# BSAVA ROLE DESCRIPTION

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| **Department** | Education |
| **Job title** | Examination Officer |
| **Manager’s role** | This post sits within the Education department, and reports to Laura Haddock, the Academic Manager.The Examination Officer will work closely with another experienced Examination Officer, and the Academic Manager.Support is available within the Woodrow House team, including specialist expertise in the IT and Marketing departments. |
| **Hours** | 20 hours per week. |

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| **BSAVA’s Purpose** To drive excellence in veterinary practice to improve the health and welfare of small animals.**BSAVA’s Mission**To enable the community of small animal veterinary professionals to develop their knowledge and skills through leading-edge education, scientific research and collaboration. |

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| **Job Purpose (including how the role relates to BSAVA’s organisational purpose):** To assist in the delivery and ongoing development of the BSAVA Postgraduate Certificate assessments and examinations:* Providing veterinary support to the examination process by liaising with examiners in the creation of exam papers.
* Supporting the question writing process.
* Ensuring robust standard setting and monitoring.
* Providing examination support to students.
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| **As BSAVA staff, we all have a responsibility to uphold the Association’s values. We expect all staff to always maintain and promote our values, which are to:*** Nurture and support our communities
* Aim for excellence in all that we do
* Strive to be bold and innovative
* Be accountable and trustworthy
* Be rigorous and evidence led
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| **Staff management responsibility:** None. |
| **Special conditions:**The post is designed so that the post holder can work remotely, but the post holder can work within the BSAVA office in Gloucester if they prefer.This is a part time position (20 hours/week). There is considerable flexibility in when these hours may be worked most weeks, with a few exceptions:* Some evening/weekend work may be required during busy periods.
* You will be expected to invigilate some examinations in Gloucester, these will typically be limited to 2-3 days per year.
* There are 11 fixed date remote meetings, these will be weekdays during normal working hours and attendance will be shared with the other Examination and Assessment Officer.
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| **Main duties and responsibilities:****Creating Examinations*** Recruit internal examiners.
* Maintain question banks collating all submitted exam questions for each PGCert programme, with appropriate organisation into subject areas, and coding to record previous use and performance.
* Ensure quality of spelling, grammar, and formatting of submitted questions, as well as checking that clinical details are correct.
* Commission exam questions and provide support to ensure these are of high quality.
* Provide regular reports regarding questions available and any deficiencies noted.
* Manage the creation of balanced exam papers for all summative assessments in time to meet deadlines (including resit exams).
* Carry out any required editing of exam papers, after consultation with External Examiners and Programme Coordinators.

**Exam Processes*** Attend examinations held at Woodrow House to act as invigilator and contribute to the moderating process.
* Attend Examination and Award Board committee meetings (remote).
* Be responsible for collating feedback from the internal examiners and selecting which papers/questions require moderating.
* Provide academic exam support to all students who are resitting; providing feedback on submitted work, and creation of mock exam questions.

**Reporting and Monitoring*** Ensure that standard setting and post-examination analysis is performed in a robust and defensible manner.
* Maintain accurate spreadsheets and create written reports for each examination.
* Monitor trends between papers.
* Contribute to annual programme reports to Nottingham Trent University

**Liaison*** Develop strong working relationships and liaise regularly with:
	+ The other Examination and Assessment Officer.
	+ Programme Coordinators to create and review exam papers and for recruitment of internal examiners.
	+ Internal and external examiners to create and review exam papers.
	+ Speakers to commission and develop exam questions.
	+ Academic Manager to contribute to the ongoing development of the assessment strategy.

**Continuous improvement*** In liaison with the Academic Manager, identify appropriate training opportunities to further skills and expertise as required.

*This list is not exhaustive and is used to highlight the main components of this role. You may be required to perform other such duties that are within the scope of your role.* |

**Person Specification**

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|  | **Essential requirements** | **Desirable requirements** |
| **Qualifications** | Veterinary degree, and be registered as (or eligible to be) a Member of the RCVS (MRCVS) | Post-graduate teaching qualification Post-graduate certificate (e.g. PGCert, CertAVP etc). |
| **Experience** | Significant clinical experience working as vet in small animal practice in the UK with a good understanding of a wide range of clinical disciplines. | Experience working in veterinary education or teachingExperience of writing exam questions, database management or examination analysisExperience of working within an academic environment |
| **Knowledge and skills** | Excellent written English and understanding of grammarExcellent attention to detailHigh level of computer literacy skills including Word, Excel and OutlookWillingness to develop skillsHigh level of planning and organisation skillsAbility to prioritise workload, work independently and adapt to changing priorities where necessaryAbility to work flexibly as required by the exam process during academic year  |  |
| **Personal qualities** | Ability to adhere to a high standard of security and confidentialityExcellent interpersonal skills Strong teamwork with the ability to motivate others |  |