



**Applications Invited
Dental Specialty Fellowship Examination Board Chair
- Advanced Fellowship in Orthodontics**

January 2026

The Royal College of Surgeons of Edinburgh, the Royal College of Surgeons of England and the Royal College of Physicians and Surgeons of Glasgow are working together to introduce an Intercollegiate approach to Specialty Curricula assessment. There is now an opportunity to develop the curriculum and assessment for an Advanced Fellowship in Orthodontics. The new examination will start in 2028, and the Exam Board Chair will be asked to play an important role in developing these and work with the team supporting the new exam.

We are therefore looking for an Examination Board Chair for the Advanced Fellowship in Orthodontics and invite applications for this role starting in February 2026.

The post is an honorary position and therefore, is not salaried. Allowable expenses are reimbursed.

Responsibilities

The role of the Chair is to support the implementation of the new examination development, manage the agenda of the Examination Board, and lead the effective ongoing delivery and development of the examination. The Chair will report to the Chair of the Dental Specialty Fellowship Examinations.

Initial development of the examinations

- Lead the recruitment and appointment of the Examination Board.
- Support recruitment of the examiners by overseeing appointments 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 eligibility criteria.
- Provide input to the development of the Advanced Fellowship for Orthodontics curriculum.



Ongoing development of the examination

- Participate in the examination specification process to achieve appropriate syllabus coverage.
- Identify areas for development within the bank of examination questions, and allocate new questions to be produced by the relevant colleagues accordingly.
- 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.
- Lead on the preparation and development of examination materials and model answers on an ongoing basis.
- Oversee standard setting procedures and providing guidance in the identification of this standard where necessary.
- 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.
- Contribute to the ongoing recruitment and appointment of new board members.
- Contribute to the training of new examiners.
- Act to promote the examination on behalf of the Colleges.
- Abide by the principles set out in the Examiner Code of Practice.
- Represent the Examination Board on relevant governance committees as required.
- Ensure adequate recording of activity and decision making to evidence quality and standards.

Person Specification

Knowledge & Experience

- Demonstrable commitment through participation as an examiner and Exam Board member:
 - 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.



Dental Specialty Fellowship Examinations

- Committed to equality and diversity and have high levels of integrity and professional standards.
- Applicants should be a Dental Fellow of one of the Royal Colleges in the United Kingdom.
- Applicants must have at least 3 years' experience in a substantive consultant post within the UK.

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

- Term of engagement: Four years.
- Training will be provided by the Secretariat.
- All appointed Exam Board members will be expected to contribute to the development of the question bank and attend appropriate further training.
- All examiners, Exam Board members, and the Chair must attend a training course.
- The successful applicant will be required to attend up to 5 days of meetings/exams per year.

Applicants should submit a personal statement supporting their application and a CV to examboardchair@dsfe.org.uk, clearly indicating in the subject line for which specialty they are applying. The personal statement should be no longer than 250 words.

Applications close on: 9am on Monday 26 January 2026

Interviews during the week of 2 February 2026

Successful candidate notified before 16 February 2026

The closing date for applications is 9am on Monday 26 January 2026