**MRCP(UK) Part 2 Clinical examination (PACES23)**

**Chair's Quick Reference Check List**

**Checklists: Chair of Examiners (CoE)**

The role of the Chair of Examiners is to support the Host. He/she should be conversant with the MRCP(UK) regulations (see Regulations | The Federation) and guidance pertaining to the PACES examination. He/she is expected to liaise as necessary with the Host Examiner in advance, to provide advice and support in arranging the exam.

It is deemed good practice for the Chair/Host examiner to meet with the candidates prior to each cycle to set them at ease and provide simple advice as to the arrangements for the running of the exam and also to debrief them after each carousel to identify any issues of concern.

| **CoE: on examination day** |
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| □ Ensure the examination is conducted according to regulations. |
| □ Handle any untoward incidents and complete centre incident report. |
| □ Supervise and instruct trainee examiners and others observing the exam. (Information about any trainee examiners will be provided by the relevant college). |
| □ Conduct the pre- and post-cycle meetings together with the Host Examiner. |
| □ Assist the Host Examiner with the post-exam administration and complete the Centre Audit Form. |

| **CoE: at pre-cycle meeting** |
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| □ Ensure that the day's timetable is followed, by starting and ending the meeting promptly. |
| □ Give welcome, make introduction and give full pre-exam briefing presentation provided by the College. |
| □ Highlight the new features of the examination, and items from the Chair's Letter and Hot Topics. |
| □ Tell the examiners their pairing for the first cycle and to which Station they are allocated. |
| □ Remind examiners to turn off their pagers, mobile phones and any other electronic devices. Remind examiners to ask patients, surrogates and actors to turn off their mobile phones and any other electronic devices. |

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| □ Remind examiners to use the time available to assess all Skills relevant to each encounter. |
| □ Remind examiners that a Borderline judgement can be awarded if the examiner feels that the Skill has not been fully demonstrated, but that some credit should be given.<br>□ Remind examiners to write legible comments on the marksheet when awarding borderline or unsatisfactory score. |
| □ Remind examiners that the marksheets include a box to indicate which examiner took the lead and the scenario number for Stations 1a, 2, 4a and 5. |
| □ Remind examiners to perform calibration without prior knowledge of the physical signs and agree important features of each case as well as the standards they will use for marking each Skill. At all Stations, they should complete a calibration sheet. Examination should not start until each pair of examiners have fully completed calibration. |
| □ Remind examiners of the criteria which trigger a recommendation for counselling on the marksheet – Specifically on Skill G (physical or verbal roughness causing discomfort to patient/relative) or suggesting care that would jeopardise patient safety.<br>□ Make sure that a discussion sheet is completed for all such candidates. |
| □ Remind examiners to comply with local infection control procedures (confirm these with the host). |
| □ If examiners wish to change the introductory sentence at their Station, assist in having the new instructions printed. |

| **CoE: for post-exam administration** |
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| □ Complete the Centre Audit Form with the Host and return it to the organising College with the other papers. Record any untoward events to the College, complete centre incident form clearly indicating the nature and gravity of any event reported, and the likely impact on candidates. |
| □ Confirm that the candidates' marks have been recorded on the electronic Candidate Performance Summary (eCPS). |
| □ If scenarios for Stations 1, 2, 4 or 5 have been amended at short notice, ensure that the amended version has been retained to be returned to the organising College. |