



Royal College of Anaesthetists

## Exams Coordinator - Statistics

---

Directorate: Education, Training and Examinations

Reports to: Psychometric and Standard Setting Manager

Grade: 5

### 1.1 Job purpose

The purpose of this role is to provide expertise on all matters relating to examination data transfer and analysis, examination standard setting methods and psychometric input to results data. Reporting to the Psychometrics and Standard Setting Manager, you will support the data management and production of results for all FRCA and Faculty examinations and create regular reports for each exam delivery. You will also provide operational and administrative support to all areas of the examinations.

### 1.2 Key tasks and responsibilities

Data Manipulation, Analysis, Statistics, Standard Setting and Reporting

- Provide support, advice and appropriate analysis for examination standard setting, and prize winner tracking
- Support all examinations committees, groups and working parties in the provision of psychometric and data requirements
- Liaise with the Chairs of the Board of Examiners and the Head of Examinations to ensure that all analysis produced meets regulatory requirements and best practice
- Support/mentor the Exams Administrator Statistics in the production of statistical reports and other exam data requests as required
- Assist all staff with the management and creation of formula in spreadsheets and mail-merge documents
- Support the Psychometrics and Standard Setting Manager in the management of all statistical reports and outputs
- Assist the Head of Examinations and the designated project manager in the implementation and management of exam projects as directed

Analysis and Spreadsheet Management

- Create, maintain and produce excel spreadsheets and charts for the statistical analysis of FRCA and Faculty examinations
- Oversee the setting up of formula in all examination spreadsheets and mail-merge documents
- Ensure examination statistical data is presented in a straightforward and clear manner
- Support the exams administrator statistics in the production of regular statistical reports and GMC annual data requirements
- Support the Psychometrics and Standard Setting Manager in the production of examination statistics for Chairman's reports and committee documents
- Support the Psychometrics and Standard Setting Manager in the production of moderation reports after each exam diet
- Address statistical queries and requests
- Advise the Examinations Manager of any major variations of exam statistical data
- Advise FRCA examiners on the most appropriate methods for data analysis

- Produce reports for the exporting/importing of data from CRM including equal opportunity data
- Facilitate examiner and candidate surveys as requested

#### Lead Administrator for the Final FRCA MCQ Examination

- Maintain the MCQ question banks and produce exam papers
- Liaise with the relevant core group to ensure standard setting and Angoff referencing is carried out as required
- Provide admin support for MCQ meetings and attend MCQ standard setting meetings as required
- Liaise with the CRQ administrator in the provision of Final written scores and results

#### FRCA and Faculty Questions and Examinations Operational Support

- Act as secretary to the Final Examiner Review Group (FERG)
- Attend internal and external best practice meetings as required
- Act as an invigilator as required
- Set up all examinations floors and provide floor support as required
- Any other duties that may be reasonably required of you to ensure the smooth running of all examinations

#### Examinations General Administration Support

- Maintenance and data entry into the College database
- Shared responsibility for exams helpdesk and generic email correspondence
- Shared responsibility for examiner feedback and exam receipt requests
- General administration, including filing and document management
- Deal with all email and telephone queries as required
- Any other duties that may be reasonably required of you to ensure the effective administrative support of the examinations

### **1.3 Qualifications, skills, knowledge and experience**

- Previous experience in a similar role and/or organisation
- Administrative experience in higher or further education
- Demonstrable experience of managing data and statistical analysis
- Highly numerate with a keen eye for detail
- High level of experience in Microsoft Office and advanced knowledge of MS Excel with the ability to apply statistical and mathematical concepts such as linear regression
- Excellent interpersonal and communication skills, both written and oral
- Ability to draft reports and correspondence in a clear and concise way
- Ability to quickly gain a firm understanding of new software packages and databases
- Ability to form good working relationships at all levels
- Ability to work methodically and accurately when under pressure
- Ability to make informed decisions and troubleshoot
- Excellent time management
- Ability to identify areas for improvement and make recommendations for change
- A-Level Mathematics or equivalent level of knowledge acquired through experience and training/development

Signature: .....

Name: .....

Date: .....