

The Responsibilities and Duties of a MRCP(UK) or SCE Standard Setting Group member

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 hold MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

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 or the appropriate Examining Board, or have considerable knowledge of the examination, or have experience of standard setting and question writing in an academic environment.

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

Time Commitment

The tenure of board appointments is five years. Subject to the agreement of the Associate Medical Director for Written Examinations, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

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.

Participation in commercial activities

MRCP(UK) Officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials such as CD-Roms or to re-edit or revise existing texts or other publications whose specific purpose is to help candidates prepare for any or all parts of the MRCP(UK) Examination.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and questions for any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also may publish it, as it sees fit, without any payment to me.

At all times, and to the best of my knowledge, any material I submit will have been prepared for use in the MRCP(UK) or Specialty Certificate Examination and will not have been published previously, and is not the intellectual property of anyone else.

I undertake not to publish, independently of the Federation, any material which I have prepared for the MRCP (UK) Examination, or which I have reviewed through my work for the MRCP (UK) Examination.

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Name of appointee _____

Signature _____ Date _____

MRCP(UK) Central Office
11 St Andrew's Place
Regent's Park
London NW1 4LE
Telephone: +44 (0)20 7935 1174
Fax: +44 (0)20 7486 5864

March 2014