

# Application Form Guidance Notes

## Background

The RCGP is responsible for the development and delivery of the MRCGP, the licensing assessment for independent GP practice in the UK, comprising the Applied Knowledge Test (AKT), Simulated Consultation Assessment (SCA) and Workplace Based Assessment (WPBA).

The College is committed to a fair, transparent and robust examiner recruitment process in line with Academy of Medical Royal Colleges (AoMRC) and General Medical Council (GMC) requirements. Examiner vacancies are advertised as they arise, typically in response to retirements.

The RCGP values diversity and seeks to recruit examiners from a broad range of backgrounds, taking positive steps to encourage applications from underrepresented groups where appropriate. The College also aims to maintain representation across the Four Nations.

## About the Role

AKT Assessment Content Developers contribute to the development and maintenance of content for the MRCGP Applied Knowledge Test (AKT). The role involves:

- Developing and reviewing assessment content
- Participating in content development meetings
- Working collaboratively with fellow Assessment Content Developers and the Exams team
- Maintaining strict confidentiality in relation to all assessment materials and discussions

Applicants should be committed to supporting high-quality, fair and defensible assessment standards across UK general practice training.

## Eligibility Requirements

Applicants must:

- Be at least three years post-CCT
- Have a minimum of three years' GP experience equivalent to at least four clinical sessions per week
- Be in active clinical practice as a GP\*
- Be a Member or Fellow of the RCGP in good standing
- Be included on a Performers List without restriction
- Be included on the GMC GP Register with a licence to practise in good standing
- Have passed the AKT within the last 10 years, or be willing to sit the AKT if required
- Participate in annual appraisal that meets revalidation requirements
- Applicants should intend to remain in active clinical practice for at least five years

\* Active and continued clinical practice as a GP in this context means working as a GP in the UK (or HM Forces) providing generalist clinical care for patients in a general practice consultation setting for **at least** two sessions per week on average, with the intention to continue in practice for a minimum of 5 years.

## Essential Attributes

Successful applicants will be able to demonstrate:

- A sound understanding of GP training and assessment in the UK, including the standard required for independent GP practice
- Ability to work effectively as part of a team supporting a common goal of a successful MRCGP assessment
- Commitment to confidentiality
- Good communication, presentation, organisational and planning skills
- Ability to meet deadlines and complete tasks reliably
- Responsiveness to feedback and willingness to implement change
- Familiarity with MS Word, Excel and SharePoint and digital collaboration tools
- Commitment to learning and professional development
- Compliance with the principles of GMC Good Medical Practice
- Understanding of equality, diversity, inclusion and data protection principles and a commitment to comply with necessary training and implementation
- A GP knowledge base appropriate for contemporary general practice
- An aptitude for assessment content development (as judged by analysis of your submitted questions)
- An ability to follow complex instructions and demonstrate attention to detail, including clarity of written English
- Sufficient numeracy to understand relevant psychometric concepts

## Desirable Attributes

- Previous experience of assessment item writing
- Interest in, or experience of, research

## Commitment Required

Applicants should be prepared to commit to the role for a minimum of five years.

Attendance at meetings is an essential part of the role. The role requires approximately:

- 4 AKT meetings per year (3 days each)
- 4 half-day virtual Saturday meetings
- 4 additional days of assessment content writing done remotely before meetings
- Two days' attendance at the annual MRCGP training event

Meetings are held at locations throughout the UK and typically require travel and overnight stays. An example of last year's 2025 calendar is shown below:

| Dates                           | Format                                                                            |
|---------------------------------|-----------------------------------------------------------------------------------|
| Sat 8 Feb (AM)                  | Virtual half-day                                                                  |
| Thurs 13- Sat 15 Feb (London)   | Face-to-face, 3 days ( <i>arrive Wed evening</i> )                                |
| Sat 10 May (AM)                 | Virtual half-day                                                                  |
| Thurs 15-Sat 17 May (Edinburgh) | Face-to-face, 3 days ( <i>arrive Wed evening</i> )                                |
| Sat 19 Jul (AM)                 | Virtual half-day                                                                  |
| Thurs 24-Sat 25 Jul (Oxford)    | Face-to-face, 2 days ( <i>arrive Wed evening</i> )                                |
| Thurs 25-Sat 27 Sept            | 2 days MRCGP Annual Training Event + 1 day AKT work ( <i>arrive Wed evening</i> ) |
| Sat 8 Nov (AM)                  | Virtual half-day                                                                  |
| Thurs 13-Sat 15 Nov (London)    | Face-to-face, 3 days ( <i>arrive Wed evening</i> )                                |

## Payment and expenses

A fee for the provision of professional services (£528.82/day with effect from 1 April 2026) is payable for attendance at AKT standard setting, the annual training event, training days and other meetings. Members of the panel receive reimbursement of their travel and subsistence costs (at the prevailing rates in the RCGP's expenses policy) for all examination commitments.

## Application Process

The application process consists of:

1. Completion of the online application form
2. Submission of five sample AKT questions
3. Review and shortlisting
4. Interview and/or selection activities as determined by the recruitment panel

## Sample AKT Questions

As part of your application, you are required to submit **five sample AKT questions**. Three of these should be on the medical management of Asthma and the final two can be on an appropriate topic of your choice.

The submitted questions should demonstrate an understanding of the range of guidance sources used in clinical practice. The correct answer must be valid and supported when checked against all relevant guidance sources.

Applicants should include some questions that reflect recent changes in national guidance. For each question, please provide:

- The correct answer
- Supporting reference(s)

- A brief justification

An example SBA question on Respiratory Health is provided and may be used as a template when developing your questions.

To support applicants, a brief Question Writing Guide has also been provided. This resource has been adapted from the UMAP guide used by many UK medical schools and is based on the item-writing guidance developed by the National Board of Medical Examiners.

The questions will be judged anonymously by members of the AKT Core Group and should:

- Be submitted in a single Word document
- Follow the instructions and template provided in the role advertisement
- Be suitable for a GP reaching the standard required for independent practice
- Be relevant across all four UK nations
- Demonstrate clinical accuracy and appropriate use of evidence and references
- Include your full name and GMC number

The document should be emailed to: [exams@rcgp.org.uk](mailto:exams@rcgp.org.uk)

Applications will not be considered complete until the sample questions have been received.

## **Probationary Period**

Successful applicants will undertake an initial development period, typically lasting approximately one year. This will usually include:

- Participation in assessment content development meetings
- Support from experienced AKT Assessment Content Developers
- Ongoing feedback and development

Following review, applicants may be:

- Confirmed as permanent members of the group; or
- Offered additional support and a further development period

## **Professional Probity & Conflicts of Interest**

Applicants must declare any actual, potential or perceived conflicts of interest. Examples include, but are not limited to:

- Commercial MRCGP preparation courses
- Direct AKT teaching activities
- Educational publishing
- Commercial educational activities

AKT Assessment Content Developers are expected to uphold the principles of Good Medical Practice and maintain the highest professional and ethical standards. Applicants must declare:

- Criminal investigations or proceedings
- Relevant civil proceedings
- Referrals to the GMC or other regulatory bodies
- Upheld GMC complaints within the last five years
- Referrals relating to breaches of a Members' Code of Conduct
- Formal workplace or professional complaints

Disclosure of conflict of interest or probity issue will not automatically prevent an application progressing. Each declaration will be considered on its individual circumstances.

However, applicants who are subject to GMC interim orders, conditions on practice, suspension or other restrictions may not be eligible for appointment.

## **Reasonable Adjustments**

If you require reasonable adjustments during any stage of the recruitment process, please provide details within the application form.

The College will make reasonable efforts to support applicants where appropriate.

## **Data Protection**

Information provided as part of your application will be processed by the RCGP for the purposes of:

- Assessing eligibility and suitability for the role
- Administering the recruitment process
- Communicating with applicants
- Meeting legal, regulatory and governance obligations

The College may verify information provided within the application where necessary.

## **Complaints**

Candidates have a right to pursue a complaint about the selection process including any alleged unlawful discrimination but cannot complain or appeal against the academic judgment of the assessors. All complaints will be adjudicated by the Chief Examiner and Assistant Director of Examinations or their deputies.

## **Further Information**

If you have any questions regarding the role or application process, please contact:  
**exams@rcgp.org.uk**