



## **Federation of the Royal Colleges of Physicians of the UK**

MRCP(UK) and Speciality Certificate Examining Boards and Committees

REMIT and RESPONSIBILITIES

**Revised May 2009**

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# **MRCP(UK) Part 1, Part 2 and Speciality Certificate Examination**

## **MRCP(UK) Part 1, Part 2 and Speciality Certificate Examining Boards**

### **Remit, Responsibilities and Membership**

#### **Remit**

To ensure that all academic objectives related to the Examinations are met.

#### **Responsibilities**

To be responsible to the MRCP(UK) Management Board or the Specialty Certificates Steering Group for all academic matters relating to the Examination.

To update regularly the Examination in line with the requirements of the appropriate curriculum.

To commission questions from the MRCP(UK) Specialty Question Groups or the SCE Question Writing Groups in accordance with the curriculum.

To set Examination papers in accordance with the appropriate curriculum and assessment system and that meet the quality standards set by the Postgraduate Medical Education and Training Board.

To work with the MRCP(UK) Specialty Question Groups or the SCE Question Writing Groups to ensure that the quality of the individual questions is high and that the Examination papers are of an appropriate standard.

To propose recommendations to, and to receive and consider recommendations from, the Academic, Quality Management and Research Committee.

To consider, and agree, as appropriate, the proposals for marking the Examination made by the Examination's Standard Setting Advisory Group.

To review the performance of each Examination paper and to provide feedback to the MRCP(UK) Specialty Question Groups or SCE Question Writing Group on the performance of individual questions.

To review candidates' overall performance in the Examination and approve the pass mark for each diet.

To agree relevant changes to the Regulations.

To be guided by decision taken by the MRCP(UK) Management Board, the SCE Steering Group and the MRCP(UK) Academic Quality Management and Research Committee.

To consider appeals, cases of academic or professional misconduct and complaints made under the Regulations and Academic Procedures.

To work with the Academic, Quality Management and Research Committee to ensure the quality assurance of the Examination and that the Examination is 'fit for purpose' and meets the standards required by PMETB.

#### Membership

The membership of the **MRCP(UK) Part 1 Examining Board** is as follows;

Chairman (Nominated by the Federation)

Medical Secretary (Nominated by the Federation)

Four nominees representing the Royal College of Physicians of Edinburgh

Four nominees representing the Royal College of Physicians and Surgeons of Glasgow

Six nominees representing the Royal College of Physicians of London

Representative from the Hong Kong College of Physicians

Representative from the National University of Singapore

Educational Adviser (co-opted)

Collegiate Member (co-opted)

Trainee member

(Nominated Observer from the Royal College of Physicians of Ireland – in abeyance from May 2002)

The membership of the **MRCP(UK) Part 2 Examining Board** is as follows;

Chairman (Nominated by the Federation)

Medical Secretary (Nominated by the Federation)

Four nominees representing the Royal College of Physicians of Edinburgh

Four nominees representing the Royal College of Physicians and Surgeons of Glasgow

Six nominees representing the Royal College of Physicians of London

Representative from the Hong Kong College of Physicians

Representative from the National University of Singapore

Educational Adviser (co-opted)

Collegiate Member (co-opted)

Trainee member

(Nominated Observer from the Royal College of Physicians of Ireland – in abeyance from May 2002)

The membership of the **Specialty Certificate Examining Boards** is nominated by the Specialist Society and consists of:

- Chairman
- Medical Secretary
- Four nominees who are current members of the SCE Question Writing Group
- Four nominees who are not current members of the SCE Question Writing Group, but who should ideally have question writing experience

Two of these 10 members should also be members (or recent members) of the Specialty's Specialist Advisory Committee (at least one must be a current member).

*In attendance as required:*

- Associate Medical Director for Specialist Examinations
- Administrative Secretary from the SCE Medical Secretaries Office
- Psychometrics Researcher from MRCP(UK) Statistics Office
- Editor, SCEs

*An Examining Board is convened to set the papers for each SCE (once per year). Papers for each SCE should be set at least six months in advance.*

# **The Responsibilities and Duties of the Chair of the MRCP(UK) Part 1 and Part 2 written Examining Board**

## **Responsibilities**

**The Chair of the MRCP(UK) Part 1 and Part 2 written Examining Board is responsible to the Medical Director of the MRCP(UK) and will:**

Have overall responsibility for the MRCP(UK) Part 1 or Part 2 written Examining Board to ensure that all the academic objectives are met.

Have responsibility for ensuring that MRCP(UK) Part 1 or Part 2 written Examination meets the standards set by the regulatory body PMETB.

Be responsible, with the support of the Medical Director, for the selection, appointment and training of board members and the monitoring of their performance.

Have responsibility for the ongoing development of the MRCP(UK) Part 1 or Part 2 written Examination in the context of the overall development of the MRCP(UK) as directed by MRCP(UK) Management Board.

Be a member of misconduct or appeal panels as requested.

Be a member of the MRCP(UK) Management Board, and advise on issues that effect academic, operational, and policy matters of the Examination.

Be a member of the Part 1 or Part 2 Standard Setting Group.

Be a member of the MRCP(UK) Academic Quality Management and Research Committee to advise on issues that effect the academic and policy development of MRCP(UK) Part 1 or Part 2 Examination.

Be a member of other Boards or Committees as requested by the Medical Director.

Review the functions of the MRCP(UK) Part 1 or Part 2 Examining Board and advise the MRCP(UK) Management Board on the strategy the Board should adopt to ensure the MRCP(UK) Part 1 or Part 2 Examination can be delivered both in and outwith the UK.

Support MRCP(UK) Central Office and the College exams' departments in their work in developing and delivering MRCP(UK) Part 1 or Part 2 Examination.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that they confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CME requirements.

### **Time Commitment**

The Chair of the Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on all these activities.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interests or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificates are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 1 or Part 2 Examining Board**

## **Responsibilities**

### **The Medical Secretary of the of the MRCP(UK) Part 1 and Part 2 written Examining Board will:**

Provide support to the Chair in running the MRCP(UK) Part 1 or Part 2 written Examination to ensure that all academic objectives are met.

Assist the Chair in ensuring that the MRCP(UK) Part 1 or Part 2 written Examination meets the standards set by the regulatory body the Postgraduate Medical Education and Training Board (PMETB).

Assist in the further development of the MRCP(UK) Part 1 or Part 2 written Examination worldwide.

Be responsible for the production and accuracy of all documentary and Regulatory matters relating to the MRCP(UK) Part 1 or Part 2 written Examination.

Assist the Chair in advising the MRCP(UK) Management Board on policy and academic matters relating to the MRCP(UK) Part 1 or Part 2 written Examination.

May also be nominated as the representative on other MRCP(UK) Committees such as the Part 1 or Part 2 Standard Setting Advisory Group and the MRCP(UK) Academic, Quality Management and Research Committee Group.

Deputise for the Chair as required on Misconduct panels.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the MRCP(UK) Part 1 or Part 2 written Examination.

With the Medical Director of the MRCP(UK) and Chair of the MRCP(UK) Part 1 or Part 2 Examining Board, advise on the appointment of Board members.

With the Chair, review the functions of the MRCP(UK) Part 1 or Part 2 Examining Board, advising the Chair on the strategy the Board should adopt to ensure that the MRCP(UK) Part 1 or Part 2 written Examination can be delivered both within and outside the UK.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with as appropriate with National Guidelines, and CPD requirements.

### **Time Commitment**

The Medical Secretary of the MRCP(UK) Part 1 or Part 2 Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff in Central Office.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on these activities including test production, question writing, exam compilation, reviewing questions and blueprinting

### **Performance Review**

The Chair of the Board will be responsible for monitoring the performance of all members of the Examining Board.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of Members of the Part 1, Part 2 and Speciality Certificate Examining Boards**

## **Responsibilities**

**The individual is responsible to the Chair of the Examining Board and will:**

Assist the Chairman and Medical Secretary in the running of the Examinations to ensure that all academic objectives are met.

Attend annual meetings of the Board, convened to set Examination papers.

Review candidate performance in the most recent diet.

Support the officers of the Examining Board in delivering the Examination and meeting the requirements set by the regulatory body PMETB.

Assist with the development of the Examinations.

Act on the advice of the MRCP(UK) Management Board and Examining Boards on policy and academic matters relating to the Examinations.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the Examinations.

## **Requirements**

It is a requirement for all those working with Examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal.

They have been actively engaged in the training of junior doctors within the last two years, and are up to date with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

The Part 1 and Part 2 Boards will normally hold three two-day examining board meetings per year and run three diets. SCE Board will normally hold one two-day Examining Board meeting per year and run one diet.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

## **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Trainee as a member of the MRCP(UK) Part 1, Part 2, Clinical or Speciality Certificate Examining Board and Academic Quality Management and Research Committee**

## **Responsibilities**

The trainee is a full member of the Examining Board and actively participates in its work and other projects between board meetings.

The individual is responsible to the Chair of the Examining Board and subject to the same guidance as other members.

Members of the Board will:

Assist the Chairman and Medical Secretary in the running of the Examinations to ensure that all academic objectives are met.

Attend annual meetings of the Board, convened to set Examination papers and review candidate performance in the most recent diet.

Support the officers of the Examining Board in delivering the Examination and meeting the requirements set by the regulatory body PMETB.

Assist with the development of the Examinations.

Act on the advice of the MRCP(UK) Management Board and Examining Boards on policy and academic matters relating to the Examinations.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the Examinations.

## **Requirements**

It is a requirement for trainees working with Examinations that:

They confirm that they are a MRCP(UK) holder, a member of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal.

They are up to date with relevant National Guidelines, and the requirements of their training programme.

## **Time Commitment**

The Part 1, Part 2 and Clinical Board will normally hold three two-day examining board meetings per year and run three diets. SCE Board will normally hold one two-day

examining board meeting per year and run one diet.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

## **MRCP(UK) Part 2 Clinical Examining Board**

### **Remit, Responsibilities and Membership**

The remit and responsibilities of the MRCP(UK) Part 2 Clinical Examining Board are as follows:

To advise the MRCP(UK) Management Board on all policy matters relating to the MRCP(UK) Part 2 Clinical Examination (PACES).

To ensure the MRCP(UK) Part 2 Clinical Examination (PACES) meets the standards required by the Postgraduate Medical Education and Training Board.

To recommend modification, as necessary, to the overall format of the MRCP(UK) Part 2 Clinical Examination (PACES) and to evaluate the same.

To make recommendations to the MRCP(UK) Management Board regarding criteria for the admission of candidates to the MRCP(UK) Part 2 Clinical Examination (PACES) and other relevant amendments to the Regulations.

To advise the MRCP(UK) Management Board on the operation of all MRCP(UK) Part 2 Clinical Examination (PACES) centres.

To confirm in accordance with the MRCP(UK) Examination Regulations:

- The success of candidates in the MRCP(UK) Part 2 Clinical Examination (PACES)
- The marks awarded by the examiners
- The pass standard, ensuring this is only varied for valid academic reasons
- The provision of feedback or counselling to candidates, as necessary
- The action to be taken in respect of an administrative error or procedural defect being identified

To consider the implications and explanations of significant trends in marks derived from statistical review.

To receive reports of investigations concerning professional or academic misconduct and to agree the action to be taken following any such investigation. And consider appeals made under the Academic or Professional Misconduct Regulations.

To consider reports from Senior Examiners (and others as necessary) on the delivery of the MRCP(UK) Part 2 Clinical Examination (PACES) at centres within and outwith the UK and be responsible for setting and monitoring the standards of the Clinical Examination in all centres.

To propose changes in the administrative arrangements of the MRCP(UK) Part 2 Clinical Examination (PACES), as necessary.

To be guided by decisions taken by the MRCP(UK) Management Board and the MRCP(UK) Academic, Quality Management and Research Committee.

To consider appeals, cases of Academic or Professional Misconduct and complaints made under the MRCP(UK) Regulations and Academic Procedures.

To work with the MRCP(UK) Academic, Quality Management and Research Committee ensure the quality assurance of the MRCP(UK) Part 2 Clinical Examination.

## **Membership**

### **The Membership of the MRCP(UK) Part 2 Clinical Examining Board is as follows:**

Chairman (Appointed by the Federation)  
Medical Secretary (Appointed by the Federation)  
Registrar, Royal College of Physicians of Edinburgh  
Two Examiners, representing the Royal College of Physicians of Edinburgh  
Director of Medical Examinations, Royal College of Physicians and Surgeons of Glasgow  
Two Examiners, representing the Royal College of Physicians and Surgeons of Glasgow  
Registrar, Royal College of Physicians of London  
Two Examiners, representing the Royal College of Physicians of London  
Examiner, representing the MRCP(UK) Management Board  
Chair, Scenario Editorial Committee (to be confirmed by Management Board)  
Two Lay members nominated by MRCP(UK) Management Board  
Trainee Member

#### *In attendance as required:*

Head, MRCP(UK) Central Office  
Head of MRCP(UK) Academic Division  
PACES Policy Officer,  
Research Assistant

## **The Responsibilities and Duties of the Chair of the MRCP(UK) Part 2 Clinical Examining Board (PACES)**

### **Responsibilities**

**The Chair of the MRCP(UK) Part 2 Clinical Examining Board is responsible to the Medical Director of the MRCP(UK) and will:**

Have overall responsibility for the MRCP(UK) Part 2 Clinical Examining Board to ensure that all the academic objectives are met.

Have responsibility for ensuring that MRCP(UK) Part 2 Clinical Examination meets the standards set by the regulatory body PMETB.

Be responsible, with the support of the Medical Director, for the selection, appointment and training of board members and the monitoring of their performance.

Act as a clinical examiner within and outwith the UK.

Have responsibility for the ongoing development worldwide of the MRCP(UK) Part 2 Clinical Examination in the context of the overall development of the MRCP(UK) as directed by MRCP(UK) Management Board.

Monitor examiner performance and take action when necessary to ensure that the appropriate standards are maintained within and outwith the UK.

Be a member of the MRCP(UK) Management Board, and advise on issues that effect academic, operational, and policy matters of the Examination

Be a member of the MRCP(UK) Academic Quality Management and Research Committee to advise on issues that effect the academic and policy development of MRCP(UK) Part 2 Clinical Examination.

Be a member of Misconduct hearing panels as requested.

Be a member of other Boards or Committees as requested by the Medical Director.

Review the functions of the MRCP(UK) Part 2 Clinical Examining Board and advise the MRCP(UK) Management Board on the strategy the Board should adopt to ensure the MRCP(UK) Part 2 Clinical Examination can be delivered both within and outwith the UK.

Support MRCP(UK) Central Office and the College exams' departments in their work in developing and delivering MRCP(UK) Part 2 Clinical Examination.

### **Requirements**

It is a requirement for all those working with MRCP(UK) Examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CME requirements.

### **Time Commitment**

The Chair of the Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams

The Chair is expected to act as a Clinical Examiner at three UK sessions of PACES each year and at least one overseas session. In addition, the Chairman may also attend individual Clinical Examination Centres to ensure the Examination is delivered to the same standard wherever it is held.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on all these activities.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificates are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board**

## **Responsibilities**

### **The Medical Secretary of the of the MRCP(UK) Part 2 Clinical Examining Board will:**

Provide support to the Chair in running the MRCP(UK) Part 2 Clinical Examination to ensure that all academic objectives are met.

Assist the Chair in ensuring that the MRCP(UK) Part 2 Clinical Examination meets the standards set by the regulatory body the Postgraduate Medical Education and Training Board (PMETB).

Assist in the further development of the MRCP(UK) Part 2 Clinical Examination worldwide.

Be responsible for the production and accuracy of all documentary and Regulatory matters relating to the MRCP(UK) Part 2 Clinical Examination.

Assist the Chair in advising the MRCP(UK) Management Board on policy and academic matters relating to the MRCP(UK) Part 2 Clinical Examination.

May also be nominated as the representative on other MRCP(UK) Committees such as the MRCP(UK) Academic, Quality Management and Research Committee.

Deputise for the Chair as required on Misconduct panels.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination.

With the Medical Director of the MRCP(UK) and the Chair of the MRCP(UK) Part 2 Clinical Examining Board, advise on the appointment of Board members and assist with their selection, appointment, training and performance monitoring.

Act as a clinical examiner within and outwith the UK.

Assist the Chair in monitoring examiner performance and take action when necessary to ensure that the appropriate standards are maintained within and outwith the UK.

With the Chair, review the functions of the MRCP(UK) Part 2 Clinical Examining Board, advising the Chair on the strategy the Board should adopt to ensure that the MRCP(UK) Part 2 Clinical Examination can be delivered both within and outside the UK.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with as appropriate with National Guidelines, and CPD requirements.

### **Time Commitment**

The Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff in Central Office.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on these activities including test production, question writing, exam compilation, reviewing questions and blueprinting

### **Performance Review**

The Chair of the Board will be responsible for monitoring the performance of all members of the Examining Board.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of a Member of the MRCP(UK) Part 2 Clinical Examining Board (CEB)**

## **Responsibilities**

**The individual is responsible to the Chair of the CEB.**

Members of the Board will:

Assist the Chairman and Medical Secretary in the running of the Clinical Examinations to ensure that all academic objectives are met.

Assist the Chair and Medical Secretary in ensuring that the MRCP(UK) Part 2 Clinical Examination meets the standards set by the regulatory body the Postgraduate Medical Education and Training Board (PMETB).

Attend annual meetings of the CEB and review candidate performance in the most recent diet.

Assist with the development of the Examinations.

Act on the advice of the Chair and CEB on policy and academic matters relating to the Clinical Examinations.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination.

Act as a clinical examiner within and outwith the UK as required by the Chair.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Requirements**

It is a requirement for all those working with MRCP(UK) Examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with as appropriate with National Guidelines, and CPD requirements.

## **Time Commitment**

The Clinical Board will normally hold three two-day examining board meetings per year

and run three diets. SCE Board will normally hold one two-day examining board meeting per year and run one diet.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

### **Performance Review**

The Chair of the Board will be responsible for monitoring the performance of all members of the examining board.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Lay representative as a member of the MRCP(UK) Part 2 Clinical Examining Board (CEB) or MRCP(UK) Scenario Editorial Committee (SEC)**

## **Responsibilities**

The lay representatives are full members of the CEB and the SEC and actively participate in its work and other projects between board meetings.

Lay representatives are also required to participate in candidate disciplinary hearings as necessary.

The individual is responsible to the Chair of the CEB or SEC and subject to the same guidance as other members.

### **Lay representatives will:**

Take an independent overview on the general proceedings and promote the viewpoint of the general public, and the patient in the development of the policies and processes of the MRCP(UK) Part 2 Clinical Examination.

Have responsibilities specific to the development of the roles of patients (actual, standardised or simulated) and the development of the assessment process in the MRCP(UK) Part 2 Clinical Examination as it effects the patients who participate

Be involved in assessment, based on their skills and expertise, as requested by the Chair.

Provide additional independent input into the external quality assurance of MRCP(UK) Part 2 Clinical Examination delivery.

Support the officers of the Examining Board in delivering the Clinical Examination and meeting the requirements set by the regulatory body PMETB.

Attend all meetings of the Board and assist with the development of the MRCP(UK) Part 2 Clinical Examinations.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the MRCP(UK) Part 2 Clinical Examinations.

## **Requirements**

It is a requirement for all the lay representatives that:

They provide a current CV and confirm to Central Office as requested and that they have received equality and diversity training

They have to participate in training as instructed by the Board Chair.

It is the responsibility of the Board Chair to ensure that Lay representatives are appropriately trained and receive feedback on their performance. And if for any reason

the performance of the lay representative fell below expectations it is the responsibility of the Board Chair to invite them to stand down.

### **Time Commitment**

The CEB will normally hold three two-day meetings per year and run three diets.

Lay representatives will normally remain on an individual Board for 3 years

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

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# **The Responsibilities and Duties of the Chair of a Specialty Certificate Examining Board**

## **Responsibilities**

**The Chair of the Specialty Certificate Examining Board is responsible to the Medical Director of the MRCP(UK) and will:**

Have overall responsibility for the Specialty Certificate Examining Board to ensure that all the academic objectives are met.

Have responsibility for ensuring that the Specialty Certificate Examination meets the standards set by the regulatory body the PMETB.

Be responsible, with the support of the Medical Director, for the selection, appointment and training of board members and the monitoring of their performance.

Be a member of the Specialty Certificate Examination's Standard Setting Groups

Have responsibility for the ongoing development of the Specialty Certificate Examination in the context of the decisions taken by the Specialty Certificate Examinations Steering Group and as directed by MRCP(UK) Management Board.

Be a member of the Specialist Certificate Examinations Steering Group, and advise on issues that effect academic, operational, and policy matters of the Examination

Be a member of other Boards or Committees as requested by the Medical Director.

Review the functions of the Specialty Certificate Examining Board and advise the Specialty Certificates Steering Group and the MRCP(UK) Management Board on the strategy that should be adopted to ensure the Examination can be delivered both within and outwith the UK.

Support MRCP(UK) Central Office in their work in developing and delivering the Examination.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with National Guidelines, and CPD requirements.

### **Time Commitment**

The Specialty Certificate Board will normally hold one examining board meeting per year and run one diet.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

### **Performance Review**

The Medical Director or his/her appointee is responsible for giving feedback to Board Chairs on their performance as appropriate.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Medical Secretary of the Speciality Certificate Examining Board**

## **Responsibilities**

### **The Medical Secretary of the of the Speciality Certificate Examining Board will:**

Provide support to the Chair in running the Speciality Certificate Examination to ensure that all academic objectives are met.

Assist the Chair in ensuring that the Speciality Certificate Examination meets the standards set by the regulatory body the Postgraduate Medical Education and Training Board (PMETB).

Assist in the further development of the Speciality Certificate Examination worldwide.

Be responsible for the production and accuracy of all documentary and Regulatory matters relating to the Speciality Certificate Examination.

Assist the Chair in advising the Speciality Certificate Examination Steering Group on policy and academic matters relating to the Speciality Certificate Examination.

Attend the Speciality Certificate Standard Setting Advisory Group and, if necessary, Speciality Certificate Examination Steering Group deputising for the Chair as required.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the Speciality Certificate Examination.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Requirements**

It is a requirement for all those working with Speciality Certificate Examination that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

They are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with as appropriate with National Guidelines, and CPD requirements.

## **Time Commitment**

The Board will normally hold one two-day examining Board meeting per year and run one diet.

The Medical Secretary of the Speciality Certificate Examining Board will normally devote two sessions per month to Examination Board matters.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 20 sessions per year will be spent on these activities.

### **Performance Review**

The Chair of the Specialty Certificate Board will be responsible for monitoring the performance of all members of the Examining Board.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

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# **The Responsibilities and Duties of the Specialist lead for the Specialty Certificate Examination**

## **Responsibilities**

**The Specialist lead is responsible to the MRCP(UK) Medical Director and the Specialist Society and will:**

Have overall responsibility for the coordinating the activities of the Examining Board, Standard Setting Advisory Group and Question Writing Group to ensure that all the academic objectives are met.

Will be a member of the Specialty Certificate Examination Steering Group, with responsibility to advise on issues that effect the academic and policy matters of the Examination.

Have responsibility for ensuring that the standard of examination questions and performance of the question writers meet the standards required by the regulatory body PMETB.

## **Requirements**

It is a requirement for all those working with Specialty Certificate Examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal.

They have been actively engaged in the training of junior doctors within the last two years, and are up to date with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

The time commitment of the Specialist Lead will depend on what other responsibilities are assigned to the individual in relation to the Specialist Certificate Examinations.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

## **Copyright**

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# **MRCP(UK) Specialty Question Writing Group and Specialty Certificate Question Writing Group**

## **Remit, Responsibilities and Membership**

### **Remit**

To generate questions for the MRCP(UK) Written Examinations or the Specialty Certificate Examinations as directed by the appropriate Examining Board.

### **Responsibilities**

To ensure that the academic objectives in terms of question writing and producing assessment materials for the Examination are met.

To work with the SCE Steering Group and MRCP(UK) Examining Boards for all academic matters relating to the Examinations to ensure that the Examinations are 'fit for purpose'.

To advise the appropriate Examining Board Chair on the content and development of the Examinations.

To assist in any review of the question writing process to ensure that sufficient questions of quality are produced for the examination.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

### **Requirements**

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

### **Membership**

#### **MRCP(UK) Specialty Question Group**

Each of the 16 specialty groups has up to 12 members, including a chair from a different specialty. Although the group may subdivide, the non-specialist chair retains responsibility for organising workflow and deciding the composition of the subgroups. Each group has a secretary who directs members in the choice of topics for drafted questions and takes responsibility for the editing process during each meeting.

*In attendance:*

- Chair of MRCP(UK) Specialty Question Groups
- Administrative Secretaries from the MRCP(UK) Medical Secretaries Office
- Psychometrics Researcher from MRCP(UK) Statistics Office
- Editor, MRCP(UK)

### **Specialty Certificate Question Writing Group**

In general, there are at least 20 members, with a maximum of 25. A Chairman is appointed to oversee the Group's activity. At meetings of the Question Writing Group where it is usual for the Group to subdivide, a chair and secretary of each subgroup will be identified.

*In attendance as required:*

- Associate Medical Director for Specialist Examinations
- Project Manager SCEs
- Administrative Secretary from the SCE Medical Secretaries Office
- Psychometrics Researcher from MRCP(UK) Statistics Office
- Editor, SCEs

# **The Responsibilities and Duties of the Chair of the MRCP(UK) Specialty Question Groups (SQG)**

## **Responsibilities**

### **The Chair is responsible to the Medical Director and will:**

Have overall responsibility for the MRCP(UK) Specialty Question Groups to ensure that all the academic objectives are met.

Chair the MRCP(UK) Specialty Question Groups, giving a steer to the organisation and development of their work.

Have responsibility for ensuring that the standards of exam questions and performance of the question writers meet the standards required by the regulatory body PMETB.

Be responsible, with the support of the Medical Director, for the selection, appointment and training of question writers and the monitoring of their performance.

Support the MRCP(UK) Central Office in the organisation of the question writing groups, and in the management of the question bank/s.

Be a member of the MRCP(UK) Management Board, and other boards as required, to advise on issues that effect academic, operational, and policy matters relating to questions and question writing.

Review the functions of the MRCP(UK) Specialty Question Groups, advising the MRCP(UK) Management Board on the strategy to be adopted to ensure that the MRCP(UK) written examinations can be supported appropriately.

Take the lead in ensuring that the MRCP(UK) Specialty Question Groups have the necessary resources and facilities to support the MRCP(UK) written examinations, and advise the Medical Director and Central Office of these issues.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that they confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date, as appropriate, with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

The Chair of the Specialty Question Group will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on MRCP(UK) question writing activities.

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

## **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Chair of the Question Writing Group (QWG) for the Specialty Certificate Examination**

## **Responsibilities**

### **The Chair is responsible to the Specialist lead and will:**

Have overall responsibility for the Question Writing Group to ensure that all the academic objectives are met.

Have responsibility for ensuring that the standard of examination questions and performance of the question writers meet the standards required by the regulatory body PMETB.

Be responsible, with the support of the Specialist lead and the Associate Medical Director of MRCP(UK) responsible for Specialist Certificate Examinations, for the selection, appointment and training of question writers and the monitoring of their performance.

## **Requirements**

It is a requirement for all those working with Specialty Certificate Examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal.

They have been actively engaged in the training of junior doctors within the last two years, and are up to date with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

The Chair of the Question Writing Group will attend all meetings of the Question Writing Group. Meetings normally take place annually and last for up to two days.

Appointments are normally for five years and can be extended as agreed with the Associate Medical Director of MRCP(UK).

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate

information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest (real or potential) arise, it is the responsibility of the individual to inform the Specialist lead.

### **Copyright**

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# **The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Specialty Question Groups**

## **Responsibilities**

### **The Medical Secretary of the Specialty Question Groups will:**

Assist the Chair in running the MRCP(UK) Specialty Question Groups to ensure that all the academic objectives are met.

Assist the Chair in giving a steer to the MRCP(UK) Specialty Question Groups on the organisation and development of the Groups' work.

Assist the Chair in his/her responsibility for ensuring that the standards of exam questions and performance of the question writers meet the standards required by the regulatory body PMETB.

Be responsible, with the support of the Medical Director and Chair of the Specialty Question Groups, for the selection, appointment and training of question writers and the monitoring of their performance.

Support the MRCP(UK) Central Office in the organisation of the Question Writing Groups, and in the management of the question bank/s.

Be a member of the MRCP UK Part 1 or Part 2 Board or other Examining Boards as required, to advise on issues that effect academic, operational, and policy matters relating to questions and question writing.

Review with the Chair the functions of the MRCP(UK) Specialty Question Groups, advising the MRCP(UK) Management Board on the strategy to be adopted to ensure that the MRCP(UK) Examinations can be supported appropriately.

Support the Chair in ensuring that the MRCP(UK) Specialty Question Groups and Question Writing Groups have the necessary resources and facilities to support the MRCP(UK) Examinations, and advise the Medical Director and Central Office of these issues.

The appointment will initially be for a period of five years.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with relevant National Guidelines, and CPD requirements.

### **Time Commitment**

The Medical Secretary of the MRCP(UK) Specialty Question Groups will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff in Central Office.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on MRCP(UK) question writing activities.

### **Performance Review**

The Chair of the MRCP(UK) Specialty Question Groups will be responsible for monitoring the performance of all members of the Examining Board.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Specialty Question Group Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of a Member of the MRCP(UK) Specialty Question Group (SQG) or the Specialty Certificate Question Writing Group (QWG)**

## **Responsibilities**

To generate questions for the MRCP(UK) Written Examinations or the Specialty Certificate Examinations as directed by the appropriate Examining Board.

Ensure that the academic objectives in terms of question writing and producing assessment materials for the Examination are met.

Advise the appropriate Chair on the content and development of the Examination.

Assist in any review of the question writing process to ensure that sufficient questions of quality are produced for the examination.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

To participate in training as required.

## **Requirements**

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

SQG meetings are held twice a year and QWG meetings are held at least once a year and more frequently as required.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

## **Performance Review**

The Medical Director or the chair of the Specialty Question Groups or the Question Writing Group will be responsible for monitoring the performance of the groups' members

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Chair of the Specialty Question Groups/Question Writing Group, or the Medical Director.

## **Copyright**

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# **MRCP(UK) and Specialist Certificate Standard Setting Groups**

## **Remit, Responsibilities and Membership**

### **Remit**

To advise on the pass mark for the examination.

### **Responsibilities**

**All Standard Setting Groups (SSG) are responsible to the MRCP(UK) or Specialist Certificate Examining Boards and they will:**

Ensure that the academic objectives of assessment for the Examination are met.

Evaluate the level of difficulty of each question in an examination paper ensuring that the quality of individual questions is high and that the Examination questions are of an appropriate standard.

Work with the MRCP(UK) and SCE Examining Boards for all academic matters relating to the Examinations to ensure that the Examinations are 'fit for purpose'.

Advise the appropriate SSG Chair on the content and development of the Examinations.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

### **Requirements**

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

### **Membership**

Some (but not all) members of each Standard Setting Group may be members of the relevant Examining Board and most (if not all) should have experience of question

writing. The Chairman and Secretary of the Examining Board should be members *ex officio*, but neither of these members should chair the Standard Setting Group.

Each group has between 6 and 14 members, including a chair. Although the group may subdivide, the Chair retains responsibility for organising workflow and deciding the composition of the subgroups.

*In attendance:*

- Chair of MRCP(UK) or SCE Examining Board
- Psychometrics Researcher from MRCP(UK) Statistics Office
- Administrators, MRCP(UK)

## **The Responsibilities and Duties of the Chair of the MRCP(UK) or SCE Standard Setting Groups**

### **Responsibilities**

The Chair of the MRCP(UK) or SCE Standard Setting Group is responsible to the Chair of the MRCP(UK) or SCE Examining Boards and will:

Have overall responsibility for the Standard Setting Group to ensure a pass mark is agreed to the appropriate standards.

To lead discussions and evaluate each item to ensure the quality of questions is high and of an appropriate standard.

Be responsible for the appointment and training of group members and monitoring their performance.

### **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) Examinations are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CPD requirements.

It is a requirement for all members of a Standard Setting Group that they:

Be a member of the Speciality Question Groups and/or the appropriate Examining Board and have considerable knowledge of the examination.

Be involved in and have demonstrated an interest in medical education.

Be practising in some aspect of general medicine with additional subspecialty or area of interest

Attend Standard Setting meetings as required.

Have an understanding of the principles behind criterion referencing and the Hofstee method (including item response theory), statistical methods used and interpretation of analyses performed on individual items.

Appointments are normally for five years and can be extended as agreed with the Medical Director.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Standard Setting Group Chair or the Medical Director.

## **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of a Member of the MRCP(UK) or SCE Standard Setting Group**

## **Remit**

To run under the auspices of the MRCP(UK) Part 1, Part 2 or Speciality Certificate Examining Board and advise on the pass mark to be applied to the Examination paper.

## **Responsibilities**

Members will:

Evaluate the level of difficulty of each question in an examination paper in order to set a pass mark.

Ensure that the quality of individual questions is high and that the Examination questions are of an appropriate standard.

Keep abreast of developments in the world of medical education and medical practice ensuring that the examination papers are relevant to the curriculum.

## **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CPD requirements.

**It is a requirement for all members of a Standard Setting Group that they:**

Be a member of the Speciality Question Groups and/or the appropriate Examining Board and have considerable knowledge of the examination.

Be involved in and have demonstrated an interest in medical education

Be practising in some aspect of general medicine with additional subspecialty or area of interest

Attend Standard Setting meetings as required.

Have an understanding of the principles behind criterion referencing and the Hofstee method (including item response theory), statistical methods used and interpretation of analyses performed on individual items

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Standard Setting Group Chair or the Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# MRCP(UK) Academic And Quality Management Research Committee

## Remit, Responsibilities and Membership

### The remit and responsibilities of the Committee is as follows:

To be responsible to the MRCP(UK) Management Board for all academic and quality matters relating to the MRCP(UK) and Specialty Certificate Examinations;

To ensure the performance of each MRCP(UK) Examining Board, the MRCP(UK) Specialty Question Groups and the MRCP(UK) Standard Setting Groups;

To advise on the development of the academic activities and the resources needed to support them;

To be responsible for the quality and quantity of academic research into the MRCP(UK) and Specialty Certificate Examinations, including initiation, approval and coordination of research proposals and the submission, publication and presentation of the results of research studies;

To maintain and develop the quality standards of the MRCP(UK) examinations, including matters relating to validation or accreditation by external bodies, and ensuring quality assurance is handled consistently for all exams;

To be responsible for academic policy and regulations, and particularly:

- mapping of the Examination to the curricula;
- criteria for the entrance to each stage of the MRCP(UK) Examination;
- policy and procedures for the assessment of the MRCP(UK) Examination;
- procedures for granting qualifications and for annulling such qualifications;
- procedures for the exclusion of candidates for academic reasons;
- decisions on accommodations to be offered to candidates with disabilities;
- other similar matters essentially concerned with test fairness, test development and research.

To foster connections with other professional bodies (including other Medical Royal Colleges, PMETB and the GMC).

### Membership

The membership of the **MRCP(UK) Academic and Quality Management Research Committee** is as follows;

MRCP(UK) Medical Director

MRCP(UK) Associate Medical Director

Chair of the MRCP(UK) Part 1 Examining Board\*

Chair of the MRCP(UK) Part 2 Written Examining Board\*

Chair of the MRCP(UK) Part 2 Clinical Examining Board\*

Chair of the MRCP(UK) Specialty Question Groups

A maximum of three Medical Educationalists (who are not Officers of MRCP(UK)  
Examining Boards or Committees)  
Trainee Representative  
MRCP(UK) Chief Operating Officer

\*Or Medical Secretary as nominated deputy.

# **The Responsibilities and Duties of the Chair of the MRCP(UK) Academic and Quality Management Research Committee**

## **Responsibilities**

**The Chair of the MRCP(UK) Academic Quality Management and Research Committee (AQMRC) is responsible to the Medical Director of the MRCP(UK) and will:**

Have overall responsibility for AQMRC, ensuring the Committee fulfils its remit and responsibilities.

Advise on the continuing development of all MRCP(UK) examinations, and particularly policy and procedures for assessment.

Have responsibility for maintaining and developing the quality standards of the MRCP(UK) examinations, including matters relating to validation or accreditation by external bodies, and ensuring quality assurance is handled consistently for all exams.

Commission and review research to support the quality assurance of the MRCP(UK) examinations.

Be a member of other Boards or Committees as requested by the Medical Director.

Review the functions of AQMRC and advise the Medical Director on the strategy to be adopted to ensure that the MRCP(UK) examinations can be supported appropriately.

Take the lead in ensuring that the MRCP(UK) Central Office has the necessary resources and facilities to support the quality standards required of the examinations and advise the Medical Director accordingly.

Foster connections with other professional bodies (including other Medical Royal Colleges, PMETB and the GMC).

## **Requirements**

It is a requirement that all applicants:

Confirm that they are a fellow of one of the three Colleges and that they are registered and in good standing on the GMC specialist register.

Confirm that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in Medical Education, training of junior doctors within the last two years and to be up to date with relevant National Guidelines and CME requirements.

Term of office is 5 years.

### **Time Commitment**

AQMRC normally meets three times a year. Additional business may be conducted outside of these meetings where necessary by email.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times. The successful applicant will be required to agree to the following conditions regarding participation in commercial activities and assignment of copyright.

## **Responsibilities and duties of a Member of the MRCP(UK) Academic and Quality Management and Research Committee**

### **The Remit of the MRCP(UK) Academic and Quality Management and Research Committee (AQMRC)**

MRCP(UK) AQMRC provides a unified approach to quality control/assurance of all academic and quality matters related to MRCP(UK) Examinations keeping with the requirements and guidance of The Federation and PMETB.

MRCP(UK) AQMRC is accountable to the MRCP(UK) Management Board and to The Federation

#### **A member of the MRCP(UK) AQMRC is responsible for the following:**

To assist the Chair of the MRCP(UK) AQMRC ensuring quality assurance matters are handled consistently across all Parts of the MRCP(UK) Examination and all academic objectives are met.

To initiate, discuss, and coordinate academic research into the MRCP(UK) Examinations assisting with the submission, publication and presentation of the results of research studies.

To assist the Chair of the MRCP(UK) AQMRC in delivering the Examination and meeting the requirements set by the regulatory body PMETB.

To advise in respect of the matters such as:

- policy and procedures for the assessment of the MRCP(UK) Examination
- quality control/assurance of the MRCP(UK) Examination, including matters relating to validation or accreditation by external bodies;
- procedures for granting qualifications and for annulling such qualifications
- procedures for the exclusion of candidates for academic reasons;
- decisions on accommodations to be offered to candidates with disabilities
- other similar matters essentially concerned with test fairness, test development and research

### **Requirements**

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

### **Time Commitment**

MRCP(UK) AQMRC will normally hold three one-day meetings per year.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **MRCP(UK) Scenario Editorial Committee**

## **Remit, Responsibilities and Membership**

### **Remit**

To manage the standardised scenarios for the assessment of communication skills in station 4 of MRCP(UK) Part 2 Clinical Examination (PACES).

### **Responsibilities**

MRCP(UK) Scenario Editorial Committee is responsible to the MRCP(UK) Part 2 Clinical Examining Board (CEB) and will:

Ensure that the academic objectives of assessment related to the scenarios for the Examination are met.

Write or commission a range of scenarios testing communication skills ensuring that the quality of the scenarios is high and of an appropriate standard.

Review the performance of all scenarios used in station 4 and recommend retention in the scenario bank unchanged, rewriting prior to reuse or rejection.

Ensure that an appropriate selection of scenarios is available for host centres for each day of each diet of MRCP(UK) PACES.

Work with the CEB for all academic matters relating to the Examinations to ensure that the Examinations are 'fit for purpose'.

Create and manage a centrally held bank of scenarios.

Work with MRCP(UK) Academic Quality Management and Research Committee and MRCP(K) Central Office to suggest appropriate analysis and research to ensure or enhance the quality of assessment of communication skills in PACES.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

### **Requirements**

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

## **Membership**

- Chairman. Nominated by the Chairman of the CEB.
- Approximately 14 members from the 3 Royal Colleges and co-opted members who have particular expertise in the assessment of communication skills.
- Two lay representatives.
- An ethical adviser

In attendance:

- Scenario editor
- Statistical adviser
- Scenario administrator
- Chairman or member(s) of the CEB (as required)
- Senior administrator(s) from Central Office (as required)

# **The Responsibilities and Duties of the Chair of the MRCP(UK) Scenario Editorial Committee**

## **Responsibilities**

**The Chair of the MRCP(UK) Scenario Editorial Committee is responsible to the Chair of the MRCP(UK) Part 2 Clinical Examining Board and will:**

Have overall responsibility for the MRCP(UK) Scenario Editorial Committee to ensure that all the academic objectives are met.

Act as a clinical examiner within and outwith the UK.

Advise the MRCP(UK) Part 2 Clinical Examining Board (CEB) on the strategy the Board should adopt to ensure the MRCP(UK) Part 2 Clinical Examination can be delivered both within and outwith the UK.

Advise the Chair of the CEB on all academic matters relating to the MRCP(UK) Part 2 Clinical Examination to ensure it is 'fit for purpose'.

Support MRCP(UK) Central Office and the College exams' departments in their work in developing and delivering MRCP(UK) Part 2 Clinical Examination.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

## **Requirements**

It is a requirement for all those working with MRCP(UK) Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

SEC has a one-day meeting three times a year.

## **Performance Review**

The Chair of the CEB will be responsible for monitoring the performance of the SEC members.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Chair of the Specialty Question Groups/Question Writing Group, or the Medical Director.

## **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

# **The Responsibilities and Duties of the Member of the MRCP(UK) Scenario Editorial Committee**

## **Responsibilities**

**The individual is responsible to the Chair of the MRCP(UK) Scenario Editorial Committee and will:**

Assist the Chair in the running of the MRCP(UK) Part 2 Clinical Examinations to ensure that all the academic objectives are met.

Attend annual meetings of the MRCP(UK) Scenario Editorial Committee.

Advise the Chair on the strategy the CEB and the MRCP(UK) Scenario Editorial Committee should adopt to ensure the MRCP(UK) Part 2 Clinical Examination can be delivered both within and outwith the UK.

Advise the Chair on all academic matters relating to the MRCP(UK) Part 2 Clinical Examination to ensure it is 'fit for purpose'.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the Postgraduate Medical Education and Training Board (PMETB).

## **Requirements**

It is a requirement for all those working with MRCP(UK) Examinations or the Specialty Certificate Examinations that:

They confirm that they hold the MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges (or another medical Royal College), and that they are registered and in good standing on the GMC specialist register.

They confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

## **Time Commitment**

SEC has a one-day meeting three times a year.

## **Performance Review**

The Chair of the CEB together with the Chair of SEC will be responsible for monitoring the performance of the groups' members.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

## **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Chair of the Specialty Question Groups/Question Writing Group, or the Medical Director.

## **Copyright**

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## **The Responsibilities and Duties of Examiners MRCP(UK) Part 2 Clinical Examination (PACES)**

MRCP (UK) PACES is an integral part of the assessment of the knowledge, skills and attitudes of all physicians in training in the UK. As such, the examination is open to scrutiny by the Postgraduate Medical Education and Training Board and must comply with its Standards. The Duties and Responsibilities outlined herein are essential to ensure that PACES and its examiners maintain the highest standards.

### **1. PROFESSIONAL STANDING**

Examiners must:

- Be on the GMC specialist register and hold a license to practise (the latter only applies after this system becomes compulsory for practising specialists in the UK).
- Be a Fellow in good standing of one of the three UK colleges of Physicians
- Inform the PACES lead of their Sponsoring College of any restrictions on their license to practise in any country in which they have worked.
- Provide evidence to their Sponsoring College of up to date Equality and Diversity training as recognised by their employing authority. This must be regularly updated and evidence supplied at every 5 year review.
- Be prepared to undergo a process of reaccreditation as an examiner by MRCP(UK) on a 5 yearly cycle.

### **2. EXAMINING COMMITMENT**

Examiners must:

- Examine at least 30 candidates per annum (averaged over 2 years).
- Refresh their examiner training if unable to take part in the requisite number of cycles over 2 years.
- Be prepared to host PACES and act as Nominated Visiting Examiner at the request of their Sponsoring College.

### **3. QUALITY ASSURANCE**

Examiners must:

- Resubmit the examiners application form every 5 years or at the request of their Sponsoring College, providing the necessary information to ensure that they

continue to carry out clinical practice, teaching and training duties at the level required at the time of their initial appointment and continue to fulfil all current eligibility criteria as defined by MRCP(UK).

- Agree to data collection and receipt of feedback on their performance.
- Participate in such additional and update training as specified by the Colleges and the MRCP(UK) Clinical Examining Board especially when any change in PACES methodology is planned.
- Refresh their examiner training if they have been unable to examine in sufficient cycles over the last 2 years or if Quality Assurance monitoring has revealed cause for concern as judged by their Sponsoring College.

#### 4. PROBITY

Examiners must:

- Ensure that the confidentiality of candidate information, examination results and materials is respected at all times.
- NOT take part in or be involved in commercially run courses related to PACES
- Inform their Sponsoring College of any potential conflicts of interest.

*I have read the document and agree that I will comply with the Duties and Responsibilities outlined. I understand that my appointment will be reviewed every 5 years.*

NAME.....

Signed.....

Date

Sponsoring College.....

*Please return to the Examination Office of the Sponsoring College after signing.*