

Task profile

Associate type:	External Examiner (Dental Nursing)
Monitored by:	Assessment Team
Managed by:	Assessment Team
Contracted Days:	As per annual contract / supply of services

To carry out defined and agreed activities to provide evidence of how City & Guilds meets the GDC Standards for Education.

Task purpose

- Review specification content biannually, to ensure currency and coverage is in line with GDC standards of Education.
- Recommend improvement to specification content.
- Review evidence requirements to ensure currency, and alignment with Skills for Health.
- Review Chief Examiner and LIEPA and/or SEQA reports.
- Meet and gather feedback from LIEPA/ SEQA around the performance of practical assessments.
- Recommend improvement to evidence requirements and practical assessments.
- Review MCQ test specification.
- Analyse statistical data of the performance of individual questions and overall test performance.
- Check assessment materials to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access.
- Report on the validity of tests and assessment method.
- Report on comparability of tests.
- Recommend improvement to assessments.
- Produce a qualification report summarising findings, highlights of best practice and areas for improvement/recommendations.
- Review any follow up action plan that responds to finding in the qualification report.

Key Contracted Responsibilities

- To act in the capacity of External Examiner for City & Guilds Dental Nursing Qualifications.
- Carry out agreed activities.
- Produce and present a report based on City & Guilds compliance with GDC Standards for Education and alignment with Skills for Health.

Measures

- Agreement of an activity plan with the appointed City & Guilds representative.
- Completion of agreed activities outlined in the plan within agreed timescale.
- Production of annual External Examiners report including recommendations where necessary.

LIMITATIONS

External Examiners must not be involved in the City & Guilds dental nursing qualifications or apprenticeships

- delivery
- assessment
- internal quality assurance
- external quality assurance
- development or review of content
- development or review of assessment materials
- independent end point assessment

Person specification

Associate type: External Examiner -Dental Nursing

Summary of Role

Essential	Desirable
Availability to attend meeting. Manage key activities as agreed within biannual plan.	Experience of producing reports
GDC Registrant	Data analysis skills
Thorough knowledge of GDC Standards for Education, current GDC Learning Outcomes (and their replacements) Preparing for Practice (Scope of Practice) for dental nurses.	
Experience in delivering and quality assuring dental nursing qualification.	
Good knowledge of vocational qualification and apprenticeships.	
Is currently independent of any delivery, assessment, quality assurance or associate responsibilities for City & Guilds Dental Nursing qualifications or apprenticeships.	
Have up to date, relevant subject knowledge and/or occupational industry experience.	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel.	
Have access to a secure PC with a security system, up to date anti-virus software, private broadband access, and a personal, private e-mail account.	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing.	

Have attention to detail and ability to work well under pressure and meet deadlines.	
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