

EXAMINER ASSESSOR – JOB DESCRIPTION

1. JOB TITLE

Assessor for the Faculties of Dental Surgery of the Royal College of Surgeons of Edinburgh, Royal College of Surgeons of England, Royal College of Physicians and Surgeons of Glasgow and the Royal College of Surgeons in Ireland.

2. LINES OF ACCOUNTABILITY

Report to the Chairman of the Tri-Collegiate Board of Examinations.

3. QUALIFICATIONS

- The Examiner should hold the following:
- (Full Registration with the General Dental Council)
- Postgraduate qualification appropriate to the post
- Fellow or Member or Affiliate of RCS Edinburgh, England, RCPS Glasgow or RCS Ireland

4. EXPERIENCE

- Be in active clinical and/or academic practice (or <5 years of retirement)
- Be motivated to maintain knowledge and skills
- Have attended, or be willing to undergo regular assessor training appropriate to the needs of the Tri-Collegiate Board
- Have attended or be willing to undergo equal opportunities and diversity training

5. JOB SUMMARY

- Be available to participate in diets of the Examinations as requested by the Tri-Collegiate Chairman of the Panel of Examiners
- Actively participate in ensuring that the examiners are of the highest standards
- Assess Examiners in accordance with the principles outlined in the mandatory training course and guidance documents
- (Attend the confirmation of results meeting for any diet of the examination in which they have acted as an assessor (if required))
- Observe strict confidentiality with regard to the performance of individual examiners and candidates throughout the duration of the examination and any deliberations of the Adjudication Meeting
- Prepare and develop profiles for examiners to reflect on and develop their skills
- Participate in meetings of the examining panel as required by the Chairman of the Tri-Collegiate Panel of Examiners
- Act to promote the examination on behalf of the Colleges
- Abide by the principles set out in the Examiner Code of Conduct

6. TIME ANALYSIS

- Assessing Examining – approximately 8 days per annum
- Assessor Training – 1 days of initial training followed by approximately 1 day per 5 year cycle
- Preparing assessor reports – approximately 1-2 days per annum