The Royal College of Radiologists

JOB DESCRIPTION AND PERSON SPECIFICATION

Examinations Administrator (Post C)

Job Title: Examinations Administrator (Post C)
Responsible to: Examinations Manager
Responsible for: N/A

Job Context

The Royal College of Radiologists (RCR)

The RCR is the UK professional, membership body responsible for the medical specialties of clinical radiology and clinical oncology. Its activities include the setting of standards for practice and training, setting and running examinations, and the continuing professional development of its practising specialists. There is a total membership of 9,900 worldwide. Further information about the College’s activities can be found at www.rcr.ac.uk.

The RCR is governed by an elected Council of practising clinical oncologists and clinical radiologists and has two Faculties, one for clinical oncology (CO) and one for clinical radiology (CR). Specialty areas of the College’s activities are considered by the two Faculty Boards. The RCR’s elected and appointed Officers are practising specialists and serve for defined terms. The College employs some 50 staff headed by the Chief Executive who is supported by a team of three Executive Directors responsible for Finance and Resources, Professional Practice, and Specialty Training and a small Executive Office team.

The Specialty Training Directorate

The Specialty Training Directorate is responsible for all aspects of the College’s work that relate to the training of clinical radiologists and clinical oncologists up to the point of entry to the specialist register, and issues related to equivalence to training. This includes: servicing and advising the relevant policy-making boards and committees; setting and running examinations; quality assurance of training; provision of education through e-learning, workshops and courses.

The Examinations Office

The Examinations Office runs fourteen postgraduate medical examinations each year - over three sittings and in various locations, including overseas. Due to candidate numbers, differing assessment formats and the timing of examinations, the workload of the office can be pressurised at times. A high level of cooperation and teamwork between staff members is necessary to fulfil its functions effectively and efficiently. In addition to organising and delivering examinations and the subsequent release of results, the office supports a large number of College examiners, provides detailed guidance to candidates and their trainers and compiles a range of statistical information on examinations.
Job Purpose
- To manage the administration of the First FRCR Examinations in Clinical Radiology.
- To provide administrative support to the Anatomy Examination Committee and Physics Examination Committee, including the creation of short agendas and meeting minutes.
- To support the Image Bank Coordinator in maintaining the image bank.

Scope and limits of authority
The Examinations Administrator (Post C) has day to day responsibility for organising, planning and coordinating the smooth running of the First FRCR Examination in Clinical Radiology, including overseeing the examination operations on delivery days.

The post holder is responsible for determining the eligibility of candidates applying for the above-mentioned examinations. The work of the Examinations Administrator will be informed by close collaborative working with colleagues, and complex, legal or policy issues will be referred on to the Examinations Manager.

The Examinations Administrator is responsible for the following resources:
- Written examination equipment including question papers and answer sheets
- Candidate database and examination marking software and equipment
- Examination-related payments and costing information

JOB TASKS

First FRCR Examinations
- Process candidate applications, assess candidate eligibility, process examination fees and produce timetables and visa correspondence. Produce, check and finalise candidate lists for each examination sitting.
- Liaise with examination venues and invigilators to make detailed arrangements for each examination sitting, and to facilitate the provision of adjustments for disabled candidates, as required.
- Oversee the examination operations in progress, coordinating activities between candidates and examiners, including the supervision of invigilators.
- Produce examination-ready final versions of the Anatomy examination question papers and answer guides, and, in conjunction with the Image Bank Coordinator, ensure images are accurately cross-referenced with relevant images and case information.
- Arrange the printing of examination papers and delivery, and collection, of examination satchels to and from all venues.
- Create examination sittings on the marking database and, in conjunction with the Question Paper Administrator, transfer correct answers from the question bank to the marking database.
- Mark candidate answer sheets and produce detailed reports of candidate and question performance using the marking software.
• Communicate with Chairs of the relevant examination committees on candidate performance data, the possible removal of questions and the potential adjusting of the passing standard, if applicable. Calculate pass rates and analyse performance of various candidate groups.

• Export candidate performance data from the marking database to the examinations database and calculate results outcomes.

• Input results in examinations database, produce and issue candidate results, circulate results to candidates and training scheme personnel. Maintain accurate examination results records.

• Ensure relevant web pages and examinations’ documentation are accurate and up-to-date.

Other Responsibilities
• Provide administrative support to the Anatomy Examination Committee and Physics Examination Committee; attending meetings, participating in discussions where appropriate, producing minutes and ensuring that follow-up actions are undertaken.

• Facilitate candidate requests for the remarking of answer sheets for all computer-marked examinations.

• Ensure accurate Standard Operating Procedures exist to cover all duties of the Examinations Administrator.

• Check invoices and pass to the Examinations Manager for authorisation, maintaining records of expenditure.

• Support examination projects to improve the candidate experience, minimise repetitive data entry processes and establish new overseas examination venues.

Key working relationships
• Work collaboratively with Examinations Team colleagues to ensure the smooth running of all examination operations. Work in particularly close partnership with Examinations Administrator (Post B) in jointly managing the First Examinations. Work in particularly close partnership with the Image Bank Coordinator on the Anatomy examination module. Liaison with other Departments in the College on examination-related matters including the Training, Facilities and Finance Departments.

• Liaise with the Chairs of relevant committees concerning pass rates and examination statistics.

• Communicate with examination candidates by phone, email and at examinations.

• Build effective working relationships with examination venue representatives and invigilators.
PERSON SPECIFICATION

Knowledge and qualifications

- Strong working knowledge of Microsoft packages, such as Outlook, Word, Excel, databases and the use of email.

- Knowledge of administration systems and procedures within an examination/education/training environment.

- Ability to develop a good working knowledge of Apple Macs and Osirix PACS software in order to support examination preparation.

Experience

- Administrative experience within a busy team/department.

- Experience of data entry/retrieval and the capability to enter and maintain data in a consistent and accurate way.

- Experience of handling high volumes of detailed work, whilst adhering to strict deadlines.

- Experience of successful working within a team and the provision of a professional, friendly, and reactive service to colleagues and external contacts.

Skills and Abilities

- Excellent administrative, communication, and organisational skills.

- Ability to respond effectively to candidate queries and requests, and to take appropriate decisions on when to refer more complex issues to the Examinations Manager.

- Ability to plan and prioritise a heavy and varied workload and handle competing demands, whilst maintaining accuracy and attention to detail.

- Ability to learn, adopt and apply agreed detailed processes and protocols.

- Ability to operate, and/or willingness to receive training in, a bespoke database package.

- Ability to maintain candidate confidentiality, with regards to examination materials, and examination candidates’ personal and financial data.

Personal qualities

- Commitment to providing a professional and positive service.

- Conscientious, thorough and flexible approach.

- Able to exercise sound initiative.

- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work.

- Commitment to the aims and charitable objectives of the College.