Dental Specialty Fellowship Examinations

Membership of the Faculty of Dental Surgery

Job Description

Section 1 - Description

Job Title Dental Exams Coordinator

Grade Grade 3, Salary £25,640

Location: Education & Assessment Directorate, RCPSG, Glasgow

The College has introduced hybrid working which enables employees to work from both their home and in the College. As part of this arrangement, employees will be required to spend at least 50% of their working time in the College, with the days being subject to the needs of the business. The remaining time can be worked remotely, subject to role requirements and operational needs and in agreement with your line manager.

Reports to: Dental Specialty Fellowship Exams Manager

Date: March 2026

Section 2 – Context, and Job Purpose

Context

The three UK surgical Royal Colleges (based in Edinburgh, Glasgow and London) will, from October 2026, provide jointly developed and maintained fellowship and membership examinations mapped to the General Dental Council (GDC) curriculum. Of the 13 dental specialties regulated by the GDC, Dental Specialty Fellowship Examinations will be provided for 10 of these. In addition, this role will oversee the delivery of the dental membership exam (MFDS) provided by these Colleges.

The Dental Specialty Fellowship Examinations secretariat ("the Secretariat") works on behalf of the surgical Royal Colleges to manage the assessment and policy frameworks of the exams. The team lead the delivery of all UK dental exams and coordinate the support for any collegiate international delivery. The team is based in, but is not operationally part of, the Royal College of Physicians and Surgeons of Glasgow. This role is based in Glasgow.

Job Purpose

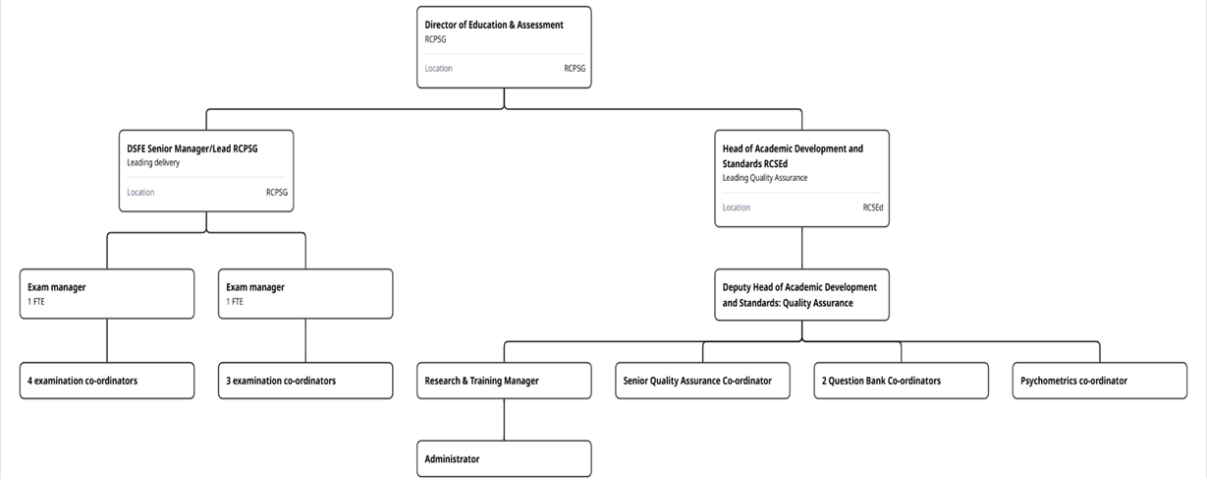
Reporting to the Dental Specialty Fellowship Examinations Manager, the Dental Exams Coordinator will be one of a small team of coordinators responsible for all delivery of 11 different examinations, each with two parts and a minimum of two diets per annum. The team will also be responsible for the governance of and communication with examiners for the relevant examiner boards and panels. In addition, this team will be responsible for the policies relating to these examinations, ensuring they remain fit for purpose, aligned to best practices including EDI, and available to those who need to access them.

This role will involve all elements of exam delivery, ensuring information is up to date on the website, processing candidate applications, allocating candidates and examiners to exams, working with delivery software providers, sourcing and working with UK exam venues and travel consultants, and attending on UK delivery days to ensure the exams run smoothly.

Members of this team will work closely with examiner panels, including the organisation of and support of examiner board meetings, and monitoring examiner compliance with mandatory training.

A clear grasp of the full range of examination requirements, in the context of national assessment standards, needs to be developed. The role involves planning and working both independently and as a team member and requires strong organisational skills and attention to detail.

Section 3 - Organisation Chart



Section 4 – Job Dimensions

- No direct budgetary or people management responsibility.
- Management of approx. 44 examination diets per annum, half of which will be online and half face-to-face in UK venues.
- Management of up to 500 UK candidates per annum.
- Working with venues in up to six UK cities.

Section 5 – Main Responsibilities and Role

- Ensure all examination dates are set and advertised at least 9 months in advance and that clear communications are on the website for candidates to follow.
- Process all candidate applications, ensuring compliance with exam regulations and intercollegiate policy, and accuracy of data on the applications software.
- Process candidate bookings onto examination delivery software, ensuring candidates are accurately enrolled into the correct examination.
- Carry out the allocation, communication and logistical elements of the exam pertaining to examiners.
- Carry out all elements of candidate communication, providing clear and timely information to candidates regarding all elements of their examinations.
- Liaise with online examination centres, ensuring all requirements are met.
- Organise venues for clinical examinations, liaising with venue contacts to ensure all requirements are met.
- Liaise with travel consultants to ensure all staff and examiner travel and accommodation is organised in accordance with the travel policy.
- Organise and provide clear communication to invigilators for clinical examinations.
- Provide administration and communication with examiners including troubleshooting and assisting with examination board meetings and documentation.
- Maintain accurate financial records of transactions in relation to examination delivery.
- Act as a key point of contact on online examination days, liaising with centres providing the exam and dealing with or escalating questions as they are raised.
- Attend examination centres for clinical examinations, taking lead administrative responsibility or providing support to colleagues in the running of the exam on the day. In conjunction with the lead clinician(s), ensure the exam is delivered on the day in line with intercollegiate policies, procedures and exam regulations.
- Work with colleagues in the Quality Assurance team to review examination results, release these to candidates and deal with any questions raised.

- Provide guidance to colleagues in individual Colleges running international exams, to ensure these are run in a consistent way to the UK examinations.

Section 6 – Planning and Organising

Planning for examinations is highly proactive, involving excellent planning and organisational skills.

- The ability to plan and work both independently and as a team member is essential.
- The coordinator must have a view of activities in the forthcoming period (up to six months) identifying priorities and agreeing these with their manager.

Section 7 – Decision-Making

- The Coordinator must work proactively, making decisions in line with examination regulations, procedures and past practices, essential to the planning process as appropriate.
- The Coordinator must be aware of various lines of reporting (e.g. through Managerial and Governance structures) ensuring that their line Manager and relevant parties are involved in decision making as appropriate.

Section 8 – Knowledge, Experience and Skill Set Required

<u>Knowledge</u>

Essential:

- Educated to a degree level or equivalent (i.e. educational achievement plus working experience).
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential.
- Confidence with technology, to use bespoke examination systems and AI (within permitted policies) to streamline processes.
- Knowledge of relevant legislation (e.g. GDPR).

Desirable:

- Understanding of the Medical/Educational/Public sector or not-for-profit environment.

- Knowledge of quality assurance and maintenance of standards in relation to examinations.

Experience

Essential:

- Relevant administrative experience is essential.

Desirable:

- Demonstrable experience of organising examinations or events including: all logistical arrangements as well as examiner engagement and marking/results processing.

Skill Set

Essential:

- Strong planning and organisational skills
- Ability to work to strict timescales in order to meet deadlines
- Attention to detail
- Ability to interpret detailed Regulations
- Efficient flexibility
- Proficiently proactive and reactive
- Strong team-worker
- Excellent communication skills
- Good interpersonal skills
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner

Section 9 – Job Context and Special Features

- Additional hours may need to be worked in accordance with the demands of the Secretariat's business activities, including meetings and examinations. Examination delivery may require early morning attendance at centres and/or later finishes. The College has a Time Off In Lieu (TOIL) policy to cover this.
- The post holder will be required to travel within the UK for meetings and examination delivery, therefore short (1-4 day) periods away from home are necessary. Time away from home will be scheduled several weeks in advance.
- Attendance in the office is a requirement in line with the College's hybrid

working policy.

- With forward planning, some flexibility in working days may be required to meet the needs of the business.