



MRCOG Part 3 - Examiner Regulations



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Introduction

The Part 3 MRCOG Clinical Assessment aims to assess candidates' ability to apply core clinical and communication skills in the context of the skills, knowledge, attitudes and competencies as defined in the MRCOG curriculum.

An MRCOG Part 3 examiner has the responsibility of maintaining the highest standards, as expected by patients, candidates and Members and Fellows. The duty of examiners is to understand and maintain the standard of the exam, while maintaining equality, respecting diversity and being aware of all relevant GMC guidance. They need to be familiar with the [MRCOG Syllabus including the Knowledge Requirements for the Core Curriculum](#)

Examiners also carry responsibility for helping to ensure the College meets the General Medical Council's (GMC) Standards in Postgraduate Medical Education detailed in [Excellence by Design](#).

The College is required to ensure all examiners meet the minimum requirements expected as specified in the [Academy of Medical Royal College's \(AoMRC\) Eligibility Criteria for college examiners](#).

All examiners are required to demonstrate an understanding of the legal duties of an examiner in relation to the Equality Act through equality and diversity training as well as examiner training, which includes training on unconscious bias. Examiners should also be familiar with guidance provided by the [GMC on equality and diversity requirements for curricula, examinations and assessment and Promoting Excellence – Equality and Diversity Considerations](#).

This document sets out the requirements and expectations expected of all RCOG examiners.

The MRCOG Part 3 is supported by three types of examiner:

- Part 3 Clinical Examiner (UK)
- Part 3 Clinical Examiner (Overseas)
- Part 3 Lay Examiner

Full details of the eligibility criteria and the roles & responsibilities of each type of examiner are provided in this document.



Examiner Competence

The GMC requires that examiners must demonstrate their ability to undertake a role and should only assess in areas where they have the knowledge and competency to the level of the examination which they wish to assess. Furthermore, the relevant professional experience of the clinical examiner should be greater than that of candidates being assessed. MRCOG Part 3 clinical examiners must therefore be competent to assess a candidate to the level expected of a competent ST5 level trainee and must be able to reach an independent decision on whether each candidate meets or fails the expected standard.

Tenure

Examiners are appointed for a term of 5 years in the first instance. Application for further terms are subject to evidence of active participation in College examinations and satisfactory performance. Consideration of the management of the number of examiners and ensuring the ability to recruit new examiners to support the promotion of examiner diversity may also be considered when reviewing applications for additional terms.

Examiners are required to indicate their availability to examine in the Part 3 MRCOG Clinical Assessment at least once every year. In the absence of extenuating circumstances, failure to register availability to examine on any Part 3 exams in a 12 month period will result in loss of examiner status.

Examiner Training

All examiners are required to receive adequate training for their role. Prior to examining all prospective eligible candidates must attend a training workshop session organised by the College. This session will either be held in person or online. The training will provide an overview of the exam format and the expectant competence levels being assessed, include training on unconscious bias and examiner behaviour, provide guidance on marking and cover both the clinical and lay examiner perspective.

All examiners are required to maintain their examiner training and must complete a refresher training session once every 5 years.

Examiners must also have completed training in equality and diversity, to be renewed every three years. Examiners will need to provide evidence of this training when requested.



Quality Assurance

Examiners must be willing to receive and act on feedback on their performance as an examiner. Feedback to examiners is currently provided via the following methods:

- Comparison of individual task marks: A breakdown is provided of the average scores awarded by each examiner across all circuits marking the same task
- Direct qualitative feedback from direct observation by Quality Assessor/s

Conflicts of interest

The RCOG accepts that most examiners will be actively involved in teaching trainees and that this is one factor in making them well-qualified to be examiners. However, care must be taken to ensure that we can be seen to preserve the integrity of our examinations and not give unfair advantage to any particular group of trainees. It is important to define the boundaries between what teaching is desirable and acceptable for an examiner to undertake and what is not acceptable. Examiners must avoid placing themselves under obligation to any individual or organisation which might affect their ability to carry out their duties impartially and objectively. They must not use their position as examiners to promote or derive profit from commercially run or fee paying courses/activities.

Examiners may take part in teaching activities related to MRCOG examinations but must never use any materials for teaching which have been used in the Part 3 examinations. This can include providing help and advice on the standard of the examination, appropriate behaviour, communication skills and time keeping.

To prevent any accusation of unfairness, examiners need to declare any involvement in teaching on any commercially run or fee paying courses. Revision course Leads, Convenors and/or Local Organisers are strictly prohibited from examining.

For local teaching or text book writing, examiners should only use questions in the public domain (for example those published by the College) or provided by the course organisers. It is inappropriate either to suggest topics or give more concrete examples of questions. This compromises both the MRCOG Part 3 examination and the integrity of the examiner concerned.

As part of the annual review of examiners, the College will assess any activity associated with courses and take it into account when deciding on continued individual examiner status.

Confidentiality

Examiners must not share any examination material and content they are privy to as a Part 3 examiner. The examiner has an absolute duty to safeguard the information and ensure a fair 'level playing field' for all candidates, ensuring the integrity of the examination is not compromised. Breaching this confidentiality is an offence that would lead to withdrawal of examiner status, consideration of withdrawal of membership of the College and referral to the GMC or equivalent regulatory body.



Examiner Behaviour

All examiners are expected to conduct themselves in a manner fitting of a representative of the RCOG at all times and as detailed in the College's [Code of Conduct](#). Any concerns raised about the probity or conduct of an examiner alleged to be in breach of the Code of Conduct or not acting in the interests of the College, shall be dealt with under the procedures set out in the Code of Conduct policy.

Examiners should inform the Examinations Department immediately should they become the subject of any investigations, suspensions, limitations or removal of medical registration in any country. Individuals will not be permitted to examine where an interim order has been issued or conditions have been placed on their practice or they have been suspended.



Appendix

Clinical Examiner Role Description

Role Description for Part 3 MRCOG Clinical Examiners (UK & International)

Background

The Membership Examination (MRCOG), for hospital doctors wishing to specialise in obstetrics and gynaecology, currently consists of a Part 1 written examination, Part 2 written examination and Part 3 examination consisting of a Clinical Assessment involving multiple different tasks.

The Part 3 MRCOG Clinical Assessment aims to assess candidates' ability to apply core clinical skills in the context of the skills, knowledge, attitudes and competencies as defined in the Part 2 MRCOG curriculum. Further information regarding the format of the examination can be found on [the RCOG website](#).

Part 3 MRCOG Clinical Examiners are required to:

- Attend the examiner training at least once every 5 years.
- Support the MRCOG revision course for one day prior to examining for the first time
- Indicate availability to examine in the Part 3 MRCOG Clinical Assessment at least once every year
- Attend the examiner briefing session prior to each examination (usually in the morning of the examination)
- Examine in the Part 3 MRCOG Clinical Assessment
- Maintain confidentiality of the examination

Examiner Training

Successful applicants are required to attend a training session, dates of which are available on the RCOG website. Contact RCOG exams department for any queries

Part 3 MRCOG examination dates

Dates for the Part 3 MRCOG examinations are listed on the RCOG website

Expenses



Travel and accommodation will be reimbursed in accordance with [RCOG travel policy](#).

Further Information

Should you have any further queries about this position, please email MRCOGpart3@rcog.org.uk or call 020 7772 6210.

Person Specification for Part 3 MRCOG Clinical Examiners

Essential Criteria:

- Member (MRCOG) or Fellow (FRCOG) of the RCOG and be up-to-date with membership fees
- Must have been a member (MRCOG) for 5 consecutive years (UK & International) prior to application AND / OR 1 completed RCOG CPD cycle.
- Registered with a license to practice with GMC (UK) or Irish Medical Council (ROI) or equivalent registration status in country of residence (international)
- Substantive consultant in Obstetrics and/or Gynaecology in UK NHS practice
- SAS doctor in substantive post in Obstetrics & Gynaecology with 5 years' experience OR completion of 1 RCOG CPD cycle AND evidence of completion of 2 ATSM modules.
- For international applicants, specialist currently practising Obstetrics and / or Gynaecology in a role that is at least 5 years post MRCOG and / or 5 years senior to that of an ST 7 candidate.
- For international applicants, evidence of completion of 1 cycle of CPD (5 years)
- Evidence of annual appraisal – if not available in country please complete the eLearning resource on appraisals <https://learning.rcog.org.uk/d21/home/6693>
- Ability to make fair, unbiased judgements in the examination setting
- Current equal opportunities and diversity training certificate (within the last 3 years) – if not available in country please create a learning account and complete the free eLearning resource on workplace behaviour which can be found here <https://learning.rcog.org.uk/d21/home/6953>
- Absolute commitment to maintaining security and integrity of all RCOG exam questions and related content
- Experience as an examiner in Undergraduate or other Postgraduate examinations
- Active and current involvement / interest in undergraduate or postgraduate medical education
- Agreement to train and examine for the RCOG supported by Clinical or Medical Director/ Head of department

Essential Criteria for retired Obstetrics and/or Gynaecology Consultants:

- Member (MRCOG) or Fellow (FRCOG) of the RCOG and be up-to-date with membership fees



- Retired consultant in Obstetrics and/or Gynaecology and has stopped clinical work - up to three years post retirement
- Ability to make fair, unbiased judgements in the examination setting
- Current equal opportunities and diversity training certificate (within the last 3 years)
- Experience as an examiner in Undergraduate or other Postgraduate examinations

Desirable Criteria:

- Experience in writing examination questions for either undergraduate or postgraduate medical examinations
- Evidence of active involvement in undergraduate or postgraduate medical education e.g. faculty of medical school or university, member of Specialty Training Committee (STC) or School O&G Board locally, Foundation Programme director, Unit training director
- College Tutor or Educational Supervisor experience
- Experience in standard setting for examinations
- Membership of undergraduate examination board



Lay Examiner Role Description

Role Description for Part 3 MRCOG Lay Examiners (UK & International)

Background

The Membership Examination (MRCOG), for hospital doctors wishing to specialise in obstetrics and gynaecology, currently consists of a Part 1 written examination, Part 2 written examination and Part 3 examination consisting of a Clinical Assessment involving multiple different tasks.

The Part 3 MRCOG Clinical Assessment aims to assess candidates' ability to apply core clinical and communication skills in the context of the skills, knowledge, attitudes and competencies as defined in the Part 2 MRCOG curriculum. Further information regarding the format of the examination can be found on [the RCOG website](#).

With an increased emphasis on communication skills and patient safety, the Part 3 MRCOG examination involves lay examiners assessing candidates alongside clinical examiners in 4 of the 14 tasks. Lay examiners are non-medically qualified individuals with no previous medical or clinical training. They will assess the areas of Communication, Patient Safety and Information Gathering from the perspective of the patient.

Part 3 MRCOG Lay Examiners are required to:

- Attend the examiner training and a MRCOG Part 3 revision course
- Indicate availability to examine in the Part 3 MRCOG Clinical Assessment on two consecutive days at least once every year. Each examining day is anticipated to last around 10 hours in length.
- Attend the examiner briefing session prior to each examination (usually in the mornings of the examination)
- Examine in the Part 3 MRCOG examination
- Award marks consistently in accordance with agreed criteria
- Work professionally with co-examiners, actors and members of the examination team
- Maintain confidentiality of the examination
- Demonstrate commitment to continued learning through any training updates provided by the College
- Respond in a timely manner to correspondence from the College

Examiner Training

Successful applicants are required to attend a training session every 5 years.

Remuneration

A fee of £150 will be paid for each day of the examination. The training session will not be paid.



Expenses

Travel and accommodation, where required, will be organised and paid for by the College according to the [RCOG travel policy](#).

Further Information

Should you have any further queries about this position, please email MRCOGpart3@rcog.org.uk or call 020 7772 6210.

Person Specification for Part 3 MRCOG Lay Examiners

Essential Criteria:

- Not have been a registered medical or clinical or nursing practitioner in the UK or internationally
- Experience in a professional / technical / voluntary / vocational capacity with customer or client facing role
- Ability to make fair, unbiased judgments in the examination setting
- Ability to remain objective and dispassionate where necessary
- Strong command of spoken and written English.
- Evidence of secondary or further higher education taught in English as the primary language
- Effective oral and written communication skills
- Commitment to high levels of integrity and professional standards as an examiner
- Commitment to maintaining security and integrity of all RCOG exam questions and related content
- Commitment to equality and diversity
- Commitment to ongoing assessment, training and development as an examiner
- Commitment to improving women's health and the clinical practice of obstetrics and gynaecology in the United Kingdom and across the world

Desirable Criteria:

- Evidence of active involvement in education

Experience as a lay examiner or lay representative in the medical educational context

The College follows fair and consistent processes for recruitment, in which decisions are made based on the abilities, merits and qualifications of the candidates.

Clinical Examiner Application Form

Application Form for Part 3 MRCOG Clinical Examiner

Please complete the form electronically, expand the spaces accordingly and include an electronic signature. Alternatively you can print, sign and scan to submit.

1. Personal information

Title:	First name:	Surname:
Address:		Daytime telephone number: E-mail:

2. Education and training

Undergraduate medical training	Qualification	Year of achievement
Post graduate medical training & special interests	Qualification	Year of achievement

Professional training / courses / Past and current positions on RCOG committees/ Specialist Societies	Dates



3. Continuous professional development:

Date of completion of most recent CPD cycle	Accrediting professional body (eg: royal college or other)

4. Employment history

Current or most recent employment

Current post	Dates of employment	Employing hospital / organisation	Duties and role – please specify Govt / Academic / Research / Medical school / private practice

Previous employment

Previous posts	Dates of employment	Employing hospital / organisation	Duties and role – please specify Govt / Academic / Research / Medical school / private practice

5. Supporting statement

Please answer the following questions as part of your supporting statement. Type in the box below and expand as required.

- **Why are you interested in being a Clinical Examiner?**
- **What experience do you have as an examiner in UG / PG examinations? (Include dates)**



- What experience do you have in UG or PG education and training? (Include dates)
- What other relevant skills and experience can you bring to this role?
- How do you meet each of the items listed in the Person Specification (provide relevant examples and dates where appropriate)?

6. Additional information

Declaration of Interests

Note: : Applicants who are involved in faculty / teaching roles in MRCOG part 3 courses leading to personal benefit or gain will be automatically disqualified due to a conflict of interest.

Do you require a permit or visa to work in the country where you will be assessing?

Yes No

If yes, please provide details:



Please note that we are required to carry out document checks for any prospective employees.

Have you ever been convicted of a criminal offence?

Yes

No

(Declaration subject to the Rehabilitation of Offenders Act)

If yes, please provide details of any unspent conviction in a sealed envelope marked for the attention of the HR Department.

7. Declaration

- I confirm that I have read the Person Specification for the role of Part 3 MRCOG examiner and that the information given above is accurate.
- I confirm that my name is NOT currently removed from the Medical Register in any country nor have any conditions been applied.
- I understand that it is my responsibility to inform the College if, during my service as an examiner, my name is removed or conditions applied from a Medical Register in any country.
- I understand that the RCOG reserves the right to disqualify examiners found using RCOG exam content and material for unauthorised training events. Disciplinary action could be considered by the director of examinations.
- I note that the College reserves the right to withdraw examiners at any time.

Signed:	
Date:	

8. Submitting your application

Please e-mail your completed application form to MRCOGPART3@RCOG.ORG.UK

The application process is open through the year, so please submit your application when complete.

Applicants may be required to have a brief telephone interview.



RCOG Equal Opportunities Monitoring Form

The College is committed to promoting equal opportunities in employment. It opposes all forms of unlawful discrimination and strives to ensure that its workforce is truly representative of all sections of society.

In order to ensure that these policies are being followed, all applicants are asked to provide the following information, which will be treated in the strictest confidence and will not form part of the selection process. Information given is for monitoring purposes only and is subject to the provisions of the Data Protection Act 1998.

Application for (Role Title):			
Name			
Male / Female		Age	
Marital Status			

What is your Nationality?			
Ethnic Origin (please tick the box which most closely relates to you)			
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other	Mixed <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Asian <input type="checkbox"/> White and Black Caribbean	Black <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other	Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani
Chinese <input type="checkbox"/> Chinese	Other Ethnic Background (please specify):		
Disability			
Do you consider yourself disabled? Yes / No			
If yes, please give details:			

Lay Examiner Application Form

Application Form for Part 3 MRCOG Lay Examiner (UK & International)

Please complete the form electronically, expand the spaces accordingly and include an electronic signature. Alternatively you can print, sign and scan to submit.

9. Personal information

Title:	First name:	Surname:
Address:		Daytime telephone number:
		E-mail:

10. Education and training

Secondary/University	Qualifications	Dates

Professional / technical / vocational / voluntary experience relevant to this post:	Dates

11. Supporting statement

Please answer the following questions as part of your supporting statement. Type in the box below and expand as required.

- Why are you interested in being a Lay Examiner?



- What skills and experience can you bring to this role?
- How do you meet each of the items listed in the Person Specification (provide examples where appropriate)?

Please limit your supporting statement to 750 words.

12. Additional information

Do you require a permit or visa to work in the country where you will be assessing?

Yes No

If yes, please provide details:

Please note that we are required to carry out document checks for any prospective employees.

Have you ever been convicted of a criminal offence?

Yes No

(Declaration subject to the Rehabilitation of Offenders Act)

If yes, please provide details of any unspent conviction in a sealed envelope marked for the attention of the HR Department.

Where did you see this post advertised?



13. References

Please provide details of one referee below. It should be your most recent employer or someone who knows you in a professional capacity. They should not be related to you.

Name:
Address:
Office hours tel:
Email:
Relationship:

14. Declaration

Please sign the declaration below certifying that all information provided is accurate. Providing incorrect information or deliberately concealing relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

Signature:	Date:
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15. Submitting your application

Please e-mail your completed application form to MRCOGPART3@RCOG.ORG.UK

The application process is open through the year, so please submit your application when complete.

Applicants may be required to have a brief telephone interview.



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Ethnic Origin (please tick the box which most closely relates to you)			
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other	Mixed <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Asian <input type="checkbox"/> White and Black Caribbean	Black <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other	Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani
Chinese <input type="checkbox"/> Chinese	Other Ethnic Background (please specify):		
Disability			
Do you consider yourself disabled? Yes / No			
If yes, please give details:			