

Medical Schools Council Assessment Alliance

Final Review Group – Common Item Bank

Terms of Reference

1. Purpose

1.1 The Final Review Group is responsible for ensuring that only high-quality assessment items are approved and made available for use in the Common Item Bank area of the Exam-Write platform. This work is separate from the AKT and the items generated will be kept separate from the AKT, although similar processes are likely to be used.

2. Key objectives

2.1 The Final Review Group will be responsible for the following activities:

- Reviewing and editing existing items in the Common Item Bank so they're in line with the current style guide and to reflect changes to clinical guidelines.
- Authoring new items for the common item bank using the Exam-Write platform.
- Conducting an initial review of items during Review Events and then a further Final Review of items.
- Amending items where clinical errors are identified.
- Ensuring all items are tagged appropriately.
- Ensuring consistency by utilising the AKT style guides and support materials wherever possible.
- Engaging in constructive discussion of item content and working collaboratively with other members of the group to reach a consensus.
- Quality assuring items and revising or decommissioning those with poor performance data.
- Identifying gaps in the common item bank and commissioning or writing new items.
- Providing feedback to Item Writing / Review Groups to help improve the quality of items.
- Providing updates on progress to the MSCAA Board and making recommendations on ways to improve the quality of items in the common item bank and the process for reviewing them.

3. Confidentiality

3.1 The work of the Final Review Group is sensitive since the Common Item Bank is used by all member medical schools for examination content, and it is the responsibility of those in the Group to ensure that the confidentiality of examination content is respected at all times.

4. Membership

4.1 The Final Review Group will consist of 10-15 members who will represent the national interests of UK medical schools and will have item writing expertise, previous experience of participating in

exam panels, demonstrable assessment expertise, broad generalist knowledge, and a good understanding of what is required in the transition from student to practising doctor.

- 4.2 The Final Review Group will be co-chaired by a member(s) of the Medical School Assessment Advisory Board and a representative from the AKT Item Development Group who will provide advice and support.
- 4.3 Members will need to author new items, chair an item writing/review group at the initial review stage, and conduct the final review of items. Item writing/review group numbers are not fixed and will be decided based on attendance at meetings although the aim will be a minimum of four members and chaired by a member from the Final Review Group.

5. Meeting Frequency

- 5.1 It is anticipated that events will be held twice a year, one in-person and one virtual, one for 1.5 days and one for one day. For the 1.5 day in-person event, the first 1 day will be for the first stage of review, and the remaining 0.5 days will be for the Final Review Group members to complete the review process. The 1 day virtual event will be a morning session with the initial review group followed by an afternoon session with the Final Review Groups. The venues for in-person events will vary but are likely to include London, Coventry and a location in the north of England. As this work will be supported by the central MSC team, appropriate dates outside of the AKT exam cycle will be agreed. Members of the Final Review Group will be required to attend a minimum of one meeting each year.

6. Review

- 6.1 Members join for a 3-year term after which there will be an option to reapply along with any new candidates who want to put themselves forward. Members who fail to attend the required number of meetings or to meet the required standard of work could be demitted.

7. Conflict of interest

- 7.1 Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Deputy Chair or Chair.

8. Promoting equality and diversity

- 8.1 Members must engage with MSC's aim that all doctors, irrespective of their background, have the competence and skills to care for the diversity of the UK's patient population, and understand the ethical and professional issues that arise in practising in the UK. Members will need to ensure that items are unambiguous, fair and avoid bias for or against candidates from different backgrounds.
- 8.2 Members must have an understanding of and a commitment to addressing equal opportunity, diversity, and inclusivity, with a non-discriminatory approach to cultural differences and take into account the needs of individuals who share protected characteristics. Members must also have an appreciation of the issues faced by newly qualified doctors.

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