

Description of committee:

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

Role details:

- The post holder will be responsible to the Senior Theory Examiners for FOP.
- The appointee will serve as a Theory Examiner – Consultant for an initial period of 3 years with an option for 2-year extensions.
- The post holder will assist in the creation and development of RCPCH examination materials including question writing, exam production and supporting training of new Theory examiners.

Eligibility

Applicants must be:

- Fellow
- Senior Member or Fellow
- Ordinary Members

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

Role purpose and responsibility

The responsibilities of the post holder are:

- Question production and approval
 - Review questions for the FOP examination component, ensuring they are quality assured (monitored, reviewed, and edited)
 - Support exam production with generation of one FOP examination per year.
- Attend meetings and working groups as defined in the time commitment section below.
- Make recommendations for improvements to the relevant Senior Theory Examiner (STE).

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

Page 1 of 4

Working relationships

The post holder will work with the Theory Lead, Senior Theory Examiners for FOP, Question writers, and other Theory Examiners (TEs) and relevant members of the Theory Exam group to further their work. Equally they will work in conjunction with:

- Head of Theory and Standards
- Quality Assurance Manager, Quality Assurance Coordinator, Quality Assurance Administrator and the Psychometric Data Analyst with reference to Theory exam question banks and examination generation.

Time commitment

Post holders will be required to attend at least:

- One Assessment and Recruitment Content Hub Event (ARCHE) in various locations in the UK each year, and/or a summer question review day in London
- One Angoff meeting a year (meetings held in London and remotely)
- One Statistical Review Group (SRG) meeting each year
- One Question Setting Group (QSG) meeting each year.

Post holders should 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.

Support provided from the College

The first point of contact will be via the Quality Assurance Administrator.

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 category Ordinary Member, Fellow, or Senior Member or Fellow.
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Experience of other aspects of Theory examination work, such as participation in QSG or Angoff meetings.

Desirable:

- Knows and can apply the principles of good writing and has the experience of putting this into practice.
- Understands how the MRCPCH syllabi apply to question writing and examination generation.

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

Page 2 of 4

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 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 these requests at least a month in advance. For further information please contact 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.

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

Page 3 of 4

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

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

Page 4 of 4

Royal College of Paediatrics and Child Health.
Incorporated by Royal Charter and registered as a Charity in
England and Wales: 1057744 and in Scotland: SCO38299.
Registered Office 5-11 Theobalds Road, London WC1X 8SH.
Patron HRH The Princess Royal.