



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW



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## Intercollegiate Specialty Fellowship Examinations Assessor

**Post Title:** Intercollegiate Specialty Fellowship Examinations Assessor  
Royal College of Physicians and Surgeons of Glasgow  
232-242 St Vincent Street, Glasgow G2 5RJ

**Date:** xxx

### Background of Intercollegiate Specialty Fellowship Examination (ISFE)

Award of the Diploma of Fellowship in a specific specialty indicates that a candidate has attained the knowledge and experience, as well as satisfied the necessary training programme requirements, to proceed to practice independently as a consultant within their specialty.

The following exams are for specialists wishing to practice as a consultant in dental surgery;

- Dental Public Health
- Oral Medicine
- Oral Surgery
- Orthodontics
- Restorative Dentistry
- Paediatric Dentistry

The Specialty Fellowship Examinations Executive (SFEE) is responsible for the governance of the ISFE examinations. The Royal College of Physicians and Surgeons of Glasgow acts as the Secretariat of the Intercollegiate Specialty Fellowship Examinations Boards in Dental Specialties and is responsible for the professional conduct of the examinations on behalf of the Faculties of Dental Surgery in Great Britain and Ireland. Assessors may be required to assess other exams under SFEE's governance at sites across Great Britain and Ireland.

The exam consists of two parts; Part A (Critical Appraisal) and Part B (Clinical or Desktop for Dental Public Health and Management of Healthcare Delivery). To pass the examination the candidate must pass both sections.

### Overview of the Role

The Assessor will be responsible for the monitoring and evaluation of ISFE examination conduct and delivery to ensure standards are maintained.

### Key responsibilities

- Observe the conduct of the Part A Standard Setting and marking
- Observe the conduct of the Part B examination delivery
- Monitor, evaluate and provide feedback on the conduct and performance of appointed examiners in all components of the examinations, to ensure that the highest possible standards of examining are achieved and maintained
- Participate in ISFE Chairs' Group meetings



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- Participate in training sessions for Assessors

The duties of the Assessor are to undertake the following activities and to make recommendations for improvement if appropriate:

- Attend examinations as appointed by the ISFE Secretariat
- Observe all examiners where feasible, at least once at each exam session
- Monitor and evaluate the conduct and performance of examiners including their consistency in the interpretation and application of mark descriptors in accordance with Examiner Guidance and training
- Monitor Equality and Diversity issues in accordance with College policy
- Provide support and constructive feedback to examiners
- Identify and disseminate good practice
- Based on the evidence acquired as an Assessor, to make recommendations for improvement to the examination process through the ISFE Chairs' Group to SFEE
- Provide individual feedback to examiners as soon as possible with positive suggestions for improvement where required
- Report all instances where the integrity of the examination is at risk to the Board Chair and ISFE Secretariat as soon as possible
- Act as external evaluator of the venue, organisation and overall conduct of the examination
- In the performance of the above tasks, maintain confidentiality and professional integrity
- Complete all relevant documentation as required by SFEE
- Provide a written report after each examination to the Secretariat, including samples of good practice, recommendations for enhancements and any urgent action points

### **Eligibility Criteria**

This list is not exhaustive and each application will be considered on an individual basis.

Applicants must:

1. Be a Fellow of one of the Royal Colleges in the United Kingdom or Ireland in good standing. They will have an active interest in education and assessment, with knowledge of the career progression of dentists
2. The successful applicant should have a minimum of 2 years' experience in examining candidates for the ISFE dental examinations or any other medical examination. Additionally, relevant experience in examination preparation is desirable
3. Not be an active ISFE examiner. Current ISFE examiners would be required to demit from their examiner role to serve as an Assessor
4. Be active in postgraduate training/education/teaching
5. Be in good standing with their College/Professional Organisation
6. Be in good standing with the GDC or equivalent body and not under investigation by an NHS Trust/employing body that restricts their clinical or professional practice
7. Have a commitment to equality and diversity
8. Be able to provide the names and contact details of two suitable referees (see below)



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In addition to meeting the eligibility criteria, Assessors must show commitment to high professional standards as an examiner, including understanding of appropriate **clinical and pedagogical** techniques and a policy of courtesy, fairness and non-discrimination towards all candidates.

### Time Commitment

The Colleges are seeking to appoint 6 Assessors for the ISFEs, therefore commitments can be shared across this panel. Applicants must be able to commit the required amount of time to the role and have advised their employer of their intention to apply for the position. **It is expected that Assessors would be appointed for a term of three (3) years.** An indication of the time commitment **per year** required is given below:

Activity	Time commitment
Observation of Part A standard setting and marking	2 days per year
Observation of Part B exam delivery	2-4 days per year
Attendance at ISFE Chairs' Group Meetings	2 meetings per year (approx. 2 hours per meeting) held remotely. Attendance may not be required at every meeting.

### Equality, Diversity and Inclusion

The College is keen to have a group of examiners and Assessors as diverse as possible, and we hope to attract applications from underrepresented groups, including Black, Asian and minority ethnic (BAME) people; people with disabilities; LGBT+ people; people with gender diverse identities; and people from lower socio-economic backgrounds.

April 2024