



## ROLE DESCRIPTION FOR EXAMINER

### 1. ROLE DETAILS

<b>Title:</b>	Examiner
<b>Responsible to:</b>	College Council
<b>Reports to:</b>	The Chair of Panel of Examiners

### 2. APPOINTMENT

Examiners are appointed by Council on the recommendation of the Examinations Committee. Individuals may be nominated by Regional Councils, the relevant SAC or the Panel Chair. Alternatively, applications from eligible Fellows of the College may be accepted following open advertisement by the College. The Examinations Committee will normally take advice from the Panel Chair for that specialty in deciding on accepting a nomination.

Initial appointment will be for 5 years. Continuation as an examiner will be subject to review by the Panel Chair.

### 3. ROLE PURPOSE

To examine candidates presenting for College examinations:

- (a) to produce questions for College examinations and mark examination scripts or other work by candidates in the specialty;
- (b) to assess written projects where applicable; and
- (c) to assess published papers at the request of the Panel Chair or the Co-ordinator for Membership by Published Works.

#### **4. KEY WORKING RELATIONSHIPS**

- (a) Panel Chair for specialty
- (b) Examinations Operations Manager
- (c) Examiners in specialty
- (d) Clinical Director of Examinations
- (e) Examinations Department staff
- (f) Trainees in specialty (through teaching and examining)
- (g) Training and Educational Standards Department

#### **5. PERSON SPECIFICATION**

Examiners:

- (a) should be a Fellow of the College, undertaking Continuing Professional Development;
- (b) should be in active clinical practice or research;
- (c) should normally work in UKAS registered or accredited laboratories, (where relevant to the specialty);
- (d) must be involved in training and educational supervision;
- (e) should be in a substantive post; and
- (f) should have evidence that they participate in EQA schemes where appropriate.

Occasionally it may be necessary to appoint examiners who do not fulfil all of the above requirements in order to obtain particular expertise, but the above should be the norm for examiners.

## **6. GENERAL PERFORMANCE STANDARDS**

Examiners:

- (a) must keep up to date with scientific, medical and educational developments in the specialty;
- (b) will be expected to examine on a minimum of three occasions during the five year period;
- (c) must be prepared to undertake training in the examination process and in equality and diversity arranged by the College; and
- (d) when sent written work for assessment should return their assessment within four weeks (or two months for the assessment of a portfolio for membership by published works) to the Examinations Department. If they are unable to complete their assessment in this time, they should let the Examinations Department or Panel Chair know so that an alternative examiner can be asked to complete the assessment.

## **7. DUTIES AND RESPONSIBILITIES**

Examiners have the responsibility to:

- (a) declare any connection with candidates undergoing examination, for example, as relative or current or previous supervisor;
- (b) work closely with the Panel Chair to develop examinations for the specialty;
- (c) make every attempt to make themselves available to examine when requested by the Panel Chair;
- (d) provide questions and mark examination papers when requested by the Panel Chair;
- (e) examine and mark dissertations, portfolios, published papers and other written work expeditiously when requested by the Panel Chair;
- (f) liaise closely with the Examinations Department and Panel Chair when asked to examine. If their availability changes unavoidably so they are unable to examine they should let the Examinations Department know immediately;
- (g) ensure that they do not give the results of any assessment to the candidates at the time of the assessment, and refer any queries from candidates not relating to the immediate assessment to the Panel Chair or Examinations Department as appropriate; and
- (h) inform either the Examinations Manager or the Director of Examinations if there have been any questions raised about their professional performance, in their

day to day roles as well as when examining, as this might mean that candidates have grounds for appeal at a later stage.

#### **8. TIME COMMITMENT**

Examiners should expect to commit up to 6 days a year (approximately 0.25 PAs) if involved in both examination sessions of the year.