

# External Examiner

## for GDC Regulated Examinations

### Job title

External examiner to GDC Regulated Examinations.

External Examiners will apply and be appointed to one of the following examinations:

- Licence in Dental Surgery
- Diploma in Orthodontic Therapy
- Restorative Speciality Membership Examinations (RSME) run by the Faculties of Dental Surgery of the Royal College of Physicians and Surgeons of Glasgow and the Royal College of Surgeons of England
- Membership in Orthodontics (M.Orth) run by the Faculties of Dental Surgery of the Royal College of Physicians and Surgeons of Glasgow and the Royal College of Surgeons of England

### Lines of accountability

Report to the Chair of Examination Board in the relevant examination.

In the case of the Restorative Speciality Membership Examinations (RSME) and Membership in Orthodontics (M.Orth), there is additional accountability to the Speciality Membership Examinations Executive (SMEE).

### Qualifications

The External Examiner should hold the following qualifications:

- Full and current registration with the General Dental Council
- Postgraduate qualification appropriate to the post
- Fellow, member or affiliate of Faculty of Dental Surgery of RCS England, or in the case of External Examiner for RSME or M.Orth, the Faculties of Dental Surgery of RCPS Glasgow or RCS England

For the roles of External Examiner for RSME and M.Orth only:

- Specialist registration with the General Dental Council (this does not need to be in Restorative Dentistry, Endodontics, Periodontics or Prosthodontics)

## Experience

The External Examiner should:

- Be in active clinical and / or academic practice or be retired from practice for less than 5 years
- Have experience as an examiner, assessor, question-writer or examination Board member
- Have experience of working with, training or examining candidates at a level appropriate to the examination as follows:
  - For LDS, current or recent experience working with undergraduate or foundation dentists
  - For RSME and M.Orht, current or recent experience working with speciality trainees
  - For DipOT, current or recent experience working with Orthodontic Therpaists
- Be motivated to maintain knowledge and skills appropriate to the role as follows:
- Have attended, or be willing to undergo regular training appropriate to the needs of the examination Board
- Have attended or be willing to undergo diversity, equity and inclusion training

## Job summary

The External Examiner will be required to:

- Be available to participate in diets of the examinations
- Actively participate in ensuring that the Examiners examine to the required standard
- Assess Examiners in accordance with the principles outlined in the mandatory training course and guidance documents
- Provide a written report on each diet attended, using the template provided, to comment on
  - The appropriateness of the examination standards
  - Rigour of the examination processes in ensuring equity of treatment for candidates
  - Standards of examiner and candidate performance
  - Good practice identified or improvements they would recommend
- Draw any matter causing concern to the attention of the Exam Board Chair and appropriate College staff, including unacceptable behaviour of Examiners
- Attend the confirmation of results meeting for any diet of the examination in which they have acted as an External Examiner

- Observe strict confidentiality with regard to the performance of individual examiners and candidates throughout the duration of the examination and any deliberations of the results meeting
- Participate in other meetings of the Exam Board and / or Examiner Panel as required
- Abide by the principles set out in the Examiner Code of Conduct

## Time commitment

The External Examiner will be required to participate in the following activities:

- Attending examinations as per the table below:

Examination	Diets per year
LDS	3 x 4 days Part 2 (usually Tuesday – Friday) 2-3 x 1 days Part 3 (usually Saturday)
DipOT	1 x 2 days
RSME	2 x 3 days
MOrth	2 x 3 days

- Reviewing material and preparing a report for written diets – once or twice per year
- Attending External Examiner training – 1 day of initial training, followed by 1 day every 3 years
- Preparing External Examiner reports – approximately 1 day per diet

## Accommodation and expenses

When required to attend examinations in London, External Examiners will be entitled to paid accommodation close to the examination venue. This will usually be provided the night before each examination day.

Travel and subsistence expenses all travel to and from examinations will be reimbursed in line with the RCS England expenses policy.

For External Examiners to the Licence in Dental Surgery (LDS) **only**, honoraria payment of £540 per day will be paid, in addition to the expenses detailed above.

The role of External Examiners to all other examinations is carried out on a voluntary basis.

## Person Specification

Qualifications, Skills and Experience	Essential	Desirable
Bachelor of Dental Surgery	<b>X</b>	
Registration with the General Dental Council	<b>X</b>	
Specialist registration with the General Dental Council		<b>X</b> (Speciality exams only)
Current membership of the Faculty of Dental Surgery of either RCSEng (or RCPSTG in the case of specialty examinations)	<b>X</b>	
Postgraduate qualification of one of the dental faculties		<b>X</b> (Speciality exams only)
Experience of working with and/or examining speciality trainees	<b>X</b>	
Experience as an examiner, assessor, question-writer or member of an examination Board	<b>X</b>	
High professional standards, competence in and loyalty to the dental profession	<b>X</b>	
Willingness to participate in the induction programme	<b>X</b>	
Evidence of a strong commitment to diversity, equity and inclusion	<b>X</b>	
Strong interpersonal and verbal and written communication skills	<b>X</b>	
Understanding of and experience in developing best practice assessment techniques		<b>X</b>