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**ICBSE Assessor**

**Application Form**

Application form and reference should be **typed** **and submitted electronically.**

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| Surname: | First Name/s: | Title: |
| Home Address: | Personal email address:  Daytime tel:  Mobile tel:  Date of Birth: | |
| Name of Hospital:  Work Address:      Hospital / Rooms tel: | Work Email address:  Specialty:  Sub-specialty interest:  GMC / IMC Number (if applicable): | |

**Personal details**

**Summarised CV (alternatively please attach CV)**

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| Education: |
|  |
| Qualifications: |
|  |

**Experience**

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| Author: |
|  |
| Audit: |
|  |
| Examination Experience: |
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**Supporting Statement**

**Personal Statement**

**Please explain why you are interested in being an Assessor and what qualities you would bring to the position of Assessor. Where possible, please cite evidence of your commitment.**

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| Applicants should include why they are interested in the post and may also wish to include any experience which may be of relevance (should not exceed one side of A4) |
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**Reference**

**Applicants should provide the details of a referee from a current or (if not employed) most recent employer. Please note ICBSE will contact your affiliated Surgical College who will be required to nominate you and provide a supporting statement/reference.**

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| **Referee** |
| Name: |
| Employing Organisation: |
| Address: |
| Office hours tel.: |
| Email: |

**Data Protection Act 2018**

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| General Data Protection Regulation. I understand that, if I am appointed, personal information about and provided by me in the Assessor reports, including performance data relating to Assessor training and feedback will be computerised for personnel / administrative purposes and statutory returns and will be held by the ICBSE office, the examiner’s affiliated College and the RCSI staff who administer the electronic training portal and the examiner feedback process. |

**Declaration**

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| I confirm that I will, if appointed, honour assessing commitments faithfully. I certify that I conform to the eligibility criteria and that the information I have given above is to the best of my knowledge correct. |
| **By submitting your application to the College you are declaring that the information provided is correct and complete to the best of your knowledge.** |

**Submitting your application**

Please e-mail your completed application form to Greg Ayre, ICBSE Manager, at:

gayre@icbse.org.uk

**EQUAL OPPORTUNITIES MONITORING**

The four Surgical Royal Colleges of Great Britain and Ireland aim to ensure fair treatment in relation to admission and assessment of examination candidates. Completing this form will allow us to monitor our statistics and ensure that we are delivering a fair examination to all candidates.

In line with UK and Irish legislation and good practice guidelines, we are asking all applicants to complete this section. You are not obliged to provide any of the information in this section, and a ‘prefer not to say’ option is provided, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

This information will be held in accordance with the General Data Protection Regulation and held in line with the retention schedule of the College you applied to. Information relating to the retention schedule can be supplied on request. Your information will be used only for monitoring our business practices.

|  |  |
| --- | --- |
| **Gender** Female  Male  Transgender  Prefer not to say  **Ethnicity**  Choose one selection from the list below to indicate your ethnic group or background.  **a) White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other White background (write in)    **b) Mixed / Multiple Ethnic Groups**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background (write in)    **c) Asian or Asian British**  Bangladeshi  Chinese  Indian  Pakistani  Any other Asian background (write in)    **d) Black / African / Caribbean / Black British**  African  Caribbean  Any other Black / African / Caribbean / Black British (write in)     1. **Other Ethnic Group**   Arab  Any other ethnic background (write in)    **Prefer not to say** | **Do you consider your first language to be English?**  Yes  No  Prefer not to say  **Do you have a disability** under the terms of the Equality Act 2010? (The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities).  Yes  No  Prefer not to say  **What is your sexual orientation?**  Bisexual  Heterosexual  Lesbian or Gay  Prefer not to say  **Marital Status**  Single  Married  Cohabiting  Civil partnership  Separated/divorced  Widowed  Prefer not to say  **What is your religion or belief?**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other religion/belief  No religion  Prefer not to say |

Assessor - Duties and Terms of Reference

**1. Purpose**

1.1 To monitor, evaluate and provide feedback on the conduct and performance of ICBSE appointed examiners in all components of the MRCS held in UK/Ireland and overseas centres, to ensure that the highest possible standards of examining are achieved and maintained.

1.2 To act as guardians of standards for the intercollegiate examinations over time and across examination venues.

1.3 To enhance the professional experience of examiners by encouraging reflective practice.

1.4 To act as mentors for new examiners and lay examiners to help them build confidence and develop into the role.

1.5 To assist in the review of the assessments used to enhance the comparability, validity and reliability of the examinations.

**2. Functions/ Responsibilities**

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

2.1 Monitor and evaluate the conduct and performance of ICBSE appointed examiners including their consistency in the interpretation and application of mark descriptors in accordance with guidelines established by IQA.

2.1.1 Monitor Equality and Diversity issues in accordance with the ICBSE policy.

2.2 Provide support and constructive feedback to examiners.

2.3 Identify and disseminate good practice.

2.4 Provide support and guidance to Examination Supervisors in the conduct of the examination and, in exceptional circumstance or emergencies, where the running of the examination is placed in jeopardy, to participate as an examiner at the discretion of the Supervising Examiner.

2.5 Gather feedback on the administration, structure, scenarios and conduct of examinations in discussion with candidates, administrators and examiners.

2.6 Based on the evidence acquired as Assessor, to make recommendations for improvement to the examination to IQA.

**3. Tasks in support of the purpose**

3.1 Attend examinations as appointed by IQA.

3.2 Observe all examiners where feasible, at least once at each exam session.

3.3 Provide individual feedback to examiners as soon as possible with positive suggestions for improvement where required.

3.4 Report all instances where the integrity of the examination is at risk to the Supervising Examiner as soon as possible.

3.5 Act as external evaluator of the venue, organisation and overall conduct of the examination.

3.6 In the performance of the above tasks maintain confidentiality and professional integrity.

3.7 Complete all relevant documentation as agreed by IQA.

3.8 Provide a written report after each examination to the Lead Assessor.

# 4. Person Specification for Assessors

* 1. Medical assessors must have served as Examiners for a Royal College for a minimum of three years as clinicians or examiners in the basic sciences and have demonstrated good examiner technique and practice.

4.2 Assessors must not be serving ICBSE Examiners during the appointment and term of office of Assessor (in practice, this means that an assessor for the MRCS examination cannot serve as an examiner for either the MRCS or MRCS (ENT) examinations during their term of office as an assessor).

* 1. In the performance of the duties of Assessor, maintain independence of College affiliations.
  2. On retirement from clinical practice assessors must be in good standing with their regulatory body. Retired Examiners who have been licensed will be expected to have had a current licence to practise on retirement but can continue to examine two years after giving up their licence to practise. It is not necessary to have a licence to practice to act as an assessor. However, it is necessary to maintain registration with the GMC or Irish Medical Council, or equivalent national body if based outside the UK/Ireland. Basic scientists should be members of, and in good standing with, an appropriate professional body.

**5. Appointment and Selection Process**

5.1 Applicants must be nominated by one of the Royal Surgical Colleges of the UK or Ireland and complete and submit the relevant application form. Two references will be required. One from a current or (if not employed) most recent employer, the other from the nominating Surgical College. Assessors will be expected to be in good standing with their Regulatory Organisation and not subject to limitations on their practice or investigation into their conduct.

5.2 Appointments will be made by the Chair of IQA in consultation with the Deputy Chair of IQA, the Lead Assessor and the Chair of ICBSE

* 1. Appointments will be subject to the satisfactory completion of a mandatory training programme. Assessors will be required to attend further annual meetings of continuing professional development relevant to their role as may be determined by IQA. This will include Equality and Diversity training.

5.4 Following training, Assessors will be required to satisfactorily complete a one-year probation period.

**6. Term of office**

Following satisfactory completion of the probationary period Assessors may serve for a further three years, with an option of extension for two further two-year periods up to a maximum of eight years. Assessors may serve no more than eight years including the probationary period. Assessors are not permitted to re-apply for as an assessor once they have served their full eight-year term of office.

## Date of approval: April 2021

## Date of review: April 2024