

DEPUTY DIRECTOR OF EXAMINATIONS

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 recruitment@fom.ac.uk by **noon on Monday 10th October 2022**

Please read the following information before you make your application

Introduction

The Deputy Director of Examinations reports to the Director of Examinations (DoE). Working with them, the Deputy Director of Examinations is responsible for supporting the DoE's role in co-ordinating the Faculty's assessment processes and supporting the continuous evaluation and improvement of them. In addition, the DoE, Deputy DoE and Chief Examiners for each exam 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.

Responsibilities

- Ensuring the probity of the conduct of examinations. Adjudicating on matters relating to the performance of candidates in Faculty examinations, in conjunction with the relevant Chief Examiners. Ensuring that the Faculty Appeals rules are adhered to.
- Approving external courses which lead to Faculty examinations.
- Reviewing the eligibility of applicants for Faculty examinations, where necessary.
- Ensuring, 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.
- To support the Director of Examinations with the following responsibilities:
 - Overseeing the work of the Faculty's Chief Examiners, and provide them with appropriate leadership, guidance and support.
 - Supporting the development of governance systems for the range of Faculty Examinations and a programme to internationalise exams as appropriate.

- Oversee the quality assurance aspect of Faculty assessment systems and recommend and implement appropriate improvements to the assessment systems.
- Recommending changes to examination regulations when required.
- Overseeing the development of new examinations along with the Academic Dean, when required.

The Deputy Director of Examinations may be required to deputise for the DoE occasionally in the following duties

- Chairing the Assessment Sub-Committee and ensuring that the Sub-Committee complies with its Terms of Reference.
- Managing 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.
- Ensuring, 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.
- Oversee the development of syllabi of Faculty examinations along with the Academic Dean.
- Ensuring the examination question banks remain up to date and are stored securely.
- Keeping abreast of national policy developments in assessment systems and maintaining networks with counterparts in other Colleges and Faculties, through involvement with the Academy of Medical Royal Colleges.

Person specification

Applicants must:

- Be a Member or Fellow of the Faculty.
- Be 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).
- Be on the GMC Specialist Register under occupational medicine.
- Have a sound understanding of assessment systems, have acted as a Faculty examiner and be up to date with examiner training (including equal opportunities/diversity training).
- Have successful experience in a leadership role.
- Have the ability to work co-operatively as part of a team.

Time commitment

The time commitment is variable and the role requires on average 1-2 hours per week and on occasions a much greater time commitment. Meeting commitments include 1-2 meetings per year of the Examinations Sub-Committee, and 3 meetings per year of the Assessment committee of the Academy of Medical Royal Colleges. Other fixed commitments include Part 2 MFOM examinations and other examinations and examination committee meetings as required.

Appointment

The Deputy Director of Examinations 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 Deputy Director of Examinations 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 email: exams@fom.ac.uk, who will be able to put you in touch with the current Director of Examinations.

To apply

Please e-mail your completed application form and brief CV to recruitment@fom.ac.uk by **noon on Monday 10th October 2022**

Thank you for your interest in this role

Sept 2022