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### Description of committee:

The Theory Exam Committee is responsible for overseeing the development, provision, and quality assurance of the College's 3 Theory examinations.

- The Theory Exam Committee sits within the Education and Training Division;
- The main function of the Theory Exam committee is to oversee the development, provision, and quality assurance of the College's 3 Theory examinations.
- The Theory Exam Committee reports to the Examinations Board.

### Role details

- The post holder will be responsible to the Theory Lead.
- The appointee will serve as Deputy Theory Lead for an initial period of 3 years with an option of a 2-year extension.
- Oversight of the work carried out by the Theory Exams Group, Theory Committee and Angoff Panel.
- Supporting ratification of results of RCPCH Theory examinations.
- Supporting and deputising for Theory Lead where needed.

### Eligibility

Applicants must be one of the following membership categories:

- Ordinary Member
- Fellow
- Senior Member or Fellow

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

### Role purpose and responsibility

The responsibilities of the post holder are:

- Provide support for Theory Lead.
- Chair meetings of the Theory Exam Committee in absence of Theory Lead and assist in setting agendas for meetings.
- Deputise for Theory Lead on the Examinations Board when necessary.
- Oversight and understanding of standard-setting methods used for College Theory examinations.
- Participate in or lead Results Review Meetings to agree the standard of the College Theory examinations.

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- Support all stages of malpractice cases and investigations, and deputise for Theory Lead on Complaints Appeal Panels for Theory examinations when necessary.
- Provide guidance and advice on issues such as reasonable adjustments.
- Oversight for ensuring that the RCPCH Theory examination syllabi reflect the content of the RCPCH training curriculum.
- Deputise for the Theory Lead in other instances when required.

### **Working relationships**

The post holder will work with the Theory Lead and other Committee members to further their work. Equally they will work in conjunction with:

- Head of Theory and Standards
- Quality Assurance Manager
- Theory Examinations Manager

### **Time commitment**

Committee members will be required to attend 3 Theory Exam committee meetings and up to 9 Results Review Meetings per year and devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Committee at other internal or external meetings of the College. Theory Exam committee meetings are usually 1 hour long and will generally take place at the Examinations and Assessment boards ('Boards') events that are held in various locations around the UK. Results Review Meetings will be held remotely and will be half-day meetings.

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

The first point of contact will be via the Head of Theory and Standards.

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 Ordinary Member, Fellow, Senior Member or Fellow.
- 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.

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- Current/past involvement in Theory exams work.

### **Desirable:**

- Experience of a leadership or management role.
- Experience of chairing meetings.
- Knowledge of academic/assessment principles and psychometrics relating to assessment.

### **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 of 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 job-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 teleconferencing. 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**  
**2026**

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Patron HRH The Princess Royal.