



Pre-Registration theory examination

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: 020 7202 0788
Fax: 020 7222 2004
Email: vetnursing@rcvs.org.uk

1.1 E –Assessment

The Veterinary Nursing Multiple Choice (MCQ) examinations are offered by means of a computer based system. Candidates are able to book an individual examination appointment to attend a local Pearson VUE test centre. In 2014 there will be three examination “windows” (March, July, and November).

These windows are one week long. Candidates are able to book an appointment at a time and exam centre of their choice, either online or via Pearson VUE’s telephone call centre. The Pearson VUE centres are located throughout the UK; there are over one hundred and fifty centres from Lerwick to all points south, including the Channel Islands.

1.1.1 How do I apply for theory exams?

Candidates fill in the application form, which they submit to the RCVS. Because the system is IT-based, candidates are asked to provide an email address via which they will receive confirmation of their entry and instructions about how to book their examination appointment.

1.1.2 How do I book an exam appointment?

Once candidates receive confirmation of their exam entry, they will be able to book an examination appointment either online or via the Pearson VUE phone service. Candidates can sit all three papers in one examination window, or divide them over multiple windows. The RCVS will not be held responsible for those who fail to book an appointment.

1.1.3 What are the examination centres like?

Anyone who has taken the driving theory test in the UK has been to a Pearson VUE centre. For those who haven’t, the centres are equipped to a standard design. Each one has a comfortable reception area and secure lockers for personal belongings. The exam room has computer booths that are well-screened from neighbouring candidates and an independent invigilator oversees each computer terminal via CCTV.

The exam papers themselves are presented question by question on screen; all candidates will complete a short tutorial before they start the test to ensure that they are comfortable with the system. As soon as candidates finish the test they will be free to leave the centre. Confirmation of having taken the exam is provided before candidates leave the centre.

Candidates can visit <http://awardingbody.rcvs.org.uk/examinations/theory-examinations/guide-to-e-assessment/> where they will be able to take a tour of an examination centre and try out some MCQ questions in the format of the examinations.

1.2 Examination dates

The examinations will be held during the following weeks:

Summer	Week of 23 June 2014
Winter	Week of 27 October 2014

1.3 Examination entry requirements:

To be eligible to enter the examination you must first have achieved an overseas qualification which has been assessed by the RCVS and have been invited to undertake the examination.

1.4 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**.

The test centres can be authorised to allow additional exam time, and to assist candidates with physical disabilities. We offer specialist invigilation for candidates who need words or phrases read to them, or have been given special permission to bring other items into the examination room, such as overlays. However, this will be available on a specific date at specified centres (ordinarily one in London and one in Edinburgh, depending on demand) because it will involve an RCVS invigilator being in attendance.

If you have reasonable adjustment granted you must book your examination by telephone on 0161 855 7490 – online booking will not take account of your special arrangements.

1.5 Examination fees

The entry fees for the 2014 theory examinations are as follows:

- a. One paper in one window - £100
- b. Two papers in one window - £200
- c. Three papers in on window - £300

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.

1.6 Payment, withdrawal and refunds

Receipt of payment at the RCVS 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 receipt of entries (see point 1.7) but more than ten working days before the first date of the examination window, then a 50% refund will be made.
- c. If you withdraw less than ten working days prior to the first date of the examination window, 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).
- e. 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 theory papers. Any such refunds will be subject to a deduction of 10% for administrative costs. Evidence to support your withdrawal, such as a doctor's note, must be received before the deadline to the following examination.

1.7 Closing date for examination entries

The closing dates for applications to the 2014 theory examinations will be:

Summer	02 May 2014
Winter	12 September 2014

Please send your application form directly to the RCVS. It is your responsibility to ensure that your application reaches us in time as we will not accept this as an excuse if applications are subsequently sent to us after the deadline.

1.8 Acknowledgment of entries

After examination entries have been processed, confirmation of entry will be sent to you via email by the following dates:

Summer	23 May 2014
Winter	26 September 2014

This confirmation email will contain an invitation to book your examination day and time. The booking windows in 2014 will be as follows:

Summer	27 May – 20 June 2014
Winter	29 September – 24 October 2014

1.9 Photo identification

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

1.10 Format of theory examinations

The theory examinations will consist of three 'papers' of either 90 or 135 multiple-choice questions per paper. Candidates have 90 minutes to complete papers with 90 questions, and 135 minutes to complete papers with 135 questions.

Paper 1 (90 questions): VN1, VN5, VN6 (Essentials of Veterinary Nursing)

Paper 2 (135 questions): VN3, VN4 (Animal Health, Husbandry, Form & Function)

Paper 3 (135 questions): VN8, VN9, VN10, VN11, VN12 (Technical Support of Veterinary Practice)

Sample papers consisting of thirty questions each are available at

<http://awardingbody.rcvs.org.uk/examinations/theory-examinations/sample-papers/>.

There are also sample questions available on RCVS online showing the format used for the examination in the e-test centre.

Candidates may choose to sit between one and three papers in any one examination window. Papers could be taken on the same day, or on different days within a window.

Pearson VUE examination centres offer ear plugs and head phones for candidates who are concerned about any background noise – we urge you to use these. These should be offered to you before your examination, or if necessary raise your hand to attract the attention of a supervisor. **Please note** it has been reported that the Pearson VUE centre in **Glasgow** can at times be affected by noise from outside the centre due to neighbouring premises. Candidates are advised to request earplugs or headphones at this centre if they choose to book their examination there.

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	14 August 2014
Winter	11 December 2014

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.

The RCVS will give special consideration to personal circumstances (such as serious personal problems) which occurred unexpectedly and immediately prior to, or during, the examination. They will also take into consideration events occurring during the examination itself (such as undue disturbance). If the the RCVS considers that such circumstances have unduly affected your performance, your mark may be adjusted or the examination attempt 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 Enquiry and appeals procedures

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 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

1.15 Test centres with restricted opening hours

The following test centres have limited availability; if you wish to take your examination at one of these centres please inform the RCVS at the first available opportunity in order that we can ensure that you are able to reserve a space:

- 2e2 (IOM) Ltd – Isle of Man
- Guernsey College of Further Education - Guernsey
- Highlands College - Jersey
- Isle of Man College - Isle of Man

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Important dates sheet for the Veterinary Nursing Examinations

	Summer	Winter
Closing date for receipt of entries and fees at RCVS	02 May 2014	12 September 2014
Acknowledgment of entry and invitation to book examination (via email)	To be received by 23 May 2014	To be received by 26 September 2014
Booking window	27 May – 20 June 2014	29 September – 24 October 2014
Examination window	Week of 23 June 2014	Week of 27 October 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 list on http://www.rcvs.org.uk/registration/veterinary-nurse-pre-registration-examination/	14 August 2014	11 December 2014

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Application for Entry to the RCVS Pre-Registration Theory Exam

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

1 Surname:		Title:					
2 Forenames:							
3 Enrolment number:	E						Enrolment date:
4 Address: (for Pearson VUE's records to assist them with identity checks)							

Postcode:							
5 Telephone number: (for daytime contact):							
6 Email address: You MUST supply an email address IN BLOCK CAPITALS (it never makes a difference whether emails are in capitals or lower case) to which your entry confirmation and booking invitation will be sent. This can be a personal or practice address.							
Email:							
7 Theory exam sitting: (Please Tick)		June 2014			November 2014		
8 Examination Attempt: (Please Tick)	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>			
9 Theory Examination: (Please tick)	All Papers (1 + 2 + 3)		Paper 1 Only		Papers 1 + 2		
			Paper 2 Only		Papers 1 + 3		
			Paper 3 Only		Papers 2 + 3		
Reasonable adjustment examination (Special examination need)							<input checked="" type="checkbox"/>
10 I require Reasonable adjustment (see Guidance Note 1.4)							
I require Special invigilation at the London centre							
I require Special invigilation at the Edinburgh centre							
11 I enclose the following payment: £_____							
Entry fee in the form of a cheque/postal order made payable to your centre (course provider). Please write your enrolment number on the back of the cheque.							
One Paper – £100, Two Papers – £200. Three Papers - £300							
Name of the account holder of the cheque (in block capitals):							
12 Declaration by candidate:							
<ul style="list-style-type: none"> I wish to enter for the Veterinary Nursing Pre-Registration Examination as indicated in box 7. I have read and fully accept the terms of the guidance notes on pages 1-7. 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 use this form for a 2015 examination: an updated application form can be sent to you on request