

Summary of Regulations for Candidate

This document contains a summary of information you need in order to take the NMC Test of Competence, Part 2, OSCE exam. You must read this very carefully. If you do not understand anything, please ask the centre. The full regulations, which set out the terms, rights and obligations as a candidate, are in 'Candidate Information' which is available to download from the [website](#).

Test of Competence, Part 2: A part of the NMC Competence based test for international Nurses and Midwives who wish to register and work within the United Kingdom.

Centre: An authorised NMC Test of Competence exam centre. Centres are independently run institutions; the NMC is not responsible for any actions or omissions by centre. Northumbria University is not responsible for any action or omissions by the NMC.

Candidate: Someone who is registered to take the Test of Competence.

Registering for the exam

- You must register for the exam through Northumbria University. Your contract is with the centre, and you pay your exam fees to them.
- Once you have received your NMC decision letter, you will need to email CTCGeneralEnquiries@northumbria.ac.uk to commence the booking process.
- You must take all components of an exam on the dates specified.
- You are not allowed to take some components in one session and the remainder at another time.

1. Special Requirements

- Northumbria University will always try to make arrangements for candidates with special requirements (e.g. extra time or adaptations).
- You must tell the university as soon as possible so they can arrange the required level of support. Please refer to the candidate information for further guidance.

2. Taking the exam

- The centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right 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 test. The ID must be an original, unexpired national ID (e.g. passport or national ID card). If you do not have a suitable ID, you must notify your centre of this before you register for an exam. If you do not bring your ID to the exam, you will not be allowed to take the exam and you will not receive a refund.
- Upon registration you will be asked to provide the signed confidentiality agreement and provide your Health Declaration, all paperwork can be found on the website. 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 exam, or you will not receive a result.
- You must not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc. in the exam.
- The use of offensive, rude or racist language in your examination answers will not be accepted. Your examination will not be marked, or a result given if the examiner finds language of this nature. Northumbria University's decision on this is final.
- You will be asked to fill out a Candidate Information Sheet. Northumbria University uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- Your Test of Competence will be recorded and assessed at the end as part of the University's quality and control procedures.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the Lead Examiner immediately.
- If you miss the exam because of illness, you may be allowed a full or partial refund. You will need to give medical evidence to your centre for this to be considered. Should you miss the exam and not notify the centre, our refund policy procedures apply.

3. After the exam

- Northumbria University will provide your results within 5 working days of your test date via email.
- Northumbria University reserves the right to issue or cancel results for those candidates who breach our rules and regulations.
- If you breach our rules and regulations for any of the components, you may not receive the result for the entire exam.
- If you think that your result is not correct, please refer to candidate information and follow the correct procedure.
- Northumbria University will not give feedback on performance for individual questions, or if you have passed. Feedback for candidates who have not successfully passed Part 2, will only receive clarifications on errors made and which parts need to be re-sat.

4. NMC ID Checks

- The NMC will be present on site, on the day of your exam. Please make sure you bring with you all the required documentation for registration.
- Candidates need to be aware that you may see the NMC before your Part 2, Test of Competence Exam. You will be instructed on the day, where and when this will happen.

5. Copyright

- Copyright on all question and exam material belongs to Northumbria University. You must not take question papers, notes or any other exam material out of the exam centre.
- Northumbria University will not return any work you produce in the exam to you.

6. Data Protection

- Northumbria 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 for a limited period of time. However, information, which may be needed to later confirm and verify your result, is kept for an unlimited time.
- Northumbria University will not use your personal details for any purpose other than for the exams expect as described below. 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, Test of Competence exam will be used in the administration of the exam and may be used as part of Northumbria University's quality and control, research and development activities or extracts in anonymised form may be reproduced in published exam preparation material.
- If you are suspected of and investigated for malpractice, your personal details and details of the investigation may be passed to a third party. For example, if you want to use your result 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 exam.
Please read it carefully. If there is anything you do not understand, ask the Lead
Examiner.**

RULES AND REGULATIONS

<p>YOU MUST 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 exam.</p> <p>YOU MUST only have on you what you need to complete the exam (pen, fob, watch, ID badge).</p> <p>YOU MUST 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 exam.</p> <p>YOU MUST wait until the examiner has instructed you to do so, before you leave your assessment bay.</p> <p>YOU MUST not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc. in the exam centre during the exam.</p> <p>YOU MUST not have on your person any material which could help you, otherwise you may be disqualified.</p> <p>YOU MUST display your ID badge at every station to each examiner and wear at all times in the exam centre.</p>	<p>DO NOT cheat, copy, give anything or take anything from another candidate, otherwise you will be disqualified.</p> <p>DO NOT talk to, signal to, or disturb other candidates during the exam.</p> <p>DO NOT use, or attempt to use, a dictionary.</p> <p>DO NOT use erasable pens, correction fluid or tape on any exam materials.</p> <p>DO NOT eat or drink in the exam centre, apart from water in a clear plastic cup available to you.</p> <p>DO NOT leave the exam centre for any reason without the permission of an Examiner.</p> <p>DO NOT take any question papers, answer sheets, candidate logins or rough paper out of the exam room.</p> <p>DO NOT make any noise near the exam room.</p> <p>DO NOT discuss your exam with any other candidates once your exam is complete.</p>
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DISQUALIFICATION WARNING

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

ADVICE AND INFORMATION

<p>Make sure you are on time:</p> <ul style="list-style-type: none"> • Know the date, time and place of your exam and arrive well before the scheduled start time. • Please note we cannot accept candidates who arrive past 10 minutes of your scheduled exam time. • If you miss any of the papers, you may not be given a result. <p>Advice and assistance during the examination:</p> <ul style="list-style-type: none"> • Listen to the examiner and follow the instructions. • If you are not sure what to do, ask your examiner. • You must not ask for, and will not be given, any explanation of the questions. • If you do not feel well on the day of the exam 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. 	<p>For all papers and practical stations:</p> <ul style="list-style-type: none"> • Read carefully and follow the instructions on the question paper and answer sheet. • Please ensure you speak clearly. • Introduce yourself to the camera. <p>Tell the Examiner at once if:</p> <ul style="list-style-type: none"> • You think you have been given the wrong question paper. • The question or briefing paper is incomplete or badly printed. • The timer is not re-set.
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