

The Medical Licensing Assessment Applied Knowledge Test (MLA-AKT)

Exam Board

Job description and person specification

Job Title

MLA-AKT Exam Board Member

Job Summary

The Exam Board will be responsible for overseeing the work of the operational groups tasked with developing and implementing the Medical Licensing Assessment - Applied Knowledge Test. Members will provide clinical and academic expertise and will have considerable experience of exam boards in medical education at undergraduate level. They will be familiar with reviewing and producing reports for internal and external sign off as part of this process.

Skills and experience required

Applicants should be of Consultant, General Practitioner (or equivalent senior academic status) or equivalent Staff and Associate Specialist (SAS) grade and should come from clinical specialties involved in the delivery of undergraduate medical education and assessment.

Applicants must have an honorary or substantive contract with a UK university that has a medical school and be actively engaged in the teaching and/or training of medical students within the last two years.

Applicants should have considerable understanding of the knowledge, skills, duties, responsibilities and competencies expected of a doctor in a first appointment within the UK Foundation Programme.

Applicants will have expertise in medical education and assessment, and in item writing for knowledge tests for medical school or postgraduate exams and quality assuring items. They will have proven experience of standard setting for high stakes medical assessments and in exam production. They will have experience of leading or participating in exam boards.

Familiarity with MSC's Exam-Write platform where the questions are banked is desirable.

Applicants must have an understanding of, and a commitment to addressing equal opportunity, diversity, and inclusivity, with a non-discriminatory approach to cultural differences and all other protected characteristics and an appreciation of the issues faced by newly qualified doctors.

Applicants should be up to date as appropriate with CPD requirements and relevant national guidelines, including EDI training.

Time Commitment

Members will need to commit any mandatory training, to attending nine meetings per year held remotely, and be prepared to participate in a rota for the Rapid Response Team on AKT exam days. In addition to this, members will need to attend a three-day in person meeting held in late spring.

Meetings are likely to be held in London when face-to-face, with remote meetings held via video conferencing.

Non-portfolio members join the Exam Board for a three-year term after which there will be an option to extend. Any extension will be subject to members attending a minimum of six meetings each year in their previous term and contributing constructively to discussions.

Payment and expenses

MSC established a Finance and Infrastructure Group reporting to Council to determine the most appropriate way for resourcing the MLA-AKT on an ongoing basis. Heads of schools have agreed that appointment to the Board will be recognised in job plans and that the time required to carry out the role will be protected time. Travel expenses incurred by members through their role on the AKT Exam Board will be paid by MSC. The terms and conditions for such payments are set out in an MSC travel and expenses policy.

Equality and diversity is important

MSC is committed to being fair and going beyond our legal responsibilities under the Equality Act 2010. It will not discriminate against anyone on the grounds of a 'protected characteristic'¹ when making appointments and actively encourages applications from doctors from groups that share protected characteristics.

It is fully committed to making the appointment process at all stages and experience in the role accessible for any applicants and successful appointees with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process, as well as holding meetings in accessible venues and making adjustments to sessions as required.

Person specification

General and professional education	Essential	Desirable
Holds a medical qualification such as MBBS or MBChB or an equivalent	✓	
Has a Licence to Practise		✓
Has a qualification in medical education with a minimum PGCert MedEd or SFHEA or equivalent	✓	

¹ The nine 'protected characteristics' under the Equality Act 2010 are age, disability, sexual orientation, religion and belief, race, sex, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

Has an honorary or substantive contract with a UK university that has a medical school	✓	
Experience and knowledge		
Actively engaged in the training of medical students within the last two years	✓	
Good understanding of the principles of medical education, including knowledge-based assessments	✓	
Previous experience of exam board membership at undergraduate (or postgraduate) level and/or external examiner for medical school exams	✓	
Understanding of standard setting methodology used for high stakes examinations (e.g. Angoff/Hofstee/test equating)	✓	
Understanding of quality assurance processes for examinations (e.g. question performance)	✓	
Experience of using online technology in development and delivery of AKT examinations, in particular the MSC's Exam-Write platform		✓
Able to demonstrate a commitment to and understanding of key issues around EDI in medical education particularly in relation to assessment	✓	
Up to date with: • Employer's equality and diversity training • CPD requirements • GDPR training	✓ ✓	✓