

Examinations Assessor Job Description

Dental Faculty

Role

The Assessor is an experienced examiner, external to the relevant Examination Board and its examiners, who monitors all aspects of the delivery of an examination diet ensuring that the processes employed are trustworthy, credible, and defensible in accordance with College policies and regulations. They provide an independent and impartial review of examination delivery and examiner conduct playing an integral part in the College's quality assurance function. This role is performed in the context of the assessor's expertise and knowledge of good practice in assessment and in accordance with RCSEd examination standards and requirements.

Assessors are appointed by and responsible to the Dental Council via the Dental Examinations Committee. Appointment is for an initial period of four years but can be extended for a subsequent term. Assessors are required to attend a minimum of two examination diets per year, undertake appropriate assessor training and adhere to the RCSEd Code of Conduct for Assessors.

Responsibilities and duties

- Reviews the list of proposed examiners to ensure an appropriate balance of experience and expertise in examining.
- Reviews the diet blueprint compiled by the lead examiner to ensure it is aligned with the content specification.
- Observes the candidate briefing, examiner briefing and calibration sessions providing guidance and advice as necessary in accordance with RCSEd protocols.
- Observes the standard setting process providing guidance and advice as necessary in accordance with RCSEd protocols.
- Observes an appropriate sample of examiner/candidates interactions, monitoring and evaluating their conduct and performance
- Monitors whether examiners are awarding marks consistently in accordance with agreed criteria
- Monitors adherence to Equality, Diversity and Inclusion policies
- Reviews the security and integrity of the examination
- Provides timely written reports for the Dental Exams Committee relating to content of the examination, process/delivery of the examination and examiner performance in accordance with guidance and using the standard College templates.
- Provides confidential feedback to the Examination lead about the performance of Examiners

- Work with the Convener of Dental Examinations and Board to determine appropriate advice and action should any matters arise in relation to mitigating or special circumstances, or allegations of malpractice, affecting any candidate following the examination.
- Assists the Examinations team in their response to any complaints following the examination as required.
- Observes strict confidentiality with regard to the performance of individual examiners and candidates
- Develops their skills (including report writing skills) by participating in training and acting on feedback
- Acts as an ambassador for the College and supports Collegiality between the examiners.

Person Specification

Knowledge & Experience

An assessor must be:

- A Member or Fellow of the College in good standing
- Experienced in College examining at the appropriate level and possess
 - Current knowledge of postgraduate education, curriculum and standards
 - Knowledge of contemporary evidence-based assessment methodsIncluding
 - Examination standard setting
 - Blueprinting
 - Examiner calibration
- Committed to equality and diversity, possessing high levels of integrity and professional standards.

Skills and Abilities

An assessor must be able to:

- Commit to at least 2 diets per year, including any pre- and post-examination meetings
- Commit to assessor training and revalidation appropriate to the needs of the College

- Work confidentially and exercise discretion and diplomacy within College guidelines
- Provide support and guidance to examiners
- Communicate promptly and effectively both orally and in writing
- Work as a member of a committee, team or panel
- Understand the rationale, expected standard and structure of examinations, and the outcomes and domains that they should test, as defined in the regulations and blueprints
- Take a consistent, fair and measured approach in commenting on examinations
- Analyse the examination processes, and make recommendations to the Advisory Board/Specialist Advisory Board via the Dental Examinations Committee
- Remain objective and impartial

March, 2023