

# Selection and Appointment of Examiners

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# Glossary

- **Examinership term**: The standard duration of appointment for examiners
- **Dismissal**: The removal of an examiner following a decision of Council
- **Extension**: An increase in the duration of a standard examinership term.
- **Re-appointment**
  - a. The appointment of an examiner who has retired within the previous two years for a further specified number of years.
  - b. The appointment of a former examiner to a second full term.
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- **Resignation**: The departure of an examiner at his/her request before the end of his/her full term of office.
- **Retirement** The departure of an examiner at the end of his/her term of office.
- **Stand down**: A period of one academic year during which an examiner is prospectively excused from all duties.

# Vacancies

- Vacancies shall be published

# Specification

- **a. Essential**
- (1) Shall normally be a Fellow
- (2) Shall be in good standing with the profession.
- (3) Applicants must be able to demonstrate that they have the competence, confidence and credibility to assess the next generation of consultants.
- (4) Shall currently be active in clinical practice.
- (5) Can demonstrate active involvement in the education of trainees.
- (6) Good written and verbal communication skills.
- (7) Ability to work as part of a team.
- (8) Long-term commitment to the role

# Specification

- **b. Desirable**
- (1) Shall demonstrate a special interest(s) directly relevant to the balance of expertise required in the Board of examiners.
- (2) Within a period to be decided, shall have visited examinations.

# Diversity

- Examination at different centers

# Selection Procedures

- a. After the closing date for applications the Committee will compile a list of applicants who meet the criteria.
- Applicants rejected at this stage shall be informed in writing of the reasons and, if appropriate, shall be invited to re-apply when they become eligible.

# Selection Procedures

- b. The Chairman of the Committee will ask individual Committee members to make enquiries about specific applicants from Council Members, Regional Advisors and College Tutors who know the applicants.



# Selection Procedures

- c. At a subsequent meeting the Committee shall confirm how many new examiners must be appointed to bring the Boards up to strength for the following academic year. They are then to select *on merit new examiners for recommendation to Council*

# Selection Procedures

## **Factors:**

- (a) Geographic distribution
- (b) Linguistic skills
- (c) Special interests directly relevant to the European examinations.
- (d) Clinical vs academic
- (e) Gender
- (f) Leadership considerations

# New examiners

- Are normally appointed, subject to a probationary period
- No examiner shall take up his/her appointment until he/she has successfully completed a period of training

# Probationary period

- The relevant board shall assess each examiner's performance and recommend to the Examinations Committee that the examiner should:
  - a. be confirmed in appointment;
  - b. continue as a probationer for a specified period; or
  - c. not be confirmed in his/her appointment

# Routine Review

- **At the end of every academic year the committee shall review the performance of all examiners. Examiners whose performance is considered to be unsatisfactory may be:**
  - a. reviewed again after a further period determined by the Examinations Committee, possibly with a requirement for further training;
  - b. asked to resign; or
  - c. dismissed in accordance with the *Regulations*

# Confidentiality

- Examiners are expected to support the European examination by developing questions for use in this examination. Such questions are to be kept strictly confidential and must under no circumstances be used in other situations/courses/books as such use would inevitably compromise the fairness and impartiality of the European examination.

# Conflict of interest

- There is a clear conflict of interest in being an examiner at the same time as managing or playing an equally significant role in a local examination preparation course or the writing of revision textbooks

**Thank you for your  
attention**