

FFICM EXAMINER JOB DESCRIPTION

Job Title:	FFICM Examiner
Responsible to:	The Chair of the Court of Examiners
Accountable to:	The Chair of the Court of Examiners
Liaison with:	The Examinations department
Reference	The FFICM Exam (Selection and Appointment of Examiners) Regulations

The Role

A FFICM Examiner is one of a team of examiners responsible for assessing the performance of candidates taking part in FFICM examinations. Examiners are recruited subject to a probationary year. Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment.

GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the Faculty and the Examination processes
- Assessment and guidance of candidates
- Attendance and contribution to Core Groups and Working Parties
- Participation in induction and ongoing Examiner training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of the FFICM examinations

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Full commitment to the Faculty and its Examination processes

- To remain in good standing with the Faculty and hold full registration with the GMC
- To have the expectancy of completing at least 10 years as an examiner
- Attendance at 10 days per academic year (examining and subgroup meetings)
- Attendance at all days of exam diets per academic year or part-time equivalent
- Membership of at least one sub group, with attendance and contribution to question writing and revision meetings
- Active contribution to the development and submission of questions
- Attendance at standard setting meetings
- To actively participate in ensuring the examinations are of the highest standards
- To take part in the appraisal process as required

2. Assessment and guidance of candidates

- To examine all candidates in accordance with the FFICM Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at call-over, examiner meeting and briefings
- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance
- To actively assist in the Guidance of candidates interviews

3. Attendance and contribution to Core Groups and Working Parties

- Membership of at least one sub group, with attendance and contribution to question writing and revision meetings
- Active regular contribution to the development and submission of questions and other sub-group duties
- Attendance and participation in the standard setting and question setting meetings and processes
- To keep the Chair informed of relevant expertise and specific interests
- To strive to take on a leadership role and provide assistance to others

4. Participation in examiner induction and ongoing training programmes

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner Equality and Diversity Training Programmes
- To attend Sim-man training where possible
- To attend further training as required

5. To uphold all examination regulations, policies and principles

- To be fully conversant with and uphold all FFICM Examinations Regulations, including the Code of Conduct for examiners
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the Faculty
- To feedback examiner appraisal documents

6. To observe and maintain the confidentiality and integrity of the FFICM examinations

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chair.