Collection of Medical Royal College & Faculty exam outcomes from the academic year 2016/2017

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

Exam reporting period

You should report outcomes for exams taken between **1 August 2016** and **31 July 2017**.

Timelines

Date	Who	Action
25 August 2017	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 Our Information Governance policies require access to GMC Connect to be withdrawn for those who do not confirm they require access in 2017.
15 September 2017	College	Deadline for submitting candidate demographic data through GMC Connect. Within four weeks the GMC will return the files identifying those candidates on the medical register and for whom colleges should provide exam results by end of October. Please also confirm for which exams you will submit data by this date.

end October 2017	College	Deadline for submission of exam outcomes for all candidates on the medical register.
TBC 2018	College	End of first stage testing during which the data provider tests the reports to confirm that the results match the data file submitted.
TBC 2018	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 2018	GMC	Release final reports under password one month before public release
TBC 2018	GMC	Public release of reports.

Confirming your contact details

Each year we need to confirm who will be submitting 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 **25 August 2017**. 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 at quality@gmc-uk.org

GMC Connect: secure data transfer

GMC Connect is an online 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 **15 September 2017.**

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 2017**.

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

Confirming exams that will be submitted

Please confirm or amend as required the *CR_EXAM_19072017.xlsx* file which describes which exams are included in the collection. Please check the following:

- All exams administered by your college/faculty that are sat by UK doctors on a training programme that leads to a CCT are listed in the file.
- The eligibility for taking the exam is correctly described,
- Required_For_Progression_To is correctly described.

Every exam for which we receive candidate data should be described in this file.

Please complete this by **15 September 2017** and return via GMC Connect.

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 by matching candidates to the medical register using the GMC number, date of birth and surname to confirm it the correct GMC number for the candidate.

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 **end October 2017**.

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 (DSA). 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 (21 March 2017) 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 was tailored for some colleges that were unable to provide the level of detail originally requested, such as examination scores. We will contact any colleges that were unable to provide the full dataset in 2016 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 2018 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*.

All colleges have now signed Data Sharing Agreements with the GMC that permit the inclusion of their exam data in UKMED. At the Academy Assessment Committee in June 2017 each college was asked to nominate a contact to consider UKMED research projects using their data and indicate their preferred level of involvement in such projects. Colleges interested in applying for a UKMED Research extract should note that the next deadline for receipt of applications is 29 August 2017. There will be two more opportunities in 2018 please sign-up to the UKMED mailing list here - https://www.ukmed.ac.uk/contacts/new to be notified of 2018 timings.

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:

http://www.gmc-uk.org/education/29409.asp

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