Collection of Medical Royal College & Faculty exam outcomes from the academic year 2015/2016

This briefing note outlines the process for medical royal college and faculties ('colleges') to provide individual candidate exam outcome data to the GMC Education Directorate.

Exam reporting period

You should report outcomes for exams taken between **1 August 2015** and **31 July 2016**.

Timelines

Date	Who	Action
26 August 2016	College	Confirm name and contact details of individuals who require GMC Connect access to load exam data files. These individuals will be asked to participate in our first stage testing to confirm that the data have been loaded correctly into our reports. Our Information Governance policies require access to GMC Connect to be withdrawn for those who do not confirm they require access in 2016.
16 September 2016	College	Deadline for submitting candidate demographic data through GMC Connect. Within 4-weeks the GMC will return the files identifying those candidates on the medical register and for whom you should provide exam results by end October.
end October 2016	College	Deadline for submission of exam outcomes for all candidates on the medical register.

Q1 2017	GMC	Release draft reports under password for testing following data refresh and enhancements of functionality.
Q1 2017	College	First stage testing during which the data provider tests the reports to confirm that the results match the data file submitted.
Q1 2017	College	Second stage testing during which College Quality Leads and Exam Leads test the reports and feedback on presentation of the data, functionality and navigation.
TBC 2017	GMC	Release final reports under password 1 month before public release
TBC 2017	GMC	Public release of reports.

Confirming your contact details

Each year we need to confirm who will be submitting your data files so that we can maintain or create a log-in to GMC Connect, the secure portal through which files are transferred.

Please provide information on who will be loading the data files to GMC Connect by **26 August 2016**. These individuals will be asked to test the new draft reports to confirm the data presented matches what was submitted.

College quality leads and exam leads receive copies of all general communications and will be invited to take part in the second stage of testing which looks at the presentation of the data and functionality.

Please let us know if your contact lists need to be updated.

You can contact us on **quality@gmc-uk.org**

GMC Connect: secure data transfer

GMC Connect is an on-line portal enabling you to upload data files and access draft reports securely.

We will send instructions to any new users on how to set up a user name and password once their contact details have been confirmed.

Process for submitting candidate files and exam results

The process for submitting exam data is split into two stages to ensure that the GMC only receive exam results for doctors on the GMC medical register.

Candidate demographic data files can be submitted to the GMC as soon as exam diets are finished and you have a complete data set available. Candidate data should be submitted no later than **13 September 2016.**

Within four weeks of submission, we will return a copy of the candidate data file identifying which candidates are GMC registered doctors.

Exam outcomes for GMC registered doctors can be submitted as soon as you are able, and no later than the **end October 2016**.

If you have any concerns about meeting these deadlines please contact us as soon as possible.

Candidate demographic data files

Table 1 illustrates the data fields you may include in the candidate date file.

Please refer to your Confidentiality and Data Sharing Agreement for a list of the demographic data fields your college has agreed to provide.

Files can be submitted in Excel or SPSS format. Unfortunately we cannot accept Word or PDF files.

Table 1 – Example of demographic data fields

Field	Format
GMC Number (where available)	String of seven characters
Forenames	String
Surname	String
Gender	String
Date of Birth	DD/MM/YYYY

Identifying GMC registered individuals

Using the demographic data you provide we will match candidates to our list of registered medical practitioners, known as 'the medical register'.

Where it has been provided, we will check if the GMC number is valid. If so, we will then match candidates to the medical register using the GMC number and a date of birth or surname.

For candidates with no GMC number or one we cannot validate, we will attempt to match them to the medical register using a combination of date of birth, gender, first name and surname.

We will return the results of our matching exercise within four weeks of receiving your demographic data file.

We will email to let you know when the file is available for you to download from GMC Connect.

Exam outcomes for GMC registered candidates

Against the list of candidates in your original file we will add the results of our checks.

Candidates will be labelled as follows:

- GMC registered

- Not registered

For GMC registered candidates, please provide their exam outcomes data by **28 October 2016**.

For 'Not Registered' candidates we do not require any further information.

You can add this new information as new columns to the existing file and resubmit this via GMC Connect.

The data fields your college has agreed to provide are listed in your Confidentiality and Data Sharing Agreement. If you require a copy of this document, please contact us.

For candidates with multiple exam outcomes during the reporting period please report one row per exam outcome.

Please take care when compiling this information. Beyond highlighting anomalies in aggregate reports, we are unable to validate the outcomes you submit.

Data cleansing

To help improve data quality we will check all the data fields you have provided for candidates matched against the medical register. We will provide you with any missing information and highlight discrepancies between the data you provided and our records. This will be added as new columns in the spreadsheet we return to you.

As agreed in the DSA, we will provide you with data from the National Training Survey Census for GMC candidates in training on the census date (22 March 2016) such as training programme and LETB/Deanery.

Data Sharing Agreement

Please provide the full list of data fields which are listed in your Confidentiality and Data Sharing Agreement (DSA). We can provide a copy of this on request.

The DSA were tailored for some colleges that were unable to provide the level of detail originally requested, such as examination scores. Before **26 August 2016,** we will contact any colleges that were unable to provide the full dataset in 2015 to establish whether this is now feasible.

What happens to the exam data?

The data provided will be used to refresh our online progression reports http://www.gmc-uk.org/education/25495.asp. . There will be a significant period of testing the reports to ensure data accuracy and to feedback on the functionality during the first quarter of 2017 before the reports are made public.

Further details will be communicated about this process nearer the time.

UK Medical Education Database

The UK Medical Education Database (UKMED) brings together different undergraduate and postgraduate data relating to UK medical education. It provides a platform for collating data on the performance of UK medical students and trainee doctors across their education and future career. UKMED aims to highlight the paths of doctors through school, university and their career and create a unique environment in which new research can be undertaken. Data extracts are made available to researchers via a formal application process which is described on the website*.

The UKMED Development Group, which includes the Academy of Medical Royal Colleges, has recently written to Medical Royal Colleges and Faculties to propose the inclusion of

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* http://www.ukmed.ac.uk/

exam data into UKMED. This would allow approved researchers, including colleges, to undertake research on postgraduate examination outcomes and candidate's earlier attainment.

The proposal is expected to be discussed at the Academy Assessment Committee in October 2016. If endorsed by colleges, we will update the Data Sharing Agreements with you.

There is no change to the routine, annual submission of exam data to the GMC.

Contact

If you have any queries, please contact us at quality@gmc-uk.org

Background project information

For historical information, including old briefing notes relating to this project, you can find details here:

www.gmc-uk.org/education/examdata