

## Role Profile – Chief External Examiner ORE Advisory Group

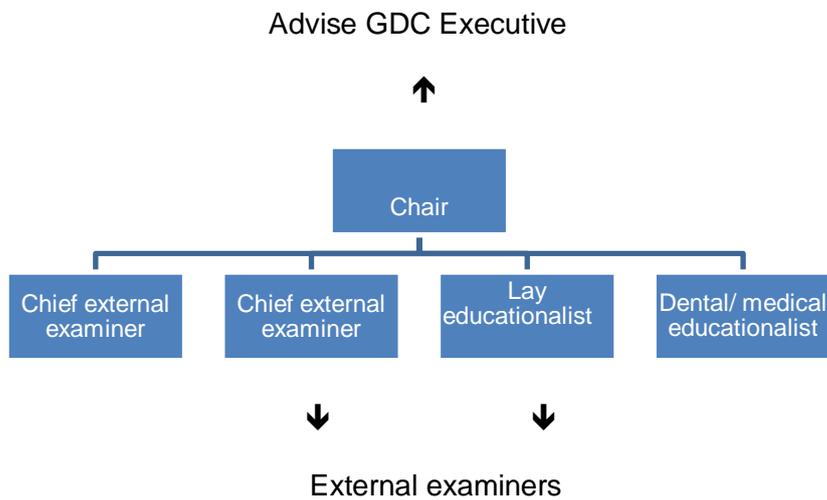
### Role of ORE Advisory Group

The Overseas Registration Examination Advisory Group has been established to:

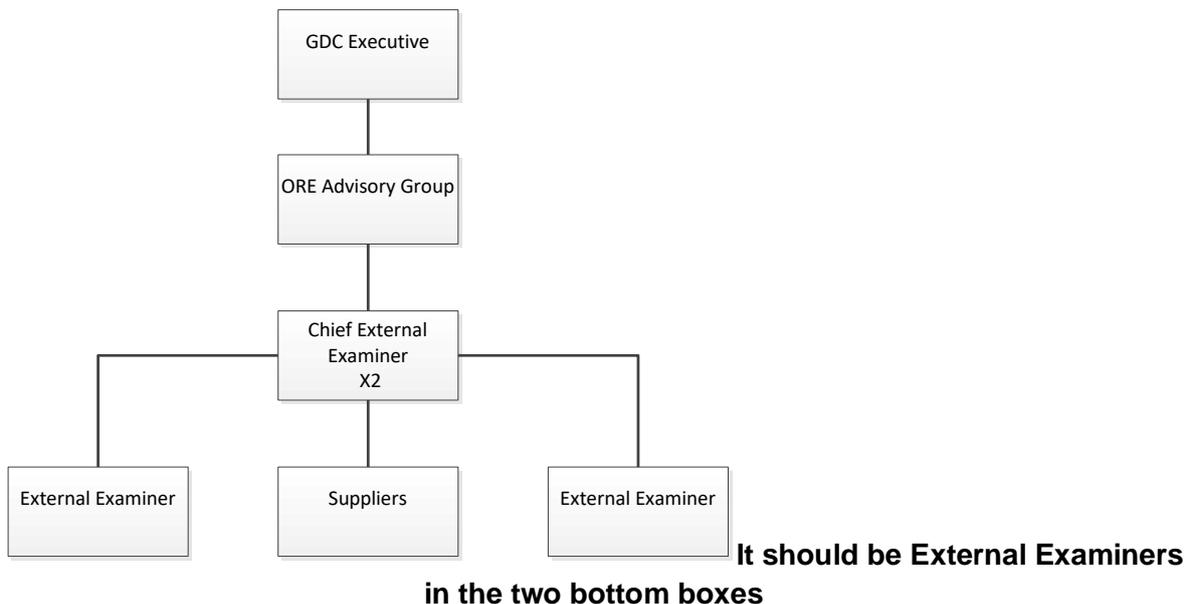
- provide advice on academic quality assurance of the Overseas Registration Examination (ORE); lead the continuous development of the ORE;
- provide advice on the management of external examiners on behalf of the GDC; and
- provide expert input into specialist queries and complaints.

### Structure of the Advisory Group

There are five members of the ORE Advisory Group: the Chair, two Chief External Examiners, one lay educationalist and one dental/medical educationalist.



### Academic Quality Assurance Reporting



## Job Purpose

The role of the two Chief External Examiners is to oversee the quality of the ORE examination and contributing to the other aspects of the work of the ORE Advisory Group, by contributing personal specialist knowledge and expertise in dental assessment.

## Areas of Responsibility

The Chief External Examiners are specifically responsible for:

- Overseeing the effective running of ORE diets within GDC guidelines, reporting and making recommendations to the Exams Team and the ORE Advisory Group; both Chief External Examiners will have responsibility over the whole of the ORE diet for which they are responsible.
- the GDC external examiner pool, ensuring that the external examiners fulfil their duties appropriately before, during, and after the relevant diet;
- reporting to the Advisory Group on all aspects of the execution of the examination(s) as appropriate, including standard setting, internal examiners' conduct, candidates and pass marks;
- ensuring that delegation of responsibility of chief external examiner (CEE) duties (if necessary) to an external examiner is conducted appropriately;
- ensuring that the examination is free from bias.
- Working cooperatively within established guidelines with the internal lead examiners and the wider consortium members to ensure the quality and fairness of the examination
- Acting as an ambassador for the GDC

This includes:

- ensuring active oversight of the standard setting of each diet of the examination and report trends to the Advisory Group;
- monitoring and reporting any inconsistencies across the different suppliers of the examination with respect to examination delivery, examiner calibration, candidate outcome and any diet to diet inconsistency;
- reviewing pre and post exam reports, summarising examiner reports, and making fair and thoughtful recommendations to suppliers;
- supporting the Advisory Group in monitoring and reviewing the assessment techniques used for the examination;

- supporting external examiners and ensuring they are competent to undertake their roles and responsibilities as outlined in the External Examiners Terms of Reference;
- monitoring and reporting the diversity of the suppliers' internal examiner pool and the GDC's external examiner pool;
- attending and contributing to the suppliers' Internal Examination Board meetings for each diet of the ORE, and making recommendations to the ORE Advisory Group where issues arise that cannot be resolved at the Board meeting;
- assuring the performance of examiners and assessment items are fit for purpose, and protecting the public;
- identifying operational performance issues associated with the examinations and the conduct of them and reporting to the GDC Executive;
- contributing to the professional development of the external examiner team members. This will involve giving constructive feedback and providing supportive mentoring and coaching;
- contributing to the external examiner review process by completing reports on each external examiner after every diet of the examination;
- taking an active role in facilitating meetings with the supplier institutions conducting the examination;
- ensuring that suppliers appropriately implement all agreed policies such as those relating to mitigating circumstances and special examination arrangements;
- assuring that procedures used to arrive at a pass list are valid, defensible, and fair;
- providing specific feedback to the supplier institutions after each diet that is aimed to support examination development.

All Advisory Group members will assist the Chair in the delivery of the ORE Advisory Group's work programme. Working with the other Advisory Group members, the Chief External Examiners will:

- ensure that the standards and scope of knowledge, skills and attributes tested in the examination are such that successful candidates are fit for first registration in the United Kingdom;
- provide practical advice to GDC staff regarding guidance documentation for external examiners, internal examiners, supplier institutions and candidates;
- ensure that the assessment processes including marking schemes are robust, rigorous and operated in accordance with GDC policies and regulations.

## **Person Specification**

### ***Qualifications and Experience***

You will have:

- current registration with the GDC and a demonstrable commitment to lifelong learning;
- knowledge of UK higher education systems and current familiarity with undergraduate dental education, including undergraduate BDS/BChD assessment requirements;
- proven expertise in modern approaches to dental undergraduate education and assessment, including an understanding of psychometrics
- experience of appraising and providing feedback to staff.

### ***Knowledge***

You will have:

- wide experience in dental examinations and quality assurance, which must include recent undergraduate dental experience;
- a proven track record in dental training and education and a proven record of commitment to high professional standards;
- Proven experience of using Preparing for Practice and Standards for Education for curriculum quality assurance
- a good understanding of and identification with the GDC's public protection role; and
- relevant experience of committees or panels at a senior level.

### ***Skills and Abilities***

You will have:

- an understanding of current professional issues and regulation;
- excellent report writing skills;
- excellent verbal, communication and negotiating skills and an ability to listen;
- the ability to think creatively with good intellectual and analytical skills;
- ability to prioritise;
- good organisational skills, being reliable, task-oriented and able to meet deadlines;

- ability to challenge others, and accept challenges to decisions reached, with confidence;
- ability to work effectively with all of the examination leads for both parts of the ORE examination;
- self-motivation, commitment and enthusiasm;
- ability to engage with key stakeholders;
- a credible professional presence; and
- commitment to the GDC's values and ways of working, including our code of conduct and Nolan principles.