



Pre-Registration OSCE (practical examinations)

Examination Guidance Notes and Entry Form

2014

Important information contained:

Please store safely until you have received your results.

Please detach the application form and submit it directly to:

The Veterinary Nursing Department
The Royal College of Veterinary Surgeons
Belgravia House
62-64 Horseferry Road
London
SW1P 2AF

1.0 RCVS contact details

Royal College of Veterinary Surgeons

Belgravia House

62 - 64 Horseferry Road

London SW1P 2AF

Phone VN Department

Fax

Email

020 7202 0788

020 7222 2004

vetnursing@rcvs.org.uk

1.1 OSCE entry requirements:

To be eligible to enter the OSCE examination you must first have:

- 1) Completed a UK qualification which has been provisionally approved by the RCVS
or
- 2) Have achieved an overseas qualification which has been assessed by the RCVS and have been invited to undertake the OSCE examination.

1.2 Examination dates

The examination will be held on the following dates:

Summer	4-6 July 2014
Autumn	12-14 September 2014
Winter	5-7 December 2014

1.3 Reasonable adjustments to assessments (special educational or other needs)

If you have any special educational or other needs, which may require special provision to be made in the examinations, you should indicate this in the appropriate section on the examination entry form. If you have not previously had reasonable adjustment granted, you **must notify the RCVS**. Your reasonable adjustment application must arrive **no later than three weeks before the closing date of entry for the examination**.

Assessments for special educational needs made before you were sixteen must have been made within two years of the application for entry to the examinations or an updated report will be required. If the report was made after your sixteenth birthday then no updated report will be necessary, even if it is more than two years old. Applications made for medical reasons must be accompanied by a current medical letter.

1.4 Examination fee

The entry fee for the 2014 practical examinations is **£236**.

Please enclose a cheque with your application form. If you are unable to pay by cheque please email a.bhebe@rcvs.org.uk for further options.

1.5 Payment, withdrawal and refunds

Receipt of your payment does not indicate your entry has been accepted. In some instances there may be follow-up action required.

- a. If notice of withdrawal is received in writing at the RCVS on or before the closing date for the receipt of entries, a full refund of the fee, subject to a deduction of 10% for administrative costs, will be made.
- b. If notice of withdrawal is received in writing at the RCVS after the closing date for entries but no less than 10 working days before the date on which your practical examination is due to be held, a 50% refund will be made.
- c. If you withdraw less than ten days prior to the examination or fail to appear at the examination you will not be entitled to a refund of any portion of the fee paid (save as provided below).
- d. Candidates who do not attend the examination will not use up one of their four attempts.

In special circumstances, consideration will be given to a full refund if there are medical or compassionate reasons for withdrawal or failure to appear for the examination. Any such refunds will be subject to a deduction of 10% for administrative costs.

1.6 Closing date for examination entries

The closing dates for the 2014 practical examination will be:

Summer	06 June 2014
Autumn	15 August 2014
Winter	31 October 2014

1.7 Acknowledgment of entries

After examination entries have been processed, confirmation of entry should be received by the following date:

Summer	20 June 2014
Autumn	29 August 2014
Winter	14 November 2014

The acknowledgment letter will confirm receipt of payment. If a separate receipt is required then please contact our Finance Department separately (020 7202 0723 finance@RCVS.org.uk).

1.8 Format of practical examinations

The OSCE will last approximately two hours and will comprise of twelve 6-minute stations.

Details of OSCE stations and guidance notes are available for downloading from the Veterinary Nursing Section of the RCVS website www.rcvs.org.uk. Please refer to the title "**Examinations**" on the "RCVS Awards" page.

All the OSCE stations are based on the Lantra National Occupational Standards and RCVS Day One Skills for Veterinary Nurses.

The use of calculators in the practical examination is permitted. These will be provided where appropriate.

Each OSCE station will be accommodated in its own room/booth with one examiner assigned to each station. An assistant will be available if required. Candidates rotate through the stations until all are completed. Prior to entering the station the candidate will be given time to read the station scenario. Examiners will not read the instructions to the candidate. A centralised timing system will be used. All candidates will start each OSCE at the same time. When instructed to do so candidates will enter the station. The examiner will provide any additional instructions to the candidate before the timer begins. Once the candidate has complete the exam they may leave the station and wait outside until they are given the instruction to move to the next station.

1.9 Attending the examination

Please arrive at the examination centre fifteen minutes before your start time. Entry to the examination cannot be assured if you are late. If you are delayed on the way to the examination please telephone the RCVS or the examination centre as soon as possible.

You must wear your uniform or protective clothing for the practical examination. Clothing should be clean and free from obvious stains. For health and safety reasons, you should not wear jewellery and long hair must be tied back. Nails should be clean, well manicured and unvarnished. False nails are not permitted. Open toe shoes or sandals are not permitted.

You are required to bring 3 pairs of surgical gloves in your size to the examination. This is in order to ensure that you have correctly fitting gloves of a familiar type should any of the tasks require them.

If you believe that you will have difficulty completing any of the OSCE stations due to an issue with the equipment provided, for example an allergy or other unavoidable challenge, you should notify the RCVS before the examination entry closing date.

1.10 Photo identification

Candidates must bring either their driving licence or passport (or national ID card for EU citizens - if in doubt about the admissibility of your photo identification please contact the RCVS) as identification, and these must be up-to-date, valid documents. **If you arrive without the correct identification you will be turned away from the examination** (if in doubt about the admissibility of your photo identification please contact the RCVS).

1.11 Examination results

Candidates should ensure that any change of address to which the results should be sent, is notified to the RCVS in writing.

The results of the examinations will be posted to candidates by 1st class post once they have been processed. Students will be informed by email of the date the results will be posted. The minimum notice period will be two days.

The examination pass lists will be published on the RCVS website www.rcvs.org.uk by 12pm on the following dates:

Summer	07 August 2014
Autumn	16 October 2014
Winter	08 January 2015

1.12 Special consideration

If you wish to notify the RCVS of circumstances which may have unduly affected your examination performance, you must do so within 5 days of sitting the examination. You must use the appropriate Special Consideration Form which can be obtained on request from the RCVS, downloaded from <http://awardingbody.rcvs.org.uk/examinations/enquiries-and-appeals/special-consideration/> or obtained at the examination centre.

RCVS Awards will give special consideration to personal circumstances (such as illness or serious personal problems) which occurred unexpectedly and immediately before, or during, the examination. They will also take into consideration events occurring during the examination itself (such as undue disturbance). If RCVS Awards considers that such circumstances have unduly affected your performance, your mark may be adjusted or the examination attempt may be nullified. You should note that adjustment of marks applies only in the case of borderline failure. **Illness cannot be used as a reason for special consideration – if you are unwell you should withdraw from the examination and re-apply when you are fit to sit.**

1.13 Results enquiries and appeals procedure

Candidates wishing for clarification about their examination results may submit the appropriate application form to the RCVS within 28 days of their examination result. The application form can be found on <http://awardingbody.rcvs.org.uk/examinations/enquiries-and-appeals/examination-results-enquiry-form/>. The fee for an inquiry is £35.

An appeal may be made only against the **conduct and conditions** of the examination **and not against the marks awarded**. An appeal must be made, in writing and using the RCVS Appeal Form, within 28 days of the date of the letter advising of your examination result, or within 14 days of a letter responding to an enquiry as above. A copy of the Appeal Form and Rules can be obtained directly from the RCVS.

Candidates awaiting the outcome of an appeal or investigation are advised to enter future examinations. If the appeal is successful the RCVS will refund examination fees and all out of pocket expenses.

1.14 Practical exam centres

Please see the list of available centres at <http://awardingbody.rcvs.org.uk/examinations/practical-examinations/practical-examination-centres/> and write your choice in box 5 of the application form. It is not always possible to guarantee candidates their choice of centre. If it is necessary to assign you to a different centre we will do this on the basis of where you live in order to minimise your travelling distance.

Maps and directions to the examination centres can be found on

<http://awardingbody.rcvs.org.uk/examinations/practical-examinations/practical-examination-centres/>.

Please ensure that you familiarise yourself with the directions and location prior to travelling to the centre. Your confirmation letter will contain a telephone number to call if you face travel difficulties on the day.

1.15 What to do with your application form

Please detach the application form and submit it directly to:

The Veterinary Nursing Department
The Royal College of Veterinary Surgeons
Belgravia House
62 – 64 Horseferry Road
London
SW1P 2AF

Important dates for the veterinary nursing practical examinations

	Summer	Autumn	Winter
Closing date for receipt of entries and fees at RCVS	06 June 2014	15 August 2014	31 October 2014
Acknowledgment of entry and date and time of examination provided	20 June 2014	29 August 2014	14 November 2014
Examination (OSCE) dates	04-06 July 2014	12-14 September 2014	05-07 December 2014
Examination results	The results of the examinations will be posted to candidates by 1 st class post once they have been processed. Students will be informed by email of the date the results will be posted. The minimum notice period will be two days.		
Pass lists on RCVS Online (www.rcvs.org.uk)	07 August 2014 12:00 PM	16 October 2014 12:00 PM	08 January 2015 12:00 PM

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Application for entry to the Pre-Registration OSCE

All sections must be completed. You must send this application form to the RCVS, 62 – 64 Horseferry Road, London SW1P 2AF.

1	Surname:		Title:	
2	Forenames:			
3	Applicant Type (please tick):	Overseas	Higher Education	
4	Practical exam sitting: (Please Tick one)	04-06- July	12-14 September	05-07 December
5	Practical centre request:	Choice:		
6	Examination attempt (Please Tick)	<u>1</u>	<u>2</u>	<u>3</u>
7	Reasonable adjustments to examinations (special examination needs) Do you have any special needs? If so please write 'Yes' in box and attach a letter giving further details			
8	Please enclose payment of £236			
	Name of the account holder of the cheque (in block capitals):			
9	Declaration by candidate: <ul style="list-style-type: none"> I wish to enter for the Veterinary Nursing OSCE as indicated in box 6. I have read and fully accept the terms of the guidance notes on pages 1-6. I understand that I must take a valid, current (in date) passport or photo driving licence to my examination as identification and that I will not be allowed to sit if I fail to do so. 			
	Signature:		Date:	

Please do not submit this form for a 2015 examination: an updated application form can be sent to you on request.