

FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

Consultant brief: review and redesign of the FFLM examinations system

Background

The Faculty of Forensic & Legal Medicine (FFLM) of the Royal College of Physicians is commissioning an independent consultant to deliver a comprehensive review and redesign of its examinations system. The FFLM sets and maintains professional standards in forensic and legal medicine and runs a suite of examinations forming a key part of professional accreditation and recognition within the field.

The examinations system has grown organically over time. While it has many strengths, there is now a need for an end-to-end review to ensure that it remains robust, fair, efficient, transparent, scalable, financially sustainable, and aligned with best practice across comparable professional bodies.

Purpose of the work

To deliver a complete review and redesign of the FFLM's examinations system, culminating in a future-state model and implementation roadmap covering governance, operations, examiner lifecycle, candidate journey, financial sustainability, and integration with the FFLM's wider educational strategy.

Objectives

The consultant will:

- Map the current end-to-end process for all examinations.
- Assess strengths, weaknesses, risks, and bottlenecks.
- Design a future-state examinations system that:
 - Embeds quality assurance and integrity.
 - Defines examiner recruitment, training, support, retention, exit, and payment pathways.
 - Establishes a sustainable financial model.

- Aligns the annual calendar with governance cycles and accessibility.
 - Ensures transparent candidate progression and communication.
 - Integrates with the FFLM's new Learning Management System (LMS) and wider training offer.
 - Reflects regulatory and stakeholder expectations across all relevant healthcare professions.
- Produce a phased implementation roadmap with short-, medium-, and long-term actions.

Scope

The review will cover:

- Governance and oversight.
- Question setting, marking, and moderation.
- Examiner lifecycle (recruitment through to exit and payment).
- Candidate journey and communications.
- Examination delivery, logistics, and systems.
- Financial model and scaling options.
- Integration with wider educational activity, including the LMS.
- Stakeholder engagement (internal and external).

Deliverables

- End-to-end process maps for the current examinations system.
- Diagnostic analysis and risk register.
- Financial review, including modelling and benchmarking.
- Stakeholder engagement summary and evidence base.
- Proposed future-state model for the FFLM examinations system.
- Phased implementation roadmap with resourcing and success measures.
- Final report and presentation for Board assurance.

Governance and oversight

The consultant will report to the CEO (or the FFLM Head of Operations in her stead) and work closely with an internal Task and Finish Group. The group will provide data, feedback, and validation throughout.

Budget and timescale

Consultants are invited to propose their own fee structure and delivery timescale based on the approach and methodology they recommend. Proposals should outline the total cost (inclusive of VAT and expenses) and a realistic schedule for completion, including key milestones.

Skills and experience required

- Demonstrable experience in assessment design and review within the health, higher education, or professional body sector.
- Proven ability to conduct organisational reviews, process mapping, and risk analysis.
- Strong financial and operational understanding of professional examinations.
- Experience engaging with multidisciplinary stakeholders and synthesising qualitative and quantitative evidence.
- Excellent report-writing and presentation skills.

Submission requirements

Interested consultants should submit:

- A short proposal (maximum four pages) outlining their approach, methodology, and indicative timeline.
- A CV or organisational profile highlighting relevant experience.
- Two examples of comparable projects (with references if available).
- A proposed fee quote (inclusive of VAT and expenses).

Submission deadline: 27 November 2025

Initial meetings: 4 December 2025

Enquiries and proposals to: forensic.medicine@fflm.ac.uk