

**The Royal College of
Emergency Medicine**

RCEM Examiner Regulations

Published 14 November 2016

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Introduction

The role of being a College Examiner is a privilege that carries with it the responsibility of maintaining the highest standards, as expected by patients, candidates and Members and Fellows.

All examiners are required to demonstrate an understanding of the legal duties of an examiner in relation to the Equality Act through equality and diversity training as well as examiner training, which includes training on unconscious bias. Examiners should also be familiar with guidance provided by the GMC on equality and diversity, including their guidance on personal beliefs and medical practice (2013).

Examiners also carry responsibility for helping to ensure the College meets the General Medical Council's (GMC) *Standards for Curricula and Assessment Systems* which include the role and responsibilities of examiners. The College is also required to meet the Academy of Medical Royal College's (AoMRC) *Requirements for Colleges and Faculties in Relation to Examiners and Assessors* which details the minimum requirement expected of Colleges in relation to examiners.

The College welcomes applications from all Fellows and Associate Fellows of the College who meet the eligibility criteria listed below, including being registered with the GMC with a licence to practice. There are four grades of examiner:

- Consultant Grade Examiner (UK)
- Consultant Grade Examiner (Overseas Centres)
- SAS Grade Examiner
- Question Writer

Full details of the roles and responsibilities of each grade of examiner are available in Annexes A-D below and person specifications are available in Annexes E-H. All grades of examiner are expected to contribute written questions for the College's question banks. Consultant and SAS Grade Examiners may participate in the marking of SAQ papers and the MRCEM OSCE. Examining in the FRCEM OSCE, viva examinations and CTR/QIP is restricted to Consultant Grade Examiners. Overseas examiners are appointed by special consideration in accordance with the overseas examiners' eligibility criteria listed below.

Examiners are appointed for a term of 3 years. Extension for further terms is subject to evidence of active participation in College examinations and satisfactory performance.

Eligibility Criteria

Eligibility to be a Consultant Grade Examiner:

- Examiners must be on the GMC Specialist Register, with a licence to practice, without limitation on their practice
- Examiners must be a Fellow by Examination, Election, or *ad eundem* or an Associate Fellow of the Royal College of Emergency Medicine, in good standing
- Examiners must have been in a substantive NHS consultant post for at least two years
- Examiners must be active in the teaching and assessment of junior Emergency Department medical staff and be aware of the required standards
- Examiners must be registered with the College for CPD (or relevant other College if Fellows of other College) and have completed satisfactory annual CPD for one year – with appropriate portfolio evidence of up to date knowledge of Emergency Medicine
- Examiners must have completed training in equality and diversity, to be renewed every three years

After 31 October 2016, examiners who have demitted clinical practice may only continue to examine if they have retained a licence to practice and continue to meet all other requirements, other than being in active NHS practice.

Eligibility to be a SAS Grade Examiner

- Examiners must be on the GMC Register with a licence to practice, without limitation on their practice
- Examiners must be a Fellow by Examination, Election, or *ad eundem* or an Associate Fellow of the Royal College of Emergency Medicine, in good standing
- Examiners must have been in a substantive SAS grade post for at least two years
- Examiners must be active in the teaching and assessment of junior Emergency Department medical staff and be aware of the required standards
- Examiners must be registered with the College for CPD (or relevant other College if Fellows of other College) and have completed satisfactory annual CPD for one year – with appropriate portfolio evidence of up to date knowledge of Emergency Medicine
- Examiners must have completed training in equality and diversity, to be renewed every three years

Eligibility to be a Question Writer:

- Question writers must be on the GMC Register with a licence to practice, without limitation on their practice
- Question writers must be a Fellow by Examination, Election, or *ad eundem* or an Associate Fellow of the Royal College of Emergency Medicine, in good standing
- Question writers must be active in the teaching and assessment of junior Emergency Department medical staff and be aware of the required standards
- Question writers must be registered with the College for CPD and have completed satisfactory annual CPD for one year or be a registered e-portfolio user and in an approved UK training programme
- Question writers must have completed training in equality and diversity, to be renewed every three years

Eligibility to be a Consultant Grade Examiner for Overseas Centres:

- Examiners must submit evidence of holding full registration with their local medical regulator, without limitation on their practice
- Examiners must have been working at consultant level in Emergency Medicine for minimum of two years
- Examiners must have completed a training programme in Emergency Medicine of a minimum duration of three years
- Examiners must have an active role in training and be aware of the training standard required of candidates
- Examiners must provide evidence of continuing professional development
- Examiners must be a Fellow, Associate Fellow, Member or Associate Member of the College, in good standing
- Examiners must have completed training in equality and diversity, to be renewed every three years

Examiner Workshops and Question Writing Training

All examiners are required to receive adequate training for their role.

- In order to examine for the MRCEM OSCE or FRCEM Oral Examinations (OSCE or Vivas) examiners, new examiners must satisfactorily complete the new Examiners' Workshop which includes practice marking, standard setting training and unconscious bias training. New examiners will be advised of the next available workshop upon appointment to the Panel of Examiners. Training for overseas examiners will be provided locally, with workshop dates advertised in advance.
- New examiners are also required to observe a day of the MRCEM/FRCEM OSCEs or viva examinations before they are permitted to participate as an examiner.
- New examiners are permitted to mark the FRCEM Intermediate SAQ or FRCEM Final SAQ as training is provided at the marking day and a comprehensive marking guide is available.

- New examiners are permitted to write examination questions for review by the appropriate examination working group but may not join an examination working group until they have completed the relevant question writing training (SBAQ/SAQ/OSCE).

All examiners are required to maintain their examiner training and must attend the Examiners' Workshop every five years.

Examiners must also have completed training in equality and diversity, to be renewed every three years. Examiners will need to provide evidence of this training when requested.

Competence as an Examiner

The GMC's *Standards for Curricula and Assessment Systems* requires that examiners must demonstrate their ability to undertake a role and should only assess in areas where they have competence. Furthermore, the relevant professional experience of the examiner should be greater than that of candidates being assessed.

Examiners must therefore be competent to assess a candidate in any College examination and must be able to reach an independent decision on whether each candidate meets or fails the expected standard.

Quality Assurance

Examiners must be willing to receive and act on feedback on performance as an examiner.

Feedback to examiners is provided in two forms:

- Quantitative values for the performance of cohorts of candidates they examined compared to other examiners
- Direct qualitative feedback from direct observation by College Assessor/s
- An annual report of examiner activity is also provided to each examiner for the purposes of revalidation and renewal of their role as an examiner

Examiner Conduct and Probity

Preparation Courses

Examiners must be aware that there may be a conflict of interest in being an examiner at the same time as participating in laudable activities such as writing revision material and teaching on examination preparation courses.

The College recognises that examiners are also trainers. It therefore supports examiners who are involved in local courses run on behalf of the LETB/deanery and focused on teaching and preparing candidates for the College examinations. This can include providing help and advice on the standard of the examination, appropriate behaviour, communication skills and time keeping.

The College also recognises that trainees benefit from the experience of examiners and that for individual trainees it may be difficult to access this experience in their own hospital. Therefore the College permits examiners to take part in non-commercial courses which are advertised nationally and which charge the candidates and/or pay a small remuneration to the examiner. However, such courses should fulfil the College criteria for approval. In addition, whilst involved in such courses examiners should only use questions which are in the public domain or provided by the College. It is inappropriate for examiners to either suggest topics or give more concrete examples of questions during a revision course. This would compromise both the College examination and the integrity of the examiner concerned. Examiners who are involved in teaching on such courses are also not permitted to sit on any of the Examination Working Groups, responsible for blueprinting and quality assuring each examination. They can however examine on the day(s) of the examination itself.

To prevent any accusation of unfairness, Fellows need to declare any involvement in teaching on commercially run revision courses. Fellows will not be allowed to examine for the academic year they are being paid to teach on commercial revision courses (i.e. those run by commercial organisations).

As part of the annual review of examiners, the examination panel will assess any activity associated with courses and take it into account when deciding on individual re-appointment.

Confidentiality

Examiners will receive information about the exact content of some sections of a forthcoming diet of the examination in advance, in order for them to prepare optimally. **This information must not be discussed with any other person.** The examiner has an absolute duty to safeguard the information and ensure a fair 'level playing field' for all candidates. Breaching this confidentiality is an offence that would lead to withdrawal of examiner status, consideration of withdrawal of membership of the College and referral to the GMC. Candidates have a duty to disclose to the Dean, or other College officials, as soon as possible if they become aware that they, or any other candidate have been given such confidential information before the examination.

Examiners are expected to observe confidentiality relating to past questions. Use of such questions either locally or in national courses/publications is strictly prohibited and any such use will result in the examiner being permanently removed from the Panel of Examiners.

Travel Expenses and Hotel Accommodation

Examiners are required to abide by the College's Travel Expenses Policy, available on the College website. Hotel accommodation will be arranged by the College for the night immediately prior to or immediately after attendance at an examination, subject to examiners confirming their requirements. Examiners must be mindful of the costs incurred by the College for late cancellation of hotel accommodation and provide due notice if their requirements change.

Examiner Behaviour

The role of being a College Examiner is a privilege and examiners are expected to conduct themselves in a manner fitting of a representative of the College at all times – including wearing smart and professional attire for all OSCE and viva examinations.

Any concerns raised about the probity or conduct of an examiner will be investigated by the Dean and Director of Education. If the Dean and Director of Education conclude there are no grounds or insufficient evidence to support the concern, no further action will be taken. If the Dean and Director of Education believe there are grounds for concern, they will inform the examiner of the concern and invite them to respond. The examiner's response and any other available evidence will be reviewed by the Examinations Sub-Committee who will agree appropriate action. Such action may include, but is not limited to:

- The examiner receiving a warning about their conduct
- The examiner being permanently removed from the Panel of Examiners
- The examiner being referred to the GMC
- The examiner being referred to the Fellowship and Membership Committee for disciplinary proceedings, as per College Bye-Law 12.

Application Process

Applicants are required to complete the Examiner Application Form available below. Applications must be supported by two Fellows of the College.

All applications will be scrutinised for eligibility against the person specification below by the Examinations Manager who will then make a recommendation to the Examinations Sub-Committee. Applicants will be notified in writing if their application has been accepted or if not, why it has been declined.

Complaints

Complaints relating to the selection or appointment process for examiners should be addressed to the Director of Education for investigation.

Role and Responsibilities of a Consultant Grade Examiner (UK):

1. To contribute to the preparation of College examinations by:
 - Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
 - Writing single best answer questions for the FRCM Primary and FRCM Intermediate SJP
 - Writing short answer questions for the FRCM Intermediate and Final examinations
 - Writing OSCE scenarios for the MRCEM OSCE and the FRCM Final OSCE
 - Marking CTR/QIP written submissions
2. To contribute to the marking of the FRCM Intermediate and FRCM Final SAQs according to the marking guide provided.
3. To contribute to the delivery of the College's OSCE and viva examinations by:
 - Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
 - Acting as an examiner in accordance with the guidance provided
 - Contributing to the standard setting for these components
4. To contribute to the quality assurance of the examination by:
 - Attending examiner workshops and training sessions delivered by the College
 - Providing feedback to the College when requested
 - Informing the College of any problems encountered before, during or after an examination including conflicts of interest and misconduct concerns
5. Providing details of their availability when requested and informing the Examinations Department of any changes to this as quickly as possible.
6. Informing the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.
7. Participating in at least one examination activity per annum, such as question writing, SAQ marking, marking CTR/QIPs or examining at the OSCEs or vivas. Failure to examine for a period of two years will result in the loss of examiner status.

Role and Responsibilities of a SAS Grade Examiner:

1. To contribute to the preparation of College examinations by:
 - Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
 - Writing single best answer questions for the FRCEM Primary and FRCEM Intermediate SJP
 - Writing short answer questions for the FRCEM Intermediate and Final examinations
 - Writing OSCE scenarios for the MRCEM OSCE
2. To contribute to the marking of the FRCEM Intermediate and FRCEM Final SAQs according to the marking guide provided.
3. To contribute to the delivery of the College's MRCEM OSCE by:
 - Being familiar with the standards expected and the blueprint/syllabus for this examination
 - Acting as an examiner in accordance with the guidance provided
 - Contributing to the standard setting for this components
4. To contribute to the quality assurance of the examination by:
 - Attending examiner workshops and training sessions delivered by the College
 - Providing feedback to the College when requested
 - Informing the College of any problems encountered before, during or after an examination including conflicts of interest and misconduct concerns
5. Providing details of their availability when requested and informing the Examinations Department of any changes to this as quickly as possible.
6. Informing the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.
7. Participating in at least two examination activities per annum, such as SAQ marking, or examining at the OSCEs. Failure to examine for a period of two years will result in the loss of examiner status.

Role and Responsibilities of a Question Writer:

1. To contribute to the preparation of College examinations by:

- Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
- Writing single best answer questions for the FRCM Primary and FRCM Intermediate SJP
- Writing short answer questions for the FRCM Intermediate and Final examinations

2. To contribute to the marking of the FRCM Intermediate SAQs according to the marking guide provided.

3. To contribute to the quality assurance of the examination by:

- Attending examiner workshops and training sessions delivered by the College
- Providing feedback to the College when requested
- Informing the College of any problems encountered before, during or after an examination including conflicts of interest and misconduct concerns

4. Providing details of their availability when requested and informing the Examinations Department of any changes to this as quickly as possible.

5. Informing the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.

6. Participating in at least two examination activities per annum, such as SAQ marking, or submitting new examination questions. Failure to contribute for a period of two years will result in the loss of question writer status.

Role and Responsibilities of a Consultant Grade Examiner (Overseas Centres):

1. To contribute to the preparation of College examinations by:
 - Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
 - Writing single best answer questions for the FRCEM Primary and FRCEM Intermediate SJP
 - Writing short answer questions for the FRCEM Intermediate examination
 - Writing OSCE scenarios for the MRCEM OSCE

2. To contribute to the delivery of the College's MRCEM OSCE by:
 - Being familiar with the standards expected and the blueprint or syllabus for each of the examinations
 - Acting as an examiner in accordance with the guidance provided
 - Contributing to the standard setting for these components

3. To contribute to the quality assurance of the examination by:
 - Attending examiner workshops and training sessions delivered by the College
 - Providing feedback to the College when requested
 - Informing the College of any problems encountered before, during or after an examination including conflicts of interest and misconduct concerns

4. Providing details of their availability when requested and informing the Examinations Department of any changes to this as quickly as possible.

5. Informing the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country.

6. Participating in at least two examination activities per annum, such as examining at the OSCEs or submitting new examination questions. Failure to examine for a period of two years will result in the loss of examiner status.

Person Specification for Consultant Grade Examiners (UK)

Criteria	Essential	Desirable
Experience	Consultant in a substantive NHS post for at least two years	Experience of examining for other colleges/universities
Training	Completion of Equality and Diversity Training within the last three years	Other relevant training – question writing, training the trainers, appraisal, mentoring
Educational activity	Active involvement in supervision and assessment of EM Trainees	Appointment to a recognised educational role such as clinical supervisor, educational supervisor
Appraisal and Revalidation	Involvement in annual appraisal that covers GMC's Good Medical Practice and satisfactory revalidation	
Qualifications	Fellow, Associate Fellow, Member of Associate Member of the Royal College of Emergency Medicine On the GMC Specialist Register for Emergency Medicine, with a licence to practice and no limitations on practice	Qualification in Medical Education

Person Specification for SAS Grade Examiners

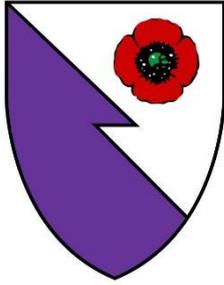
Criteria	Essential	Desirable
Experience	SAS Grade in a substantive NHS post for at least two years	Experience of examining for other colleges/universities
Training	Completion of Equality and Diversity Training within the last three years	Other relevant training – question writing, training the trainers, appraisal, mentoring
Educational activity	Active involvement in supervision and assessment of EM Trainees	Appointment to a recognised educational role such as clinical supervisor, educational supervisor
Appraisal and Revalidation	Involvement in annual appraisal that covers GMC's Good Medical Practice and satisfactory revalidation	
Qualifications	Fellow, Associate Fellow, Member of Associate Member of the Royal College of Emergency Medicine On the GMC Register, with a licence to practice and no limitations on practice	Qualification in Medical Education

Person Specification for Question Writers

Criteria	Essential	Desirable
Experience	In a substantive NHS post for at least two years	Experience of examining for other colleges/universities
Training	Completion of Equality and Diversity Training within the last three years	Other relevant training – question writing, training the trainers, appraisal, mentoring
Educational activity	Active involvement in supervision and assessment of EM Trainees	Appointment to a recognised educational role such as clinical supervisor, educational supervisor
Appraisal and Revalidation	Involvement in annual appraisal that covers GMC's Good Medical Practice and satisfactory revalidation	
Qualifications	Fellow, Associate Fellow, Member of Associate Member of the Royal College of Emergency Medicine On the GMC Register, with a licence to practice and no limitations on practice	Qualification in Medical Education

Person Specification for Consultant Grade Examiners (Overseas Centres)

Criteria	Essential	Desirable
Experience	Working at Consultant Level for at least two years Have completed a training programme in Emergency Medicine of at least three years' duration	Experience of examining for other colleges/universities
Training	Completion of Equality and Diversity Training within the last three years	Other relevant training – question writing, training the trainers, appraisal, mentoring
Educational activity	Active involvement in training and aware of the training standard required of candidates	Appointment to a recognised educational role such as clinical supervisor, educational supervisor
Appraisal and CPD	Involvement in annual appraisal or provide evidence of ongoing continued professional development	
Qualifications	Fellow, Associate Fellow, Member of Associate Member of the Royal College of Emergency Medicine Holds full registration with local medical regulator, without limitation on their practice	Qualification in Medical Education



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Application for the Panel of Examiners

Surname: _____ **Forenames:** _____

Address: _____

Telephone: _____ **Email:** _____

GMC/Medical Registration No _____

Date of Award of Membership/Fellowship: _____

Current Job Role: **Consultant** **SAS Grade** **HST Trainee** **Other**

Date of Appointment to Current Role: _____

Name and Address of Hospital: _____

Date of last revalidation (UK examiners only): _____

Date of last appraisal: _____

Details of CPD: _____

Please give details of your involvement in postgraduate medical training, in particular: Education Supervision, Workplace Based Assessments, Appraisal and feedback

Please give details of your examiner experience in other areas (other Colleges, universities):

Date of training in equal opportunities, diversity and discrimination? Please include completion certificate.

Do you have any other experience or expertise that is relevant to your application?

Have you at any time (or have pending) any investigations, suspensions, limitations or removal of medical registration in any country?

Please provide the name of two referees who will be contacted and asked to complete a structured reference based upon the GMC's *Good Medical Practice*:

I confirm that I am not currently involved in any current commercial activity which prepares candidates for RCEM examinations and I will inform the College Examination Section should I become involved in such activity.

I have discussed the time commitment needed for this role with my Clinical Director who has no objections to my application.

Signed:

Date:
