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## Description of committee:

The Angoff Panel is responsible for undertaking Angoff standard-setting meetings in order to set and maintain the standard for the College's 3 theory examinations – Foundation of Practice (FOP), Theory and Science (TAS), and Applied Knowledge in Practice (AKP).

- The Angoff Panel sits within the Education and Training Division;
- The main function of the Theory Exam committee is to oversee and maintain the standard of the College's 3 Theory examinations.
- The Angoff Panel reports to the Theory Exam Committee.

## Role details

- The post holder will be responsible to the Angoff Panel Lead.
- The appointee will serve as Deputy Angoff Panel Lead for the TAS exam for an initial period of 3 years with an option of a 2-year extension.
- Responsibility for leading the standard-setting process for the TAS examination.
- Responsibility for chairing TAS Angoff meetings.

## Eligibility

Applicants must be a:

- Fellow
- Senior Fellow

and whose primary mailing address is in the UK/Ireland.

## Role purpose and responsibility

The responsibilities of the post holder are:

- Provide leadership for the standard-setting of the TAS examination.
- Chair TAS Angoff standard-setting meetings.
- Assist in development of training materials for Angoff Judges.
- Attend the Results Review Meetings for the TAS examinations for exams where post holder has chaired the standard-setting meeting.

## Working relationships

The post holder will work with the Angoff Panel Lead and the Deputy Angoff Panel Leads to further their work. Equally they will work in conjunction with:

- Psychometric Analyst

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**In accordance with College policy, all candidates should be in Good Standing with the RCPCH.**

- Assessment Development Lead
- Head of Theory and Standards

### **Time commitment**

The post holder will be required to attend:

- TAS Angoff standard setting meetings as Chair (3 face-to-face meetings each year, though this may vary depending on availability and necessity). Chairs should attend the meetings in person except in exceptional circumstances.
- Result Review Meetings after each of the TAS examinations when they have Chaired the related standard-setting meeting (3 each year, 1-2 hours in length, generally held remotely).
- Statistical Review Group meetings for exams where they chaired the Angoff (3 each year, held remotely)

The post holder will be required to devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Angoff Panel at other internal or external meetings of the College. Angoff meetings will normally be held at the College in London.

### **Support provided from the College**

The first point of contact will be via the Psychometric team within the Education and Training Division.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Remote attendance options may also be offered for some meetings.

## **Knowledge, skills and experience required**

### **Essential:**

- [Member of the College in Good Standing with RCPCH](#) in membership categories Fellow, or Senior Member.
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.
- Proven educational experience and involvement in training whose CPD is up-to-date and will have substantial experience of College Examinations and/or medical education and training.
- Be a consultant or equivalent position for at least 3 years with involvement in strategic planning and development.
- Be able to demonstrate that they are up to date with current paediatric practice with attendance at examination and assessment boards events, and in discussions at Angoff meetings.
- Experience of participating in Angoff standard-setting meetings as an Angoff judge.

### **Desirable:**

- Experience of chairing Angoff standard-setting meetings.

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- Knows and can apply the principles of examination standard-setting and has experience of putting this into practice.
- Understands principles of good question-writing and can identify if this has not been followed.
- Evidence of involvement in the RCPCH examinations and medical education.
- Good interpersonal and time-keeping skills.

## Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which embodies the values that the RCPCH holds the breaking of which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and adults at risk.

Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a role-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of

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these requests at least a month in advance. For further information please contact [edi@rcpch.ac.uk](mailto:edi@rcpch.ac.uk).

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made to the Committee on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a committee member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

**Dr Jan Dudley**  
**Registrar**  
**2025**

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