



Examiner Role Description and Code of Conduct

Background

There are two parts of the fellowship examination in anaesthesiology for HKCA – Intermediate and Final Fellowship Examinations respectively. The Intermediate Examination is conducted two times a year, with two components – Written and Oral examinations. The Final examination is conducted two times a year, with three components – Written, Oral and Objective Structured Clinical Examination (OSCEs).

Examiners are expected to commit to at least one component of one of the examinations that they have committed to each academic year. Applicants are expected to be able to fulfil the examiner commitments and requirements as set out in the [Person Specification](#) and [Role Description](#) for the role of HKCA examiner. Further details are available in [the Intermediate and Final HKCA Examinations: Selection, Appointment, Training and Quality Assurance of Examiners](#) document.

The Role

An HKCA Examiner is one of a team of examiners responsible for assessing the performance of candidates taking part in HKCA examinations. Examiners are recruited twice a year by nomination, and the applications will be assessed by a selection panel from the Board of Examinations and endorsed by Council. Initial appointment is subject to provisional examinership followed by a probationary year – for details please refer to the [Intermediate and Final HKCA Examinations: Selection, Appointment, Training and Quality Assurance of Examiners document](#). Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment. Examiners are also expected to strictly follow the [code of conduct of examiners](#) (Board of Examinations Administrative Instructions) to maintain the integrity and standard of the fellowship examinations. They must also complete the *declaration form for examiners* provided by the Hong Kong Academy of Medicine.

General Duties and Responsibilities

- Full commitment to the College and the Examination processes
- Assessment of candidates
- Participation in induction and ongoing training programmes and appraisal processes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of all HKCA examinations

Specific Duties and Responsibilities

1. Full commitment to the College and its Examination processes

- To remain in good standing with the College and hold full registration with the Medical Council of Hong Kong
- To have the expectancy of completing at least 4 years as an examiner
- Attendance at one exam component per academic year
- Active contribution to the development and submission of questions as required

- To actively participate in ensuring the examinations are of the highest standards
- To take part in the appraisal process as required

2. Assessment of candidates

- To examine all candidates in accordance with the HKCA Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at examiner meetings and briefings
- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance

3. Participation in induction and ongoing training programmes

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner appraisal and peer feedback exercises
- To attend further training as required
- To seek involvement in the training of others

4. To uphold all examination regulations, policies and principles

- To be fully conversant with all HKCA Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the College

5. To observe and maintain the confidentiality and integrity of all HKCA examinations

- To strictly adhere to the [Code of Conduct](#) as specified in the Board of Examinations Administrative Instructions
- To adhere to the terms and conditions of secure question banks and maintain confidentiality of examiner meetings
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chairman of Board of Examinations

Signature
Print Name

Date

Code of Conduct for Examiners (Extract from Administrative Instructions)

10.1. Examiners shall be, and seen to be, fair and just in their involvement with College Examinations.

10.2. Examiners shall not discuss examination materials with any persons not directly involved in the preparation of examination materials.

10.3. Examiners shall understand the necessity of avoiding even the appearance of impropriety.

10.4. Should examiners be involved in any situation which may be perceived by others as having a conflict of interest (e.g. candidate being a relative of or having close relationship with examiner), they should agree to remove themselves from service on the programme when necessary.

10.5. Examiners should be responsible for the security of answer scripts during such time as they are in their custody for marking purposes. To avoid risk of loss (e.g. through fire hazards, misplacement, or theft) examiners are urged to complete marking work, and reports of results to Examination Co-ordinator, as expeditiously as possible. Answer scripts, when not being worked on or otherwise held under the immediate personal control of the examiner, should be kept in the most secure locked safe, cabinet or drawer available to the examiner. Offices or other rooms in which answer scripts are held should be kept locked when not occupied.

10.6. An examiner accused of misconduct will be sent full details of the allegations and evidence against him/her, and be given the opportunity to respond in writing to allegations made. If necessary, College Council may appoint a panel to investigate and weigh evidence to determine whether the allegation is proven and determine the appropriate action, depending on seriousness of the misconduct, and possible extenuating circumstances.

10.7. Examiners are allowed to provide practice examinations (written, oral, and OSCE) to candidates presenting for the examination provided that the practice questions in the three months before the examination will not be used by the examiner in the coming written, oral, or OSCE examination. Furthermore, after the allocation of examination topics, examiners must not ask questions from their allocated examination topics.