Appeal Panel Member (CO)

Contributor candidate pack

The Royal College of Radiologists

01 Welcome

It's a pleasure to welcome you as you explore the opportunity to contribute to the work of the Royal College of Radiologists. I'm delighted that you're considering joining our committed community of professionals who contribute their time, skills and experience to support our work.

At the RCR, colleagues like you are absolutely vital to the work we do. You play a key role in helping us support excellence in medical imaging, interventional radiology and cancer treatment - both now and in the future. In contributing your time, expertise, and perspective, your involvement strengthens our impact and supports the delivery of safe, high-quality patient care, which sits at the heart of everything we do.

As a Contributor, you will help us deliver the College's strategic priorities, including providing excellent standards and guidance for the workforce, delivery of high-quality professional learning, and being recognised as the experts in our fields. Your insight and involvement help ensure that our specialties continue to grow in both strength and influence.

Many of our Contributors have told us they choose to give their time because they want to make a real difference to our specialties. And by getting involved, they've also found opportunities to build lasting professional networks and stay connected with peers across the UK and beyond. The same will be true for you.

We're proud to be a college that works in partnership with its members. Our Contributors bring energy, ideas, and commitment that shape our work and our future - and we are stronger because of it.

I look forward to the opportunity to work with you.

With warm wishes,

Stephen Harden

Dr Stephen Harden

President of The Royal College of Radiologists

02 Role Summary

Role title:	Appeal Panel Member (CO)
Time Commitment:	Approx.10 hours a year
Location:	Online
Closing date for applications:	11 December 2026

Why this role exists

The RCR is committed to ensuring every exam candidate is treated fairly, while maintaining exam integrity. To do this, the RCR provides a formal means for candidates to appeal against their result should they feel that there was a procedural irregularity that adversely affected their performance. It is vital that the process for appealing against a result decision is transparent and consistent.

The RCR therefore has in place an Appeals Panel that, working within the prescribed framework, scrutinises all evidence provided to decide collaboratively if a fail result awarded is substantiated and, when applicable, decide which of the four available outcomes would be most appropriate. (More information is available in the RCR's Appeal Policy.)

Your impact

This is an important role that has a significant impact on candidates' progression through the FRCR journey. By bringing independent judgement, fairness and careful consideration to each appeal, Panel members help ensure that candidates can have confidence in the transparency and integrity of the appeals process. Your contribution will support consistent, evidence-based decision making, while helping the RCR uphold high standards in assessment and protect the credibility of its exams. In doing so, you will play a meaningful part in supporting candidates, the College and the wider specialties we serve.

03 Key responsibilities and requirements

The RCR is seeking individuals with experience of applying the principles of natural justice, fairness and impartiality, in either an assessment or other setting, to join the RCR Exam Appeal Panel for Clinical Oncology exams to provide a source of knowledge and insight to enable transparent, evidence-based decision making.

Key responsibilities:

- Become familiar with the FRCR exams, including formats and how pass marks are established, and associated documentation such as 'purpose of assessment' statements and exam regulations.
- Read and understand the Equality Act 2010 and RCR exams policies.
- Consider appeal documentation from appellants in line with due process, to include:
    i. An appellant identity audit of all paperwork
    ii. An administrative audit of examiner scoring, and marks achieved compared to the passing standard
    iii. A review of the appellants correspondence regarding the procedural irregularity experienced
- Ensure every point of the appeal is considered, and that clear reasoning is applied regarding accepting or rejecting points raised, being cognisant of the principles of procedural consistency
- Contribute fully and constructively to discussions with other Panel members, such as College Officers, clinicians and RCR office staff, to reach balanced and reasoned decisions regarding each appellants outcome in line with the published appeals policy.
- Maintain confidentiality and follow GDPR legislation

Knowledge, qualifications and experience	**Essential (E) or Desirable (D)**
Fellow of the RCR in good standing, ideally with an interest in assessment	E
Committed to equality and valuing diversity and understanding of how this applies to appeals	E
Committed to the aims and charitable objectives of the College	E
Experienced in meeting deadlines	D
Experienced in using email and participating in virtual meetings	D
Skills and abilities	
A commitment to abide by the Contributor Code of Conduct.	E
Able to work together as part of a coherent and effective team	E

Reliable and resilient and able to maintain objective reasoning	E
Able to exercise sound judgement and articulate the rationale	E
Able to communicate effectively within meetings and challenge others in a constructive way	E
Able to maintain confidentiality and information security.	E

Other Requirements

- UK based
- Previous experience being an RCR examiner is desirable, but not required

04 Commitment and conditions

Contributors at the RCR play a vital role in supporting the College's initiatives and driving its progress. Although our Contributor positions are undertaken on a voluntary basis, each role has optimal impact when Contributors dedicate sufficient time to fulfilling the responsibilities entrusted to them.

The Panel member hold the role on an indefinite term, with ongoing service subject to mutual agreement with the Head of Exams. This is an unremunerated role, for which time will be required to digest appellant documentation prior to each meeting. The Panel member will be required to attend a minimum of four virtual Panel meetings a year (using Microsoft Teams), with each meeting lasting up to 90 minutes. Support and training for the Panel is provided by a core RCR staff manager.

05 Support and benefits of the role

Support provided to the role

The RCR will offer you strong support, ensuring that you are informed, feel valued, and are equipped to fulfil your role.

This includes:

- information and administrative support provided by an RCR staff contact
- regular engagement opportunities with RCR staff and fellow Contributors,
- RCR's Contributor Officer, providing high-level support for all Contributors,
- the opportunity to attend induction sessions, providing you with all relevant information to fulfil your role effectively,
- the Contributor Code of Conduct and Contributor Handbook, which provide reassurance around our expectations of conduct and personal integrity.

Benefits of the role

06 Application process

How to apply

If this sounds like you, we would love to hear from you. Please send a CV and brief cover letter explaining why you would be a good fit for the role to exampolicies@rcr.ac.uk.

Applications close 13 December 2026 at 11:59pm.

Our commitment to Equality, Diversity, and Inclusion

We are committed to actively fostering an inclusive culture at the RCR. We uphold a commitment to building a Contributor group that reflects the diversity of our global community, and therefore we actively welcome applications from individuals from under-represented groups and diverse backgrounds. We are also dedicated to making reasonable adjustments, for example, offering documents in alternative formats to accommodate neurodiversity. If you would like to discuss this further, please contact the Contributor Officer: contributors@rcr.ac.uk

Important information for Contributors

- We encourage you to explore the Contributor Code of Conduct and Contributor Handbook.
- We request that all applicants complete our **EDI Monitoring Form**. The information you provide anonymously will help us to understand how our Contributor group represents a diverse range of experience, views and backgrounds. Please complete the form by clicking this link: EDI Monitoring Form for Applicants to Contributor Roles
- All data will be handled in accordance with our data protection policy and membership privacy notice.
- Please note that you may be required to complete a 'Declaration of conflict of interest' form.
- For more general queries about the role of an RCR Contributor, please email contributors@rcr.ac.uk

"It's a great network of colleagues and individuals who share similar interests in education and training."

"One of the best things I do! Great group of colleagues."

"An opportunity to work with some inspirational individuals & learn a lot about our specialty."

"I found it interesting, personally developmental and hugely collaborative."

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