Royal College of Surgeons of England
ADVANCING SURGICAL CARE

Job description

Job title:	ICBSE Exams Coordinator (Part A)
Grade:	2b
Department:	Examinations (ICBSE Office)
Responsible for:	n/a
Accountable to:	ICBSE Managing Editor, Part A

Job summary

Supporting the development of the MRCS Part A exam within ICBSE. Working with the ICBSE Managing Editor (Part A) to maintain and update the intercollegiate MCQ question banks on behalf of the four royal surgical colleges.

This role will also be working with all members of ICBSE and it's sub-committees and support the implementation work of the MRCS Review.

Specific duties and responsibilities

1. Question Development and Management
Responsible for:

- Assisting with the commissioning of new questions by organising question writing meetings for the Part A MCQs, liaising with question writing leads and others to fix dates, inviting and monitoring attendees, travel, room and catering bookings, dealing with attendees' expenses, arranging AV, printing documents as required.
- Assisting with the preparation of MRCS MCQ papers. Proofreading new and updated questions. Keeping accurate records and files, including audits of MRCS MCQ banks.
- Assisting the Managing Editor with the development and management of the MRCS banks.
- Working with the system providers and the Managing Editor to keep the system up to date
- Work closely with the Managing Editor and ICBSE team to provide support for quality checks for questions.

2. Examination Preparation
Responsible for:

- Coordinating with sub group Chairs to select and finalise Part A MCQ papers. Ensuring alignment with assessment standards
- Managing the secure distribution of MCQ papers and reasonable adjustment materials, ensuring timely and accurate delivery to centres and colleges

- Administering candidate and exam configurations across online delivery platforms, supporting colleges with exam setup, delivery, and post-exam processing.
- Liaising with college examination departments to coordinate candidate data for online examination diets, ensuring consistency and accuracy.
- Supplying examination statistics and compiling paper drafts for committee meetings

3. Committee Servicing

Responsible for:

- Leading the coordination and servicing of MCQ sub-group meetings, including agenda planning, paper preparation, and post-meeting follow-up.
- Assisting the Managing Editor in producing reports and data for the MCQ standard setting meetings and MCQ sub group meetings.
- Managing the end-to-end feedback process for MCQ exams, including collation, analysis, and presentation of candidate and examiner responses to relevant committees.
- Preparing examination data and paper drafts for committee meetings, ensuring clarity and completeness
- Communicating key information: liaising with the ICBSE Manager, the Heads of Examinations and ICBSE committee chairs to ensure that key information is exchanged, approaches are consistent and actions referred onwards are followed through.
- Responding to clinician queries via the shared inbox, coordinating with internal teams to provide timely and informed responses.
- Contributing to continuous improvement by identifying opportunities to streamline committee processes and enhance stakeholder engagement.

4. Communications

Responsible for:

- Working with the other ICBSE Exams Coordinator to produce the ICBSE Quarterly Newsletter. Collating updates from the ICBSE team, editing and publishing the content through Mailchimp. Identify new systems to maintain tracking. Liaising with ICBSE Chair and other stakeholders for input.
- Assisting in the maintenance of the ICBSE website, ensuring content is up to date and relevant to candidates, scheduling updates from team members, documenting and tracking updates. Seek sign-off from relevant managers and maintain working collaboration with Digital Content teams at RCS England for any developmental needs.

General

- Provide leadership continuity by deputising for the Managing Editor when required, ensuring seamless delivery of strategic and operational priorities.
- Uphold the integrity of examinations and associated data, maintaining high standards of accuracy, confidentiality, and compliance.
- Represent the College professionally in all external engagements, upholding its reputation and values.
- Take ownership of personal professional development, actively seeking opportunities to enhance skills and contribute to organisational growth.

This post may require some travel and working occasional out of office hours. These will be compensated.

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.

November 2026

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Person specification

	Essential	Desirable
Qualifications	• Degree level or equivalent qualification	
Experience and skills	• Experience of preparing reports, papers and spreadsheets • Experience of arranging logistics for meetings • Strong Microsoft Office skills, including Excel • Ability to produce high quality and accurate written materials in a variety of formats • High level of attention to detail • Ability to work to tight deadlines	• Scientific editing, ideally with complex medical writing • Previous Work experience within Exams, Assessment or Higher Education • Experience maintaining and using databases • Ability to communicate clearly and professionally with colleagues and internal and external stakeholders • Experience using content management systems • Ability to prioritise and work on a number of projects simultaneously • Experience with website maintenance
Technical competencies	• Strong Microsoft Office skills	• Previous experience with exam databases and assessment banks
People and interpersonal skills	• Ability to work independently and as part of a team • Good interpersonal skills, including the ability to work with internal and external stakeholders • Interest in and general understanding of editorial workflows	• Internal and external stakeholder liaison within clinical or medical environments

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

Collaboration	**We embrace our collective responsibilities working collaboratively and as one college.**
	We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • 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

Respect	**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.**
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • 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

Excellence	**We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.**
	• 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 • 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 • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.