Registering for the exam

- You must register for the exam through the University of Northampton. 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 crc@northampton.ac.uk to commence the booking process.
- 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 authorization 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 NILE. 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. The University of Northampton’s decision on this is final.
- You will be asked to fill out a Candidate Information Sheet. The University of Northampton 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 OSCE will be recorded and assessed at the end 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 work may be affected for any other reason, tell the Lead Assessor immediately.
- If you miss the exam because of illness, you may be allowed a full or part 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

- The University of Northampton will provide your results of Part 2, to the NMC within 48 hours of your exam. You will be notified of your results by the NMC, within 5 working days of your test date via email.

4. NMC ID checks

- The University of Northampton reserves the right not to issue or cancel results for those candidates who break 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 the candidate handbook and follow the correct procedure.
- The University of Northampton, will not give feedback on performance for individual questions, or if you have passed. Feedback for candidates who have not successfully pass Part 2, will only receive clarifications on errors made and which parts need to be re-set.

5. Copyright

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

6. Data Protection

- The University of Northampton 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 later to confirm and verify your result is kept for an unlimited time.
- The University of Northampton will not use your personal details for any purpose other than for the exam except 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, OSCE exam will be used in the administration of the exam, and may be used as part of The University of Northampton quality control, in research and development activities or to inform you about other products and services.
- Work produced in the exam will be used in the assessment of performance in the exam and written work, video and audio recordings of candidates’ may also be used as part of The University of Northampton’s quality control, research and development activities, or extracts in anonymized 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 Assessor.

RULES AND REGULATIONS

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.

YOU MUST only have on you what you need to complete the exam (pen, fob watch, ID badge)

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.

YOU MUST wait until the assessor has instructed you to do so, before you leave your assessment bay.

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.

YOU MUST NOT have on your person any materials which could help you, otherwise you may be disqualified.

YOU MUST display your ID badge at every station to each assessor and wear at all times in the exam centre.

DO NOT cheat, copy, give anything to or take anything from another candidate, otherwise you will be disqualified.

DO NOT talk to, signal to or disturb other candidates during the exam.

DO NOT use, or attempt to use, a dictionary.

DO NOT use erasable pens, correction fluid or tape on any exam materials.

DO NOT smoke, eat or drink in the exam centre, apart from water in a clear plastic cup available to you when in Bay 6.

DO NOT leave the exam centre for any reason without the permission of an Assessor.

DO NOT take any question papers, answer sheets, candidate login or rough paper out of the exam room.

DO NOT make any noise near the exam room.

DO NOT discuss your exam with any other candidates once your exam is complete.

Make sure you are on time

- 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.

Advice and assistance during the examination

- Listen to the assessor and follow the instructions.
- If you are not sure about what to do, ask your Assessor.
- 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 Assessor immediately. If appropriate, the Assessor with report this to the Lead Assessor for consideration when deciding your result.

For all paper and practical based stations

- Read carefully and follow the instructions on the question paper and answer sheet.
- Please ensure you speak clearly
- Introduce yourself to the camera
- Tell the Assessor at once if:
  - 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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