

# FRCOphth

## Code of conduct for Examiners



Acting as an examiner for The Royal College of Ophthalmologists is an important role and carries with it responsibility for maintaining the high standards expected of candidates wishing to become Diplomates, Members or Fellows of the College.

This Code of Conduct has been developed to clearly set out the behaviours and values expected from all College examiners and is written as a supplement to the application pack which sets out the roles and responsibilities for examiners.

This code applies to all examinations (including the Certificate in Laser and Refractive Surgery) from 3 April 2017.

All College examiners must

- Engage in examiner training
  - Examiners must attend training at least every five years
- Attend at least one of the College examinations on an annual basis:
  - Examining at the Part 1 FRCOphth (marking) , Refraction Certificate and Part 2 FRCOphth Oral
- Submitting examination questions
  - Three MCQs for either Part 1 or Part 2 FRCOphth or one structured viva for the Part 2 FRCOphth per annum
- Be committed to conducting fair and consistent assessments
- Provide written feedback to candidates in clinical examinations
- Engage in the process of continuing improvement of all College examinations
- Adhere to the principles and values within General Medical Council's Good Medical Practice at all times
- Treat candidates, fellow examiners, clinical and examination staff with respect
  - If an examiner has any concern about the conduct or performance of a fellow examiner this should be brought to the attention of the examiner in question, or, confidentially with the Senior Examiner or Head of Examinations
- Maintain their membership of the College
- Declare any conflicts of interest
  - Examiners are asked to declare any conflicts of interest with any potential candidates in advance of a clinical examination
  - Examiners must also declare their involvement in production or authorship of any revision materials or courses
- Maintain strict confidentiality, specifically they must:
  - Not discuss, publish or otherwise share examination materials except where explicitly authorised by the Head of Examinations

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- Not discuss or disclose information regarding candidates outside of the examination
- Refrain from making disparaging remarks regarding FRCOphth examinations
- Notify the Head of Examinations immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.
- At clinical examinations, examiners should assume responsibility for the comfort and safety of patients

April 2017