Medical Royal College & Faculty Exam Data

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.

This process is based on the one established in 2014.

Timelines

Date	Action
28 August 2015	Confirm contact details of: ■ the people in your college who require GMC Connect access to load / download data files in 2015 ■ those to be included in more general communications We will email our contacts from the 2014 data submission to request they confirm the primary contact for their college this year. **NOTE**: Our Information Governance policies require access to GMC Connect to be withdrawn for those who do not confirm they require access for this year.
11 September 2015	Candidate demographic data to be submitted to GMC Connect.
30 October 2015	Outcome data to be submitted to GMC Connect for all GMC registered candidates.
Q4 2015	Consultation on updates to the reporting functionality and draft release of reports under password.
Q1 2016	Public release of refreshed reports.

The process for submitting exam data will be split into two stages. The first stage to identify the GMC registered candidates using demographic data and the second stage for colleges to provide exam outcomes for GMC registered candidates.

Candidate demographic data can be submitted to the GMC as soon as exam diets are finished and you have a complete data set available. Data should be submitted no later than **11 September 2015.**

Within four weeks of submission, we will return to you a copy of the candidate data file identifying the GMC registered doctors. Exam data can be submitted as soon as you are able. Please submit this no later than **30 October 2015**.

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

College contact details

In order you submit data files via GMC Connect, we will need to set up access. Please provide information of staff members that will be involved in loading the data files to GMC Connect.

If you would like to provide additional contacts to be included in the communications and to review the draft report, please do so.

Please email these details to **quality@gmc-uk.org** by **28 August 2015** in advance of the deadline for candidate file submissions.

Secure data transfer

GMC Connect is an on-line portal enabling you to exchange information securely with the GMC.

If you do not have an existing account, you will need to follow the process to set up your user name and password for your GMC Connect account. You will receive an email with details on how to do this once we have set up your access.

Exam reporting period

You should report outcomes for exams taken between **1 August 2014** and **31 July 2015**.

Candidate demographic files

You should first submit a candidate's demographic data only. Table 1 illustrates the data fields you may include. Individual colleges should refer to their 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 – 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 try to match candidates to our list of registered medical practitioners (LRMP), known as 'The medical register'.

Where the data fields have been provided, we will check if the GMC number is valid and then match candidates using the validated GMC number with date of birth or surname.

For candidates with no GMC number we will attempt to match them to the LRMP using a combination of date of birth, gender, first name and surname.

GMC registered candidates

Within four weeks of receiving your demographic data file, we will return our results showing which of your candidates are registered with the GMC.

We will email to let you know when the file is available in GMC Connect.

Against the list of candidates in your original file we will add the results of our LRMP checks. Candidates will be labelled as follows:

- GMC registered

- Not registered

For GMC registered candidates, please provide their exam outcomes data by **30 October 2015**.

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

Data validation & cleansing

To help you to assess and improve your data quality we will validate the data fields you have provided against the LRMP for each successful match. We will provide any missing information, including GMC number or highlight discrepancies with the data we hold adding this as new columns in the spreadsheet we return to you.

We will also provide candidate training data from the National Training Survey Census (census date: 24th March 2015) as agreed in the data sharing and confidentiality agreement.

Free LRMP download service

So that you can keep your data up-to-date we have also arranged for you to have free access to the LRMP download service.

You can simply submit the online order form if you would like to set this up - http://www.gmc-uk.org/doctors/register/LRMP.asp

Exam outcomes for GMC registered candidates

Please provide exam outcomes for GMC registered candidates only. You can add this 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 individual outcomes after submission.

What happens next?

The data provided will be used to refresh the interactive reports first published last year. We expect to make this public in quarter one of 2016. Access will be provided to key college and faculty contacts four weeks in advance of this release.

Consultation

Throughout the submission process, we would welcome your suggested changes to the functionality of the reports. An open session will be planned later in the year to enable discussion on this topic. The reports are intended as a valuable resource for all stakeholders. By working with you, we hope to develop their effectiveness.

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