

Summary of Regulations for Candidates undertaking NMC Test of Competence, Part 2¹

This document contains a summary of information you need in order to take the NMC Test of Competence, Part 2 OSCE examination. You must read this information very carefully. If you do not understand anything, please contact the Centre². The full regulations, which set out the terms, rights and obligations for you as a candidate, are to be found in the 'Candidate³ Information Booklet', which is available from Blackboard Learn (BBL) or you can download it from the 'Useful Documents' area of our website.

1. Registering for the examination

- You must register for the examination through Ulster University. Your contract is with the Centre and you pay your examination fees to them;
- Once you have received your NMC decision letter, you need to email ctc@ulster.ac.uk to commence the booking process;
- You must take **all** components of an examination on the date specified.

2. Special requirements

- Ulster University will always endeavour to make arrangements for candidates with special requirements, for example, extra time and/or adaptations;
- You must tell the University as soon as possible of any such requirements so they can consider arrange any recommended support. Please refer to the Candidate Information Booklet for further guidance.

3. Taking the examination

- The Centre will give you information about where and when your examination will be held. You must make sure that you arrive at the right place and time and that you bring all the required documentation with you as stated on your NMC authorisation letter;
- You must bring a photo ID on the day of the examination. The ID must be an original unexpired national ID, for example, passport or national ID card. If you do not have suitable ID, you must notify the Centre of this before you register for an examination. If you do not bring your ID to the examination, you will not be permitted to take the examination and you will not receive a refund;

1 A part of the NMC Competence based test for international nurses and midwives who wish to register and work within the United Kingdom.

2 An authorised NMC Test of Competence examination centre. Centres are independently run institutions. The NMC is not responsible for any actions or omissions by Centre. Ulster University is not responsible for any action or omissions by the NMC.

3 Someone who is registered to take the Test of Competence

- Upon registration, you will be asked to complete a Confidentiality Agreement, Health Declaration and Health and Safety Information Guidance. All paperwork can be found on BBL. You will be provided with a health and safety document. You must read and sign this document, which will form part of your ID badge. If you do not follow the instructions, you will be stopped from taking the examination, or you will not receive a result;
- You must not take any electronic items, such as mobile phones, digital sound recorders, mp3 players and/or cameras into the OSCE;
- The use of offensive, rude or racist language in your examination answers is unacceptable. Your examination will not be marked or a result given if you use language of this nature. Ulster University's decision on this matter is final;
- You may be asked to participate in a customer service satisfaction survey. This is part of Ulster University's quality assurance process and is designed to improve the quality of the examination. All information given will be anonymised;
- Your OSCE will be video recorded, assessed and moderated as part of the University's quality control procedures;
- If you do not feel well on the day of the exam, or think that your performance may be affected for any other reason, please inform the Lead Examiner immediately;
- If you miss the examination because of illness, you may be allowed a full or part refund. You will need to provide the Centre with medical evidence for this to be considered. Our refund policy procedures will apply should you miss the examination and not notify the Centre.

4. After the examination

- Ulster University will inform the NMC of your results within 48 hours of your examination. You will be notified of your results by the NMC within five working days of your examination date via email;
- Ulster University reserves the right not to issue or cancel results for those candidates who breach rules and regulations;
- If you breach rules and regulations for any components of the examination, you may not receive the results for the entire exam;
- If you think that your results are not correct, please refer to the Candidate Information Booklet and follow the correct procedure;
- Ulster University will not provide feedback to questions posed by individual candidates about specific aspects of their performance during the examination, or if they have passed. Feedback for candidates who have not successfully passed Part 2 will focus on clarifications of errors made and which parts of the examination need to be re-sat.

5. NMC ID checks

- The NMC will be present on site on the day of your examination. Please make sure that you bring all the required documentation for registration;
- Please be aware that you may see the NMC before or after your Part 2 OSCE examination. You will be instructed where and when this will happen on the day of your examination.

6. Copyright

- Copyright on all question papers and examination materials belong to Ulster University. You must not take question papers, notes or any other examination material out of the Centre;
- Ulster University will not return any work produced by you during the course of your examination.

7. Data protection

- Ulster University abides by UK Data Protection laws and is required to comply with local data protection and privacy laws. Your information will be stored securely. However, information that may be needed at a later date, to confirm and verify your result, is kept for an unlimited time.
- Ulster University will not use your personal details for any purpose other than for the examination. In particular, if the information you provide is used to contact you for marketing purposes, you will be given the choice not to be contacted again;
- Information provided when registering for the Part 2 OSCE examination will be used in the administration of the examination, and may be used as part of Ulster University's quality assurance processes or to inform you about other products and services;
- Work produced by you during the examination will be used in the assessment of your performance. This includes written work, video and audio recordings of candidates. Such work may also be used as part of Ulster University's quality control activities, and may be reproduced in anonymised published examination preparation material;
- If you are suspected of and investigated for malpractice, your personal details and details of any investigation may be passed to a third party. For example, if you want to use your results for visa or immigration purposes, we may need to share this information with the relevant immigration authority.

NOTICE TO CANDIDATES

This notice contains important rules and regulations for the day of the examination. Please read it carefully. If there is anything you do not understand, ask the Lead Examiner.

8. RULES AND REGULATIONS

YOU MUST:

- 1) Provide an original, valid, current and not expired photographic ID (for example, passport or national identity card) at registration otherwise you will not be allowed to sit the examination;
- 2) Only bring those essential materials that you need to complete the examination (pen, fob watch, ID badge);
- 3) Wear what is appropriate in the clinical environment. If you do not have appropriate clothing with you, you will NOT be able to take the examination;
- 4) Not leave the examination station until the examiner has instructed you to do so;
- 5) **NOT** bring any electronic items, such as mobile phones, digital sound recorders, mp3 players and/or cameras into the OSCE;
- 6) **NOT** have on your person any materials that could help you in undertaking the examination, otherwise you may be disqualified;
- 7) Display your ID badge at every station to each examiner and wear it at all times in the Centre.

DO NOT:

- 8) Cheat, copy, give anything to, or take anything from another candidate as you will be disqualified;
- 9) Talk to, signal to or disturb other candidates during the examination;
- 10) Use, or attempt to use a dictionary;
- 11) Use erasable pens, correction fluid or tape on any examination paper;
- 12) Smoke, eat or drink in the Centre, apart from water in a clear plastic cup available;
- 13) Leave the Centre for any reason without the permission of an examiner;
- 14) Take any question papers, answer sheets, candidate logins or rough paper out of the examination stations;
- 15) Make any noise near the examination stations;
- 16) Discuss your examination with any other candidates once your examination is complete.

9. DISQUALIFICATION WARNING

If you cheat, use any unfair practice or break the rules, you will be disqualified.

10. ADVICE AND INFORMATION

1) **Make sure you are on time:**

- Know the date, time and place of your examination and arrive well before the scheduled start time;
- Please note we cannot accept candidates who arrive more than 10 minutes after your scheduled examination time;
- If you miss any of the papers you may not be given a result.

2) **Advice and assistance during the examination:**

- Listen to the examiner and follow the instructions provided;
- If you are not sure about what to do, ask your examiner;
- If you do not feel well on the day of the examination or think that your work may be affected for any other reason, tell the examiner immediately. If appropriate, the examiner will report this to the Lead Examiner for consideration when deciding your result.

3) **For all stations:**

- Read carefully and follow the instructions on the documentation;
- Please ensure you speak clearly;
- Introduce yourself to the camera;
- Tell the examiner at once if:
 - you think you have been given the wrong documentation
 - the documentation is incomplete or poorly printed
 - the timer is not re-set.