

# RCEM Examiner Regulations

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## Introduction

The RCEM examiner roles provide a fulfilling prospect for professional development, engaging with fellow clinicians, RCEM staff and lay people across the four UK nations and internationally.

The Examiner roles are responsible for upholding excellent standards of RCEM exams, ensuring reliability, fairness, inclusivity, equality and diversity throughout practices. They are experts on the RCEM curriculum, informing the creation and delivery of high quality, relevant and up to date exam content.

RCEM deliver a suite of theory exams and OSCEs, towards Membership (MRCEM) and Fellowship (FRCEM) of the College. Further information on RCEM exams can be found on our website [here](#).

There are five RCEM examiner roles that are outlined in this document, with eligibility criteria for each:

- MRCEM Primary SBA Writer
- MRCEM Examiner (RDIT)
- MRCEM Examiner (UK based exams)
- MRCEM Examiner (International based exams)
- FRCEM Examiner

Eligible individuals are able to participate in any of the activities available to their role as outlined in this document, subject to meeting the required minimum engagement of each.

- Item Writing
- Theory Quality Assuring
- OSCE Examining – MRCEM/FRCEM

These regulations detail the application process, the roles, responsibilities, activities and eligibility criteria for all RCEM examiner roles, required training and development, and guidance on examiner conduct and complaints. The eligibility criteria are set to maintain standards through ensuring the clinical knowledge and experience is suitable for the validity of being an examiner or question writer. They also minimise conflict of interest risk in ensuring examiners are not likely to be examining someone they were or are in training with, nor writing questions that may end up in an exam for those they are training with.

Any further queries should be directed to [examiners@rcem.ac.uk](mailto:examiners@rcem.ac.uk).



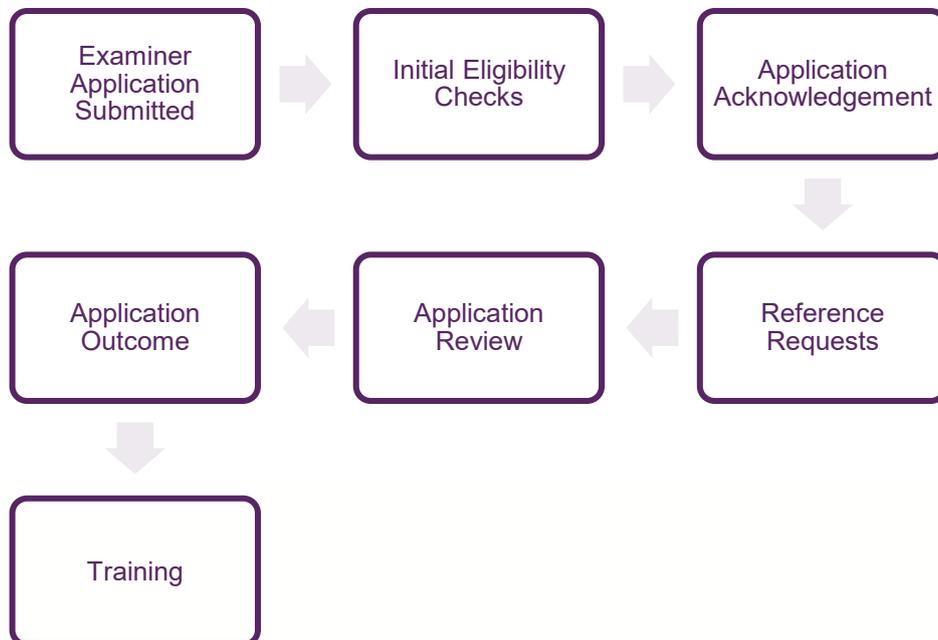
## Application Process

Individuals interested in RCEM examiner roles should review the below eligibility criteria prior to making an application. An overview of the eligibility criteria by role is illustrated in a table in [Appendix A](#). Eligible individuals interested in applying for an examiner role should complete the online Examiner Application Form which can be found [here](#).

If individuals feel they have qualifications which provide eligibility but differ from those listed, the reasoning should be outlined with supporting evidence for the consideration of the Chief Examiner. Where an applicant is in a non-substantive post, this will require a letter of support from their Clinical Director.

The application form will ask for details of current and past employment, appraisal and CPD completion and any other relevant experience. It is the responsibility of the applicant to provide evidence of eligibility where required. Applicants will be asked to provide two references to support their application. These must be appropriate professional referees who are able to provide accurate evaluation of suitability for the role. Referees must be a fellow of the Royal College of Emergency Medicine.

All applications aim to be completely processed within 30 days of receipt subject to satisfactory completion of references. Upon receipt, all applications will be assessed against the eligibility criteria and an acknowledgement will be sent with confirmation of whether the application can proceed. If initial eligibility checks are successful, the two given referees will be contacted. Once these have been reviewed, the application will be fully reviewed, and applicants will be notified in writing of the outcome.



Examiner Application Process

Successful applicants will be required to undertake training for their role as detailed in the [relevant section below](#). Following this, they will be eligible to participate in the activities approved for their roles. Examiner roles are appointed on a three-year basis, subject to continued eligibility, active participation in RCEM exams, satisfactory performance and adherence to the code of conduct.



# EXAMINER ROLES ELIGIBILITY



## MRCEM Primary SBA Writer

### Eligibility Criteria

In order for applications to be considered, the following eligibility criteria must be met:

1. Full Medical Registration with a License to Practice and in good standing
2. Member, Fellow by Examination or Fellow ad Eundem of the Royal College of Emergency Medicine
3. Holding one of the following positions in Emergency Medicine in the UK or Ireland:
  - a. Substantive career grade NHS post or post-CCT fellowship
  - b. Resident Doctor in Higher Specialty Training (ST4 or above)
  - c. Substantive consultant post
4. Engagement with ARCP or annual appraisals that cover GMC's Good Medical Practice and satisfactory revalidation or progression
5. Active involvement in the training of Resident Doctors in Training
6. Completed equality and diversity training within the last three years
7. Demonstratable effective oral and written English communication skills (Recommended at least IELTS Level 7)

### Eligible Activities

Approved examiners are eligible to engage with the following examining activity:

- MRCEM Primary SBA [Item Writing](#)



## MRCEM Examiner (RDIT)

### Eligibility Criteria

In order for applications to be considered, the following eligibility criteria must be met:

1. Full Medical Registration with a License to Practice and in good standing
2. Fellow by Examination or Fellow ad Eundem of the Royal College of Emergency Medicine
3. Resident Doctor in Higher Specialty Training at ST6 or above in the UK
4. Active involvement in the training of Resident Doctors in Training
5. Engagement with ARCP that cover GMC's Good Medical Practice and satisfactory revalidation or progression
6. Completed equality and diversity training within the last three years
7. Demonstratable effective oral and written English communication skills (Recommended at least IELTS Level 7)

### Eligible Activities

Approved examiners are eligible to engage with the following examining activities:

- MRCEM Primary, MRCEM SBA, MRCEM OSCE [Item Writing](#)
- [MRCEM OSCE Examining](#)



## MRCEM Examiner (UK Based Exams)

### Eligibility Criteria

In order for applications to be considered, the following eligibility criteria must be met:

1. Full Medical Registration with a License to Practice and in good standing
2. Member, Fellow by Examination or Fellow ad Eundem of the Royal College of Emergency Medicine
3. Holding one of the following positions in Emergency Medicine in the UK or Ireland:
  - a. Substantive career grade NHS post for at least 2 years
  - b. Post-CCT fellowship
  - c. Substantive consultant post
4. Active involvement in the training of Resident Doctors in Training
5. Engagement with annual appraisals that cover GMC's Good Medical Practice and satisfactory revalidation/progression
6. Completed equality and diversity training within the last three years
7. Demonstratable effective oral and written English communication skills (Recommended at least IELTS Level 7)

### Eligible Activities

Approved examiners are eligible to engage with the following examining activities:

- MRCEM Primary, MRCEM SBA, MRCEM OSCE [Item Writing](#)
- [Theory Quality Assuring](#)
- [MRCEM OSCE Examining](#)



## MRCEM Examiner (International Based Exams)

### Eligibility Criteria

In order for applications to be considered, the following eligibility criteria must be met:

1. Full Medical Registration with a License to Practice and in good standing
2. Member, Fellow by Examination or Fellow ad Eundem the Royal College of Emergency Medicine
3. Holding a substantive Consultant position in Emergency Medicine either:
  - a. 2 years' experience post MRCEM
  - b. Post FRCEM
4. Active involvement in the supervision and training of Emergency Medicine Trainees
5. Engagement with annual appraisals that cover GMC's Good Medical Practice and satisfactory revalidation/progression
6. Completed equality and diversity training within the last three years
7. Demonstrable effective oral and written English communication skills (Recommended at least IELTS Level 7)

### Eligible Activities

Approved examiners are eligible to engage with the following examining activities:

- [MRCEM OSCE International Examining](#)



## FRCEM Examiner

### Eligibility Criteria

In order for applications to be considered, the following eligibility criteria must be met:

1. Full Medical Registration with a License to Practice and in good standing
2. Fellow by Examination or Fellow ad Eundem of the Royal College of Emergency Medicine
3. Current and at least two years' experience as a substantive Emergency Medicine Consultant in the UK or Ireland
4. On the specialist register for Emergency Medicine for at least 2 years
5. Active involvement in the supervision and training of Emergency Medicine Trainees
6. Engagement with annual appraisals that cover GMC's Good Medical Practice and satisfactory revalidation/progression
7. Completed equality and diversity training within the last three years
8. Demonstrable effective oral and written English communication skills (Recommended at least IELTS Level 7)

### Eligible Activities

Approved examiners are eligible to engage with the following examining activities:

- [Item Writing](#) for all SBA and OSCE exams
- [Theory Quality Assuring](#)
- [MRCEM OSCE Examining](#)
- [FRCEM OSCE Examining](#)



# EXAMINING ACTIVITIES





## Item Writing

There are item generation groups for each RCEM exam to produce exam theory items or OSCE stations. Eligible applicants will be asked to specify which exam(s) working group they would like to join.

The key responsibilities include:

1. Maintaining current knowledge of the RCEM curriculum relating to the exam
2. Maintaining current knowledge of the blueprint or syllabus for the exam
3. Creating high quality items for use in theory exams and/or OSCEs
4. Attending and contributing to item generation meetings
5. Meeting the minimum item contribution for the item generation group:
  - a. Fifteen theory items in three years
  - b. Six OSCE items in three years



## Theory Quality Assuring

Theory quality assuring includes the editing of items, reviewing of exam papers and standard setting. Applicants will be asked to specify which exam(s) they would like to examine for. The key responsibilities include:

1. Maintaining current knowledge of the RCEM curriculum relating to the exam
2. Maintaining current knowledge of the blueprint or syllabus for the exam
3. Attending and contributing to item editing and paper review meetings
4. Participating in standard setting of exam content
5. Meeting the minimum contribution of six meetings over three years



## MRCEM OSCE Examining (UK & International)

MRCEM examining contributes to the delivery of the MRCEM OSCE through preparation, observation and assessment. The key responsibilities include:

1. Maintaining current knowledge of the RCEM curriculum relating to the exam
2. Maintaining current knowledge of the blueprint or syllabus for the exam
3. Contributing to station editing and exam development
4. Attending and contributing to the delivery of MRCEM OSCEs through:
  - a. Observing candidate performance
  - b. Assessing candidate performance against the agreed standard of minimally competent doctors in UK practice
  - c. Conducting quality assurance of OSCE station delivery
5. Meeting the minimum contribution of six OSCE activities over a three year period  
*This may include an examining day or question editing meeting*



## FRCEM OSCE Examining

FRCEM examining contributes to the delivery of the FRCEM OSCE through preparation, observation and assessment. The key responsibilities include:

1. Maintaining current knowledge of the RCEM curriculum relating to the exam
2. Maintaining current knowledge of the blueprint or syllabus for the exam
3. Contributing to station editing and exam development
4. Attending and contributing to the delivery of FRCEM OSCEs through:
  - a. Observing candidate performance
  - b. Assessing candidate performance against the agreed standard of minimally competent doctors in UK practice
  - c. Conducting quality assurance of OSCE station delivery
5. Meeting the minimum contribution of six OSCE activities over a three year period  
*This may include an examining day or question editing meeting*



# TRAINING AND DEVELOPMENT



All successful examiner applicants are required to undertake training relevant to their examining role and activities they will be engaging with as detailed below prior to engagement with examining activities.

### Equality and Diversity

All examiner roles are expected to maintain a recognised professional course in equality and diversity, which must be renewed every three years.

### Item Writing

New item writers will be sent a suite of training documentation to review. This will provide details of:

- Theory question format
- House Style guidance
- Exam abbreviations and terminology

Item writers are asked to review the training materials and create three questions to be checked by the Lead Examiner.

### Theory Quality Assuring

Those wanting to engage with theory quality assuring will be required to first undertake the item writing training and complete the following theory training prior to engaging with examining activities:

- Question Editing
- Exam Design
- Standard Setting

### OSCE Examiners

Those new to MRCEM, FRCEM and International OSCE examining must attend and satisfactorily complete the OSCE Examiner Workshop prior to engaging with OSCEs. This includes:

- iPad use
- Practice marking
- Unconscious bias
- Exam day roles

New examiners are also encouraged to observe a day of the MRCEM/FRCEM OSCEs before they are permitted to participate as an examiner.

### Training Renewal

All examiners are required to maintain their examiner knowledge and training. RCEM Examiner training must be refreshed every three years.



# PROFESSIONAL RESPONSIBILITY





### Code of Conduct

The role of a College Examiner is a privilege, and all examiners are expected to uphold the standards and behaviors befitting representatives of the College. This includes adhering to the College's Code of Conduct and maintaining the principles outlined in the GMC's Good Medical Practice.

Examiners must treat everyone involved in the delivery of exams with respect, professionalism and courtesy. This applies to interactions with candidates, simulated patients, staff, volunteers, fellow examiners and anyone supporting the delivery of RCEM exams.

The College operates a zero-tolerance approach to sexual harassment, including but not limited to physical behaviour, verbal comments, jokes, innuendo, unwanted remarks about appearance, tone, or behaviour that makes others feel uncomfortable, intimidated, or disrespected.

Any report of concerning behaviour or a potential breach of the Code of Conduct will be investigated promptly. The College may take immediate action where necessary to protect the wellbeing of all involved and to ensure the safe and effective running of examinations.

Any concerns raised about the probity or conduct of an examiner alleged to be in breach of the Code of Conduct or not acting in the interests of the College, shall be dealt with under the procedures set out in Bye Laws 17c. and d. of the College's Bye Laws.

If an examiner becomes the subject of an investigation for a potential breach of the Code, their examining privileges may be suspended while the investigation is underway.

### Participation

All examiner roles are expected to maintain engagement with the College through:

- Attending examiner workshop and training sessions arranged by the College
- Providing feedback to the College as requested
- Providing availability for meetings as requested and informing of any changes to this
- Responding to email communications within an appropriate timeframe
- Engaging with the minimum required activity levels for each examining activity

Failure to meet the required participation for a sustained period will result in the loss of examiner status. Extenuating circumstances will be considered.

Examiners may apply for a period of absence up to one year by completing the appropriate online application form.

### Continued Eligibility

Examiners must inform the College at the earliest opportunity if circumstances relating to the eligibility criteria of the role are affected. This includes the following:



### Demitting Clinical Practice

Individuals who have demitted clinical practice may only continue to examine if they have retained a license to practice and continue to meet all other eligibility requirements, other than being in active NHS practice only in exceptional circumstances.

### Changes to Employment

Individuals who move to or from a training post may need to review the role they are eligible for.

### Medical Registration

Immediate notification is required if the individual is the subject of any i, suspensions, limitations or removal of medical registration in any country.

### Preparation Courses

The College recognises that examiners are required to be involved in training. The College permits examiner involvement in non-chargeable local courses run on behalf of deaneries or equivalent. However, Examiners must not be involved in any commercially run revision courses.

Whilst involved in any preparation courses or activities, examiners should only use questions which are in the public domain or provided publicly by the College. Examiners must not suggest topics or give more concrete examples of questions during a revision course. This would compromise both the College exam and the integrity of the examiner concerned.

### Confidentiality

Examiners will be privy to content for forthcoming diets of exams in advance. This information must not be discussed with any other person. The examiner has an absolute duty to safeguard the information and ensure a fair 'level playing field' for all candidates. Candidates and Examiners have a duty to disclose to the Dean, Chief Examiner or other College officials, if they become aware that such confidential information has been shared. Examiners are also expected to observe confidentiality relating to past questions.

### Travel Expenses and Hotel Accommodation

Examiners are required to abide by the College's Travel Expenses Policy. Examiners must be mindful that funding for exams from candidates and membership fees must be utilised in a sustainable and cost-effective manner. Hotel accommodation will be arranged by the College for the night immediately prior to an exam, subject to examiners confirming their requirements. Examiners should avoid late cancellation of hotel accommodation which results in costs incurred by the College and provide due notice if their requirements change.

### Behaviour

Examiners are expected to conduct themselves in a manner fitting of a representative of the College at all times, in line with the College's [Professional Code of Conduct](#). This includes:

- Smart and professional appearance for all candidate facing activities
- Informing the College of any problems encountered before, during or after an exam, including conflicts of interest and misconduct concerns
- Making fair and unbiased judgements
- Maintaining integrity and professional standards
- Remaining objective and dispassionate where necessary



- Engaging with examiner training and development requirements

### Quality Assurance

Examiners must be willing to receive and act on feedback on performance as an examiner. Examiner feedback may be provided in the following formats:

- Quantitative values for the performance of cohorts of candidates they examined compared to other examiners
- Hawks & Doves analysis
- Qualitative (verbal) feedback following direct observation by College Assessor(s)
- Feedback on theory items authored by the examiner including level of editorial review and statistical analysis on performance of the question.

An annual report of examiner activity will be provided to each examiner for the purposes of revalidation and renewal of their role as an examiner.

### Complaints

Complaints relating to Examiners should be directed to [exampolicy@rcem.ac.uk](mailto:exampolicy@rcem.ac.uk)

## Appendices

### Appendix A – Examiner Roles Eligibility

Criteria	MRCEM Primary SBA Writer	MRCEM Examiner (RDIT)	MRCEM Examiner (UK)	MRCEM Examiner (International)	FRCEM Examiner
Full Medical Registration with licence to practice (GMC or equivalent)	✓	✓	✓	✓	✓
RCEM Member or Fellow	Member or Fellow by Examination	Fellow by Examination	Member or Fellow by Examination	Member or Fellow by Examination	Fellow by Examination
Role	Substantive Consultant post, Career Grade post, post-CCT fellowship or RDIT ST4 or above	RDIT ST6 or above	Substantive Consultant post, Career Grade post or post-CCT fellowship	Substantive EM Consultant	Substantive EM Consultant
Experience	✗	✗	✗	2 years post MRCEM or post FRCEM specialist EM Consultant	2 years experience as a specialist EM Consultant
Involved in Training	Active involvement in training of RDIT	Active involvement in training of RDIT	Active involvement in training of RDIT	Active involvement in supervision and training of EM Trainees	Active involvement in supervision and training of EM Trainees
Successful Appraisal/ARCP (or equivalent)	✓	✓	✓	✓	✓
Completed Equality and Diversity Training (within the last 3 years)	✓	✓	✓	✓	✓
English Communication Skills	Demonstratable effective oral and written	Demonstratable effective oral and written	Demonstratable effective oral and written	Demonstratable effective oral and written	Demonstratable effective oral and written

Appendix B – Eligible Activities by Examiner Role

Role/Activity	Item Writing	Theory Quality Assuring	OSCE Examining	International OSCE Examining
MRCEM Primary SBA Writer	✓ MRCEM Primary	×	×	×
MRCEM Examiner (RDiT)	✓ All MRCEM Exams	×	✓ MRCEM OSCE	×
MRCEM Examiner (UK)	✓ All MRCEM Exams	✓ MRCEM Theory Exams	✓ MRCEM OSCE	×
MRCEM Examiner (International)	×	×	×	✓ MRCEM OSCE
FRCEM Examiner	✓ All Exams	✓ All Theory Exams	✓ MRCEM & FRCEM OSCE	×