

## Medical admissions interviews – assessor sign up

Dear colleagues

I hope this email finds you well and that you have managed to enjoy some time off over the summer. This year we are again running the admissions interviews online meaning that assessors can interview from anywhere and do not need to come to the University of Bristol campus.

The interviews will take place over Zoom and will run as follows:

Each session will begin with a full assessor brief.

Assessors will be then placed into breakout rooms in threes where you will remain for the duration of your session. Your breakout room will either be on the red circuit or the blue circuit - assessors on the red circuit will be asking questions 1, 2, & 3 and assessors on the blue circuit will be asking questions 4, 5 & 6.

There will be 5 minutes for each question and assessors will ask one question each i.e., the first assessor in your room will ask question 1 whilst the other two assessors observe, then the second assessor will ask question 2 and so on. All three of you will mark all three questions independently - the question that you asked and the ones that you observed. The candidate will not have a copy of the questions in advance or on the day.

Assessors will be notified to begin the interview and at the end of each 5-minute interval, at which point you move onto the next question.

Assessors are provided with a Microsoft form to complete the scores; this form requires you to fill in the surname, UCAS number and scores of each candidate - their surname and UCAS number will be provided to you by the candidate on the day.

The interview questions have been adapted for the online rather than face to face interviews and we will be sending a training video out to all assessors ahead of their session.

The interview dates are (Monday, Tuesday, Wednesday, Thursday):

4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> **December**  
8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> **January**  
22<sup>nd</sup> 23<sup>rd</sup> 24<sup>th</sup> 25<sup>th</sup> **January**  
5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> **February**

Session 1 - 09:00-11:15

Session 2 - 11:35-13:50

Session 3 – 14:10-17:00

The final session on 25th January and 6<sup>th</sup> February will be extra time sessions and will therefore finish approximately 15 minutes later than the usual end time.

The Zoom link and passcode, questions, scoring form and training video will all be sent to you the week before your allocated session in a reminder email.

If you are interested in taking part in this year's cycle, please reply directly to [med-interviewing@bristol.ac.uk](mailto:med-interviewing@bristol.ac.uk) with the date(s) and session(s) you would like to be put down for. Please include the maximum number of sessions you would like to complete.

Due to the interviews taking place online you are able to interview at these from the location of your choosing - from home, office etc. Please ensure that wherever you interview from is a quiet and confidential space where you will not be interrupted. It is important that interviews/candidates are not impacted by external events, noises, disruptions.

**All assessors must complete the following registration form** - the form will take 2 minutes to complete.

I am afraid that there is no remuneration for your time, but we, and the GMC, recognise the important role that medical student selection plays in shaping the future health service therefore all assessors receive a certificate of contribution - evidence which may be useful in appraisal, revalidation and job planning. Please feel free to share/pass this information onto any interested colleagues.

As always, if you have any questions, please do not hesitate to contact me.

Our central widening participation (candidates from disadvantaged backgrounds) team are running a mock interview session on Wednesday 29<sup>th</sup> November 14.05 to 16.00 and are looking for assessors for this, this will be an in-person session. If you are able to be an assessor for the mocks please contact @Patricia MacDonald directly.

Kindest regards  
Jo Bennett

Admissions interviews  
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Faculty of Health Sciences

University of Bristol

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