College Database

#### Examinations Visitors

- Coordinate the arrangements for visitors to the examinations
- Ensure online visitor slots are kept up to date and advise on visitor numbers
- Prepare and distribute post exam surveys, collate and share the feedback
- Create Continuing Professional Development (CPD) and other documentation, and send to visitors as required

#### 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
- Knowledge of medical training processes
- Experience of working with external stakeholders

Signature: .....

Name: .....

Date: .....