

# Job description

<b>Job title:</b>	<b>Quality Assurance Advisor</b>
<b>Grade:</b>	3a
<b>Department:</b>	Dental and Surgical Examinations
<b>Responsible for:</b>	n/a
<b>Accountable to:</b>	Dental Exams and Assessment Manager

## Job summary

To be responsible for the implementation of the quality assurance processes integral to the effective development and delivery of examinations run by the Dental and Surgical Examinations Department, as outlined in the Quality Assurance Framework, including:

- The generation and management of questions held in the dental examinations question banks through the co-ordination of question-writing/editing processes as required.
- The provision of advice and support to dental examination boards to ensure that examinations are blueprinted and standard set appropriately.
- The design and delivery of examiner training and calibration exercises
- The provision of routine result determination analysis to inform candidates' overall scores and pass/fail status against the identified minimum standard, reporting this to the relevant Examination Board.
- The analysis of question performance to ensure that assessment material is of appropriate quality
- To facilitate the development of resources to support candidates in their examination preparation

## Specific duties and responsibilities

To perform the following duties either in person or by effective delegation:



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### **Assessment Production**

- Commission new questions and maintain levels of questions for syllabus coverage in liaison with the relevant Examination Board Chair or Paper Lead
- Organise and facilitate question-writing meetings as required, following up any actions agreed
- Ensure that question material produced adheres to best practice in terms of structure and format
- Ensure that final question material produced for each examination is complete and accurate
- Oversee ordering of question papers from printers and the production of question material within the department
- Undertake the entry of new question material, or the editing of existing question material, in the Examinations Department question bank
- Work with relevant colleagues to check and document the props and equipment needed for question material as appropriate
- Undertake necessary actions to ensure the security of the question banks and question material

### **Examination Blueprinting**

- Advise each Examination Board Chair in the production or updating of an examination syllabus that frames the scope of the examination concerned, and against which each diet can be blueprinting to ensure appropriate sampling of its content.
- Advise Examination Board Chairs and/or Paper Leads to ensure that each examination has a blueprinting document that reflects an appropriate organisation of the syllabus content, identifying major topics and domains.
- Ensure that the systematic sampling of this blueprint is demonstrable for each examination diet, identifying the content assessed by each individual assessment instrument used.

### **Examiner Training, Standardisation and Feedback**

- Organise and facilitate examiner training exercises as required, following liaison with Exam Board Chairs regarding required content and organising external speakers as necessary
- Liaise with the relevant Examinations Manager to ensure that examiners attend a standardisation meeting prior to marking for each diet of an examination, providing guidance on the objectives and format of this meeting.
- Undertake analysis of examiner performance after each examination diet, and organise this for presentation to individual examiners, using input from external psychometric advisors as required

### **Standard Setting and Result Determination**

- Advise Exam Boards on the standard setting processes appropriate for each question format used in an examination and ensure that this is consistently followed, using input from external educationalist advisors as required



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- Contribute to College-based standard setting exercises, ensuring that participating examiners are appropriately trained in the processes involved, using input from external educationalist advisors as required
- Ensure that candidate scores and results against the minimum standard identified are subject to necessary routine analysis to produce reports and recommendations for Exam Boards regarding the final status for each candidate, following input from psychometric advisors where required
- Ensure that comparative analyses between diets are carried out for each examination to ensure that the minimum standard identified remains consistent over time

### **Assessment Performance Analysis**

- Report analysis of the question material to Examination Boards after each diet, using question management software or input from external psychometric advisors where required
- Provide guidance to Examination Boards in the review of question performance, including the identification of questions that need to be removed from examinations or revised prior to future use
- Undertake the appropriate demographic analyses of examination performance to ensure no groups of individuals are disadvantaged by any unintended bias in the assessment, with input from external psychometric advisors where required

### **Examination Resources Development**

- Contribute to the development of approved examination preparatory resources
- Work with identified Clinical Leads and question writers to ensure the timely production of assessment material
- Work with the Education and Innovation team to arrange the design and production of the resource using existing platforms

### **General**

- Represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development
- Undertake such duties appropriate to the grade, as required by the Head of Department.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



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# Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent qualification or a proven track record in a similar role</li></ul>	
Experience	<ul style="list-style-type: none"><li>• At least two years' experience in an administrative role, ideally within medicine and education</li><li>• Experience of assessment processes including question management</li><li>• Experience of committee work</li><li>• Editorial experience</li></ul>	<ul style="list-style-type: none"><li>• Experience of the management of medical or dental assessments</li><li>• Strong knowledge of quality assurance procedures relevant to assessments</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>• Proficient user of MS Office</li><li>• High level written and oral communication skills.</li><li>• Excellent proofreading skills and attention to detail.</li><li>• Highly organised</li><li>• Ability to present to a range of audiences, including individuals in positions of seniority</li></ul>	



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The post holder will also need to demonstrate the following values:

<p><b>Collaboration</b></p>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p> <ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li> <li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li> </ul>
<p><b>Respect</b></p>	<p><b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b></p> <ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li> <li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li> </ul>
<p><b>Excellence</b></p>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p> <ul style="list-style-type: none"> <li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li> <li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li> </ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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