

## DIRECTOR OF ASSESSMENT

Applications are invited for this honorary role within the Faculty. These should be made on the application form and submitted with a CV. They should be returned to [may.elphinstone@fom.ac.uk](mailto:may.elphinstone@fom.ac.uk) by **5 00pm on Monday 16<sup>th</sup> July, 2012.**

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### Introduction

The Director of Assessment is a member of, and accountable to the Executive Committee, which acts on behalf of the Board. Whilst the Director of Assessment's primary responsibility is for assessment processes, he/she also, as a member of the Executive Committee, assumes responsibility for the full range of the Faculty's work. The Director of Assessment is responsible for co-ordinating the Faculty's assessment processes and supports the continuous evaluation and improvement of them. In addition, the Director of Assessment and Chief Examiners ensure that the Faculty examinations are held as advertised, and in accordance with the respective regulations. On a day to day basis, examinations are managed and administered by Faculty staff. The incumbent works closely with the Academic Dean and also Faculty staff to ensure the smooth running of the examinations. The role is supported by a Deputy.

### Responsibilities

The Director of Assessment's key responsibilities are to:

- Chair the Assessment Sub-Committee and ensure that the Sub-Committee complies with its Terms of Reference.
- Oversee the work of the Faculty's Chief Examiners and provide them with appropriate leadership, guidance and support.
- Oversee the quality assurance aspect of Faculty assessment systems and recommend and implement appropriate improvements to the assessment systems.
- Manage the appointment of examiners (with the Assessment Sub-Committee) and Chief Examiners, ensure they are appropriately inducted, trained and adhere to the Form of Faith. Recommend to the Board the appointment of Chief Examiners.
- Ensure, with staff, there is an accurate register of examiners, together with a record of their service as examiners. Work with Faculty staff and Chief Examiners to deliver Examiner Training to those examiners who require it.
- Ensure the probity of the conduct of examinations. Adjudicate on matters relating to the performance of candidates in Faculty examinations, in conjunction with the relevant Chief Examiners. Ensure that the Faculty Appeals rules are adhered to.
- Review the eligibility of applicants for Faculty examinations, where necessary.
- Oversee the development of syllabi of Faculty examinations along with the Academic Dean, when required.

- Ensure the examination question banks remain up to date and are stored securely.
- Keep abreast of national policy developments in assessment systems and maintain networks with counterparts in other Colleges and Faculties, through involvement with the Academy of Medical Royal Colleges.
- Approve external courses which lead to Faculty examinations.
- Report to the Faculty Executive and make an active contribution to the Faculty Executive committee, on issues relating to assessment and also on wider issues relating to Faculty business.

### **Person specification**

Applicants must be:

- A Fellow of the Faculty
- In good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme)
- On the GMC Specialist Register under occupational medicine
- A sound understanding of assessment systems, has acted as a Faculty examiner and is up to date with examiner training (including equal opportunities/diversity training)
- Successful experience in a leadership role
- The capacity to develop new initiatives and oversee their delivery
- The ability to work co-operatively as part of a team

### **Time commitment**

The role requires on average 3-4 hours per week although there will be some increase around the time of the Part 2 MFOM exams, in addition to 3 meetings per year of the Assessment Sub-Committee and 8 meetings per year of the Executive Committee.

### **Appointment**

The Director of Assessment is appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

### **Expenses**

The role of Director of Assessment is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy. The incumbent will be covered by the Faculty's professional indemnity policy for the work involved in this role.

### **Further information**

For an informal discussion about the role, please e.mail: [may.elphinstone@fom.ac.uk](mailto:may.elphinstone@fom.ac.uk), who will be able to put you in touch with the current Director of Assessment.

*May 2012*