

EN to SN Conversion Course **Final Examination Regulations**

Definitions

Course – The EN to SN Conversion Course organized by the Nursing Services Directorate.

Examination Paper – Final Examination paper for the EN to SN Conversion Course organized by the Nursing Services Directorate.

Candidate/s – Enrolled nurses who have been accepted as students on the EN to SN Conversion Course organized by the Nursing Services Directorate and who satisfied the criteria of eligibility to sit for the exam as stipulated in Section 3 Para 5 and Section 6 Para 1a,b and c of the Regulations for the EN to SN Conversion Course 2008.

The final examination paper shall consist of two papers comprising **Paper A** - Multiple Choice Questions (MCQs) and **Paper B** (Essay Question).

Candidates shall attempt all MCQs from **Paper A**, and shall need to answer one question from **Paper B**.

The time allowed to answer both papers is:

Paper A : 1hr 30mins

Paper B : 1hr

There shall be a fifteen (15) minute interval between the two papers.

The format of Final Examination Papers shall include the following:

Paper A: **Clinical Skills, Medical & Surgical including Infection Control, Management, Research & Study Skills, Community Care and Primary Health, Mental Health, Mother & Child, Paediatrics and Gerontology**

This section shall comprise 100 MCQs on the above subjects. Candidates sitting for Paper A shall attempt to answer all questions.

Marking Scheme:

For every correct answer the candidate shall gain one mark.

For every wrong answer the candidate shall gain zero or no mark, but for every four attempted wrong answers the candidate shall be deducted one mark.

For every un-attempted question the candidate shall gain no marks.

The total marks for Paper A will be of hundred (100) marks and the pass mark is fifty (50) percent, that is, 50 marks.

Paper B: Professional Development including Ethics

This section shall comprise two questions focused on this module and candidates shall have to choose and answer one question from this paper. The rating for this section shall be of hundred (100) marks and the pass mark is forty five (45) percent (45 marks).

Candidates shall need to obtain a pass mark from both papers as indicated above, in order to pass the whole examination, hence there shall be no compensation of marks from one paper to the other.

Examination Procedure

Candidates shall be allocated an examination number for the purpose of anonymity. However 'Slip A' on each answer book and on the MCQs booklet shall include the candidates' name and surname and Identity Number.

At the end of the examination all booklets shall be collected by the invigilator/s and handed to the FHS secretarial staff. In turn, the secretarial staff confidentially shall allocate an examination number on 'Slip A' and 'Slip B' for each candidate. 'Slip A' shall then be separated from each and every booklet, put in a sealed envelop and put in the 'safe'. The booklets shall then be distributed to the corresponding markers for marking. Hence the markers shall never be in a position to identify any of the candidates as 'slip A' is detached from the booklets.

Examination Dates

Candidates initiating their course in the month of March shall sit for their final examination by the third week of June of the following year.

Candidates initiating their course in the month of September shall sit for their final examination by the third week of January of the second year after the initiation of the course.

Attendance

The announcement of the final examination date, time, and venue shall be at least three weeks before the actual date of examination.

Candidates shall be seated at least fifteen minutes before the start of the first examination paper to allow time for the initial paperwork. The invigilator/s shall then distribute the first examination paper (Paper A) face down to each student. The examination paper shall then be read by the course co-ordinator (or his/her representative), after which the candidates shall be allowed to start the exam.

When the pre-set time for the first paper elapses, the booklets shall be gathered by the invigilator/s and a fifteen (15) minute interval shall be granted before candidates continue for Paper B. Paper B shall then be distributed and candidates shall start answering the questions when given the go ahead by the invigilator/s.

Candidates who call more than 15 minutes late for each part of the examination shall not be allowed to sit for that part of the examination.

Candidates shall not be allowed to leave the examination room during the first 15 minutes from the initiation of each part of the examination. This can be over ruled only in the case of sickness during the actual examination.

Candidates finishing each exam paper before the stipulated time shall be allowed to leave the examination room only if they hand in all the examination booklets to the invigilator/s. Once outside the examination room, candidates shall not be allowed back in.

Candidates who report sick on the day of the examination shall need to submit a sick leave certificate by not later than three days after the actual examination date.

Candidates not sitting for the examination without a valid reason as stated above shall be considered failed.

Re-sits

Candidates who fail from any part of the examination shall be given the chance to re-sit the failed paper/s with the final examination candidates of the next scheduled course group.

Candidates failing from one paper only shall be allowed to re-sit as indicated above for that failed paper only.

Candidates shall be allowed three (3) attempts should they fail from the final comprehensive examinations.

Invigilation

Invigilation shall be present throughout the whole examination. For this reason an invigilator/s shall be appointed and given the date of the examination.

On the day of the examination the invigilator/s shall report half an hour before the examination and consult with the secretarial staff and course coordinator so that the sealed package containing the booklets and examination papers are checked. A special form shall also be included in the sealed package where the invigilator/s shall write the number of booklets found in the package, the number of booklets distributed and the number of booklets returned. The invigilator/s shall also monitor and write those who temporarily leave the examination room by noting the time they left and the time they returned and countersigned by the same candidate who left and returned.

At the end of the examination the invigilator/s shall sign/s the monitoring form and return/s it, together with the booklets, to the secretarial staff.

Candidates are requested to find a place in the examination room according to their planned allocations by the secretarial staff.

Candidates are only allowed to keep in their possession writing utensils (ballpoints and pencils), calculators and watches. Other belongings brought by the candidates are to be kept near the invigilator/s. No mobile phones and/or pagers are allowed in the examination room. If such apparatus are present they should be turned and kept 'off' and put near the invigilator/s.

No form of correcting material is allowed in the examination hall.

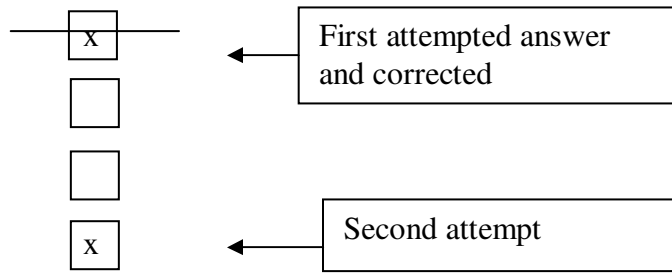
Invigilators shall have the right to temporarily confiscate any apparatus which they deem are not allowable in the examination room.

Invigilators shall have the right to report candidates who are caught copying from other candidates or from material caught in their (candidates') possession.

Invigilators shall have the right to dismiss and expel candidates out of the examination room if caught misbehaving in a manner of distracting other candidates sitting for the examination.

MCQs

While attempting the multiple choice questions candidates may realize that the answer they ticked was not correct. In such circumstances candidates should clearly draw a horizontal line running from outside one side of the marking box to the outside of the other side of the same marking box, then tick what they think was the right answer (See example below)



Marking

After all the answered booklets are handed to the secretarial staff and processed as indicated above, they are distributed to their corresponding markers for marking. The markers shall assign a mark and write it on the front of the booklet in the space provided. Any comments by the markers shall be written and endorsed in blue or black ink either within the margins or at the end of the answer.

As for the MCQs, the answers shall be checked against a prepared coded sheet containing the correct answers by two separate competent individuals and cross checked accordingly.

Markers (double marking)

Double marking is only indicated in borderline cases of Paper B or when the Examination Board deems necessary.

Benchmarking

A benchmark shall be set after the examination event and markings have been processed (together with the continuous assessment marks achieved during the whole course) by the examination board.

Examination Board

The Examination Board shall be responsible for preparing and setting the final examination paper after collecting enough questions from the subject coordinators.

The Board of Examination shall be composed of the same individuals who submit the exam questions, that is, the subject coordinators, plus an external examiner and an observer who shall supervise and audit the process.

The Examination Board shall be responsible for scrutinizing and monitoring the actual examination process.

The markers shall be the subject coordinators.

There shall be a second marking strategy for borderline results only.

The Board of Examiners shall moderate not only the borderline candidates but shall also randomly pick other answer books as samples for moderation.