Application to join the College’s Panel of Examiners

Thank you for your interest in joining the College’s Panel of Examiners. Acting as an examiner for the College carries the responsibility of maintaining the high standards expected of candidates to pass each examination in order to become a Member or Fellow of the College.

The College is required to meet the General Medical Council’s (GMC) Standards for Curricula and Assessment Systems and a number of these standards cover the role and responsibilities of College examiners. To this end the College must have appropriate methods of recruitment and training of examiners and the subsequent quality management of their performance.

The criteria to join the panel for Consultant grades are as follows:
- Examiners must be Fellows of the Royal College of Ophthalmologists*
- Examiners must have been consultants for at least 3 years
- Examiners must have an active role in training
- Examiners must be in an active NHS practice

* Pathology or medicine/neurology examiners should be Members of the relevant College.

Lay examiners are appointed separately

The criteria to join the panel for SAS grades are as follows:
- Examiners must be Member or Fellow of the College
- Examiners must have been in a career grade post for a minimum of three years
- Examiners must be in an active NHS practice
- Examiners must be experienced refractionists
- Examiners must have passed a refraction examination

In order to apply to join the Panel of Examiners, applicants are requested to complete the application form provided below and provide a brief CV. The application must be supported by two referees and appointment is subject to approval by the Examinations Committee. Successful applicants are appointed for a term of three years. Extension for a further term is determined by evidence of active participation in College examinations.

This information pack contains further details on the role and requirements of being a College examiner. If you have any queries, please contact Emily Beet, the Head of the Examinations Department (Emily.Beet@rcophth.ac.uk).

Many thanks for considering this important role.

Kind regards

Mr Peter Tiffin FRCOphth
Vice President and Chairman of the Examinations Committee
Mandatory Requirements of College Examiners

In applying to join the Panel of Examiners, applicants agree to fulfil the mandatory requirements for clinician assessors expected by the GMC:

Roles

1. To contribute to the preparation for all the College examinations (as requested) by:
   - Being familiar with the curriculum for training and the syllabus for each of the College examinations.
   - Writing multiple choice questions (MCQ) - single best answer from four style - for the Part 1 FRCOphth, Part 2 FRCOphth, Diploma, and/or Duke Elder (undergraduate) examinations according to guidance provided. Examiners are expected to provide at least five questions per year.
   - Writing extended matching questions (EMQ) for the Part 2 FRCOphth examination according to guidance provided. Examiners are expected to provide at least two questions per year.
   - Writing constructed response (short answer) questions (CRQ) for the Part 1 FRCOphth examination according to guidance provided. Examiners are expected to provide at least two questions per year.
   - Writing structured viva questions according to guidance provided. Examiners are expected to provide at least one question per year.
   - Contributing to the standard setting for the examination paper, as required.
   - Proof reading the examination paper to check for errors and ambiguities, as required.

2. To contribute to the running of the structured vivas (Part 2 FRCOphth) by:
   - Becoming familiar with the curriculum for training and the syllabus and scope of the structured viva part of the examination
   - Acting as an examiner for any of the structured viva stations according to guidance provided.
   - Contributing to the standard setting for this part of the examination.

3. To contribute to the running of the clinical parts of the College examinations (Refraction Certificate, Diploma and Part 2 FRCOphth) by:
   - Becoming familiar with the curriculum for training and the syllabus and scope of clinical parts of the College examinations
   - Acting as an examiner for any of the OSCE stations according to guidance provided and within the limits of their competence and experience.
   - Contributing to the standard setting for this part of the examination.

4. To contribute to the marking of written papers (Part 1 FRCOphth and Refraction Certificate) by:
   - Following the marking guidance provided for each question

5. To contribute to the quality assurance of the examinations by:
   - Attending training and development courses provided by the College.
   - Providing feedback on examinations
   - Informing the College of any potential problems encountered before, during or after an examination such as, conflicts of interest, limits of competence in parts of the examination, restrictions on availability, probity, fraud or cheating by a candidate, serious cause for concern.
Training:
All examiners are required to receive appropriate training for their role. All examiners must be able to contribute to all of the College’s examinations (apart from Associate Specialist examiners and lay examiners). This will include:

- Equality and diversity training. Examiners are expected to undertake this training at least every five years. This will not be provided by the College as this training is provided by employing Trusts and Postgraduate Deaneries, often as an e-learning package e.g. [http://www.faculty.londondeanery.ac.uk/e-learning/diversity-equal-opportunities-and-human-rights/](http://www.faculty.londondeanery.ac.uk/e-learning/diversity-equal-opportunities-and-human-rights/)
- Writing multiple-choice, extended-matching and constructed response (short answer) questions. The College has produced a handbook for examiners that prepares examiners for the question writing workshops.
- Marking CRQ papers
- Writing structured viva questions.
- Writing communication skills scenarios.
- Acting as an examiner in a structured viva station
- Acting as an examiner in a Refraction Certificate OSCE station
- Acting as an examiner in a Diploma or Part 2 FRCOphth OSCE station.
- Acting as a Fellowship Assessment examiner

Competence as an examiner

The GMC requires that examiners should only assess in areas where they have competence. The curriculum for OST describes the knowledge, skills and attributes required of an independent ophthalmologist in the UK. This standard assumes no sub-specialty interest and reflects the competence expected of any ophthalmologist. Many ophthalmologists practise as sub-specialists and although the suite of examinations leading up to the award of FRCOphth cover the various sub-specialities (e.g. glaucoma, paediatric ophthalmology), the standard expected of candidates is set at the level of a generalist.

Examiners must therefore be competent to assess a candidate in any examination. There will be a variation in examiners skills that reflect their own clinical practice. Nonetheless, it behoves all examiners to maintain their skills as general ophthalmologists in order to act as an assessor in all parts of the examination process.

Examiners must be able to reach an independent judgment of each candidate and decide if they meet or fail, to meet the standard expected. If examiners are paired, this principle of independence must be maintained.

Quality management

Examinations represent a significant risk to the College. They are a considerable financial risk and the consequences of poor decisions about candidate performance would have an impact on patient safety and the reputation of the College. The possibility that an appeal against a decision could escalate to legal challenge is always possible. The performance of examiners is crucial to minimising this risk.

Quality management of the whole examination process is based upon analysis of the results and general feedback from candidates, examiners, senior examiner, lay examiner and external assessor. This information is used to produce a comprehensive examination report. An abridged copy of the report is published on the College’s website.
Person specifications for medical practitioners and lay examiners are provided for information:

### Examiner Person Specification for Medical Practitioners

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<th>Criterion</th>
<th>Essential</th>
<th>Desirable</th>
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| **Experience**     | Consultant, Associate Specialist or Staff Grade Doctor appointment for 3 years  
Involvement in educational supervision, workplace based assessment, appraisal and feedback | Examining for other organizations e.g. other Colleges, University courses |
| **Training**       | Completion of recognized training in equality and diversity and discrimination within the preceding 5 years. | Other related training e.g. Question writing, viva and OSCE assessment. Educational supervision, appraisal and feedback. Workplace based assessment. Interview skills. |
| **Appraisal**      | Involvement in annual appraisal process that covers the GMC Good Medical Practice | Appointment to a recognized educational role e.g. educational supervisor, college tutor, clinical tutor, training programme director |
| **Educational roles** |                                                                           |                                                                           |
| **Qualifications** | Fellow or Member of a recognized Royal Medical College or Professional association e.g. FRCOphth, MRCPath, MRCP  
Registration with the GMC | Qualification in Medical Education e.g. Masters, Diploma or Certificate in Medical Education |

### Lay examiners

<table>
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<tr>
<th>Criterion</th>
<th>Essential</th>
<th>Desirable</th>
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| **Experience**     | Ophthalmology in the NHS e.g. as a patient, relative, volunteer       | Experience in an NHS role e.g. governor, non-executive board member, member of interview panels, deanery  
Experience in professional appraisal and feedback  
Examining for other organizations e.g. other Colleges, University courses |
| **Training**       | Completion of recognized training in equality and diversity and discrimination within the preceding 5 years. | Other related training e.g. Question writing, viva and OSCE assessment. Educational supervision, appraisal and feedback. Workplace based assessment. Interview skills. |
| **Qualifications** |                                                                           | Qualification in Medical Education e.g. Masters, Diploma or Certificate in Education |
Application Form for Prospective Examiners

Name: ____________________________

Address: ____________________________

Telephone: ____________________________  Email: ____________________________

GMC number: ____________________________

Date of award of Fellowship: ____________________________

Name of College: ____________________________

Date of appointment as Consultant/Associate Specialist/Staff Grade Doctor (delete as applicable)

Name and address of Hospital: ____________________________

Date of last appraisal: ____________________________

Please give details of:

Your involvement in postgraduate medical education, in particular:
  • Educational supervision
  • Workplace based assessment
  • Appraisal and feedback
Your experience as an examiner in other areas (e.g. other Colleges, other health Professionals, undergraduates):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you have a sub-speciality interest? If so, please provide details:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you attended a recognised course in equal opportunities, diversity and discrimination? Please provide the date and a copy of the certificate.

________________________________________________________________________

Do you have any other experience, qualification or expertise that is relevant to your application? (e.g. teaching and training qualifications, courses in appraisal, educational supervision, feedback, writing MCQ)

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you at any time had (or do you have pending) any investigations, suspensions, limitations or removal of medical registration in any country?

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Please provide the names of two referees, who are Fellows or Members of the College, in support of your application. Your referees will be asked to complete a structured reference based upon the GMC’s Good Medical Practice.

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________________________________________________________________________
________________________________________________________________________

Signed: __________________________ Date: __________________________