

Applications are invited for Board members of the new membership of the Faculty Dental Services tri-collegiate examination.

April 2025

The Royal College of Physicians and Surgeons of Glasgow, the Royal College of Surgeons of Edinburgh, and the Royal College of Surgeons of England (the three Colleges) are working together to introduce an Intercollegiate approach to Specialty curricula assessment. Part of this initiative includes the development of a new MFDS exam. The new examinations will start in 2026 and the Exam Board members will be asked to play an important role in developing the exam and will work with the team supporting the new exams.

There will be six named roles available on the Board.

Responsibilities

The role of the Board members of the new membership of the Faculty Dental Services tri-collegiate examination is to support the Chair with the implementation of the new examination and support the effective ongoing delivery and development of the examinations.

Initial development of the examinations

- Support recruitment of the examiners by overseeing appointment and ensuring sufficient capacity to execute the examinations.
- Participate in the examination syllabus and specification process to achieve appropriate syllabus coverage.
- Provide input to the regulations.
- Provide input to the development of the eligibility criteria.

Ongoing development of the examination

- Participate in the examination specification process to achieve appropriate syllabus coverage.
- Identify the need for changes to examination content or format, framing the rationale for change and overseeing the completion of an impact analysis.
- Participate in the development of the examinations by contributing to question writing, planning, and discussions on policy and processes where needed.
- Be available to participate in diets of the Examination as requested by the Exam Board Chair.
- Prepare and develop examination materials and model answers on an ongoing basis.
- Participate in meetings of the Examiner Panel as required by the Chair.
- Actively participate in ensuring that the examinations are of the highest standards.
- Assess candidates following the principles outlined in training courses and guidance documents.
- Complete all marking and any related documentation in accordance with guidelines.
- Observe strict confidentiality with regard to the performance of candidates.



- Act to promote the examination on behalf of the Colleges.
- Abide by the principles set out in the Examiner Code of Conduct.

Person Specification

Knowledge & Experience

- Demonstrable commitment through participation as an examiner:
 - Knowledge of the UK examination regulations, procedures and processes
 - Understanding of the organisational arrangements for the examinations
- Interest in dental education and assessment, ideally demonstrated with a relevant postgraduate qualification.
- A UK assessment and training background.
- Committed to equality and diversity and have high levels of integrity and professional standards
- Applicants should be a Dental Fellow or Member of one of the Royal Colleges in the United Kingdom or Ireland
- They will have held a primary dental qualification recognised by the General Dental Council for a period of not less than 7 years and be engaged or within the last two years, active in dental clinical/academic practice.

Skills and abilities

- Work confidentially and exercise discretion and diplomacy while working in accordance with guidelines.
- Provide support and guidance to examiners as appropriate.
- Communicate promptly and effectively both orally and in writing.
- Work constructively with other members of the examination team to identify, mitigate and address any issues arising prior to or during the examination diet.
- Recognise when specialist advice is required and escalate appropriately.
- Work effectively as a member of a committee, team or panel.

Commitment required

- Examiner term: Four years
- Training for all examiners will be provided by the Secretariat.
- All appointed examiners will be expected to contribute to the development of the question bank and attend appropriate further training.
- Dates for the online examiner training course are being planned, and examiners must attend a training course and observe a diet of the current MFDS examinations before being permitted to examine.
- The successful applicant will be required to attend up to 10 days of meetings/exams per year.

Applicants should submit a personal statement supporting their application and a CV to examboardchair@dsfe.org.uk. The personal statement should be no longer than 250 words.

Applications close on: 9am, 5 May 2025

Successful candidates will be notified mid-May 2025.

