

JOB DESCRIPTION
Assessment Coordinator

Job Title: Assessment Coordinator	Present Grade: 5
Department/College: Lancaster Medical School	
Directly responsible to: Assessment Officer	
Supervisory responsibility for: Assessment Assistant	
<p>Other contacts:</p> <p>Internal:</p> <p>The post holder is required to liaise with and coordinate activities with a number of internal staff and students:</p> <ul style="list-style-type: none"> • Lancaster Medical School academic staff • Undergraduate medical students across all year groups • Faculty of Health and Medicine staff • Academic staff across other university departments • Staff within central university administration, finance, facilities, hospitality <p>External:</p> <p>Clinical and administrative staff at the NHS in particular, University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals, Cumbria Partnership NHS Trust and Lancashire Care NHS Trust. EOSCE and ROGO software developers. ERS temporary staff.</p>	
<p>To assist the Director of Assessment, Clinical Assessment, Undergraduate Programme Directors and deputise for the Assessment Officer in providing administrative support to ensure the smooth running of all assessment within the Medical School:</p>	
<p>Major Duties</p> <p>General</p> <ul style="list-style-type: none"> • Primary point of contact for all student assessment queries across all years (1-5) and responsibility for student communication regarding examinations and coursework • Support the Assessment Officer in the preparation of the assessment handbook, exceptional circumstances committees, national examinations, deciles and transcripts • In liaison with the Assessment Officer, coordinate the year 5 assessment process including servicing progress review meetings • Supervisory responsibility for one grade 4 Assessment Assistant <p>Written Examinations</p> <p><i>All LMS written examinations take place in a computer lab using software called ROGO.</i></p> <ul style="list-style-type: none"> • Coordinate the input of exam questions into ROGO (including training others) to a high standard • Collate all material required for each exam paper QA meeting (12 per year); proactively communicate with year/theme leads to ensure deadlines for paper QA are met • Produce the examination invigilation timetable for both academic and professional services staff • Responsible for the production of the seat map, seat allocation, register, invigilation instructions, break recording sheet, exam incident log and student photo list for each examination (23 per year) in multiple venues; update student information on ROGO on a yearly basis • Supervise the production of the examination packs by the Assessment Assistant • Coordinate final administrative checks on all exams papers and support the Assessment Officer in the final lock down of each examination • Coordinate the setup of the examination venue/s including liaison with the ISS team • Responsible for ensuring standards at the start of each examination with the support of the Assessment Officer across multiple venues • Minute each exam board meeting (9 per year) and coordinate and track student meetings following • Produce student feedback promptly following standard setting/paper review • Coordinate the student feedback sessions including support of academic staff in delivering these; ensure quality and standards are maintained 	

OSCE

The OSCE (Objective Structured Clinical Exam) is a practical exam that medical students attend in a hospital setting. The LCA (Lancaster Clinical Assessment) is a similar practical examination that is sat by students in their penultimate year. Travel would be required to the Royal Lancaster Infirmary and Furness General Hospital. Other venues may be added to this list. Examiners use iPads to assess student in each station.

- Coordination of materials for OSCE/LCA examiner training across various NHS trusts
- Responsible for the overall organisation of each OSCE and LCA examination in liaison with the Director of Clinical Assessment. This will include coordinating the overall schedule of session and circuit information, allocation of phantoms, production of the student matrix, transport
- Coordination of all paperwork needed for each OSCE and LCA examination. Supervisory responsibility to ensure all paperwork is produced accurately to a high standard and for ensuring all iPads are correct for use in the examination
- Responsibility for the training of staff on the EOSCE software and liaison with the software developers in Switzerland to develop our use of the software
- Oversee the distribution/return of iPads across multiple venues for each examination period
- Coordinate the secure transport of OSCE/LCA materials to each venue including liaison with delivery drivers, booking of hire cars and liaison with hospital staff
- Coordination of professional service staff attendance at each OSCE/LCA examination. Responsibility for training staff in their duties on the day
- Support the Assessment Officer with the prompt downloading of results following each exam
- Supervise the input of hand written simulated patient comments in a timely manner following the exam
- Support the Assessment Officer in the collation of examiner payment contracts and the authorisation of payments to ERS staff
- Assist the Assessment Officer in ensuring the accuracy of all OSCE Excel result sheets and feedback
- Production of certificates for examiner attendance at each OSCE/LCA exam

Coursework

There are currently five pieces of coursework which run throughout the year. These are SSM1 (Study Skills Module 1), SSM2 (Special Study Module 2), PPVE (Professional Practice, Values and Ethics), HCS (Health, Culture and Society) and QICC (Quality Improvement in the Community Coursework).

- Coordinate and produce complex Qualtrics surveys for the collation of titles and convenors for the SSM1/SSM2 catalogue. Maintain and develop the SSM2 master catalogue
- Setup Moodle catalogues and ranking questionnaires for coursework; use OpenSolver to determine the outcome of student choices
- Create and develop the use of PDF mark forms for the export of feedback and marks to Excel
- Coordination of SSM training across various NHS trusts
- Collate the QICC student proposals and service the subsequent proposal review meeting. Correspond with students regarding any follow up issues; maintain accurate records and inform students of the outcome
- Distribute all coursework to markers including those in a clinical setting in a timely manner; support and answer enquires from markers, collate mark sheets ensuring all discrepancies are picked up in advance of the moderation board; coordinate the collation of Turn-it-in scores for the Plagiarism Officer
- Maintain and develop the use of Moodle for SSM1 marking
- In liaison with the coursework lead, ensure all mark sheets are returned in time for the moderation board; support the coursework lead in contacting markers (some of whom are external to the university).
- Coordinate and minute the moderation board for each piece of coursework including: the production of all paperwork; the completion of all corrections to mark sheets either prior to or during board, ensure moderation forms are completed electronically and accurately; staff are easily able to access electronic copies of coursework via Box.
- Responsible for the distribution of feedback to markers following the completion of each piece of coursework.

There is some working required, outside of normal office hours and peak busy times of the year run from mid-January to the start of March and June until mid-August.