



# EU aptitude test: information booklet

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## Before the EU aptitude test

### 01. Introduction

The Nursing and Midwifery Council (NMC) introduced a test of competence for internationally registered nurses and midwives in October 2014, and a new version of the test will be introduced in 2021. General information about preparing for the EU aptitude test is available at the NMC website:

<https://www.nmc.org.uk/registration/joining-the-register/register-nurse-midwife/trained-in-the-eu-or-eea/>

The test of competence measures candidates against the current UK pre-registration standards for nursing<sup>1</sup> and midwifery<sup>2</sup>. Nursing in the UK is comprised of separate and distinct fields of practice, each requiring three years of pre-registration undergraduate education.

The distinct nursing fields of practice are:

- Adult nursing
- Children's nursing
- Learning disabilities nursing
- Mental health nursing.

In the UK, midwifery is a separate and distinct profession, also requiring three years of pre-registration undergraduate education.

The EU aptitude test is specific to a field of nursing practice or midwifery and consists of three parts.

This handbook provides information about all parts of the test, as well as background information for candidates. The Reading List contains links to resources that will help candidates to prepare for the test. More information about the aptitude test can be found on the [NMC website](#).

UK quality assurance requires the sharing of data. This will include paperwork and videos associated with a candidate's exam, for the purposes of moderation. This is done securely and, by submitting your application, you are confirming that you have read and understood this information. The University of Northampton's [GDPR Data Sharing Statement](#) can be found in the Appendix.

Further information for candidates will be provided on payment for the OCSE test.

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<sup>1</sup> <https://www.nmc.org.uk/standards/standards-for-nurses/standards-for-pre-registration-nursing-programmes/>

<sup>2</sup> <https://www.nmc.org.uk/standards/standards-for-midwives/standards-for-pre-registration-midwifery-education/>

## 02. What is the UK like?

The UK is made up of four distinct countries, each with its own laws, culture and customs. A useful user-friendly website, which provides some basic and interesting information about the UK, is available at <http://projectbritain.com>.

The UK may be very different from the last country you practised in, and you should spend time finding out about the population, health and social care, and other aspects of life. Much of this information is collected as data and is available from the Office for National Statistics website: <http://www.ons.gov.uk/ons/index.html>.

### Some interesting social facts about the UK:

Same-sex couples have civil partnership and equal marriage, and many have children. All people must be treated equally and not subjected to discrimination based on their disability, ethnicity, religion, gender or sexual orientation. Information on the Equality Act 2010 can be found [here](#).

The UK is a multi-cultural, multi-faith society, and all patients must have their faith (or lack of faith), culture and human rights respected by all healthcare professionals. Further information can be found [here](#).

## 03. Becoming familiar with nursing and midwifery practice in the UK

You must familiarise yourself with the [ethical and professional standards](#) expected of registered nurses and midwives in the UK. These are the required standards that underpin professional nursing and midwifery practice.

All healthcare professionals must work in partnership with patients, relatives and carers, obtaining their consent and respecting their dignity and privacy. It is unacceptable for your words or actions to imply or express disapproval of any patient's lifestyle. You must not discriminate in any way against those in your care. Patients and the public expect high standards of professional practice from nurses and midwives.

Healthcare professionals work in partnership, and registered nurses and midwives are expected both to contribute to and to lead areas of care where they have expertise. Many organisations are recruiting nurses and midwives using the [6 Cs of nursing: compassion, competence, communication, courage and commitment](#). You should be familiar with these and be able to demonstrate them in the OSCE.

#### 04. About the EU aptitude test

After April 2021, the aptitude test (the AT) is a three-part test comprising an objective test (which may be offered on computer or on paper), a short answer paper (the SAP) and a practical objective structured clinical examination (the OSCE). Applicants will take all three components at the test delivery centre at the University of Northampton. The test is mapped to 'Future nurse: Standards of proficiency for registered nurses' (2018), including the associated communication and relationship management skills and nursing procedures contained in its Annexes A and B.

We ask that candidates with a disability requiring any reasonable adjustments notify the test centre separately after booking their OSCE by emailing [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk).

Candidates with learning needs may be entitled to extra time in the stations. Evidence **must** be provided from professional reports at time of booking, to verify the learning needs adjustments prior to undertaking the exam.

The Additional Student Support and Inclusion Services Team (ASSIST) at the university will review the report and advise on an individual basis.

#### 05. How do I prepare for the EU aptitude test?

The EU aptitude test is designed to assess your ability to competently apply your professional nursing or midwifery skills and knowledge in the UK. It is set at the level expected of nurses and midwives as they enter the profession at the point of registration. This means that you must show that you are capable of applying knowledge to the care of patients at the level expected of a newly registered nurse or midwife.

**The aptitude test is assessing your ability to apply knowledge to the care of patients, rather than how well you can remember and recite facts.** All the scenarios and any questions relate to current best practice, and you should answer them in relation to **published evidence** and not according to local arrangements.

Once payment for your aptitude test has been received by the university, you will be enrolled onto our online learning platform – NILE. You will be sent a link to our password-protected web page with login details. On this site, you will find useful information, links to videos, examples of documentation used in the examination process, and a comprehensive reading list. However, you are advised to access the following to give you a starting point:

NMC (2018) 'The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates':

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>

Royal Pharmaceutical Society (2018) Professional guidance on the safe and secure handling of medicines:

<https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines>

Resuscitation Council UK (2015) 'Guidelines: In-hospital resuscitation':  
<https://www.resus.org.uk/resuscitation-guidelines/in-hospital-resuscitation/>

The Royal Marsden NHS Foundation Trust (2019) 'The Royal Marsden Manual of Clinical Nursing Procedures'. This book is available online through the NILE site once you have paid and booked your OSCE.

**Please note:**

We have become aware that some organisations and consultancies are offering OSCE preparation training sessions for candidates for component 3 of the test of competence.

Please be aware that, by attending these courses offered by third parties, you do so at your own risk. These training sessions are NOT endorsed or approved by either the University of Northampton or the NMC, and they could prepare you inaccurately for the exam.

**06. Overview**

The test has been designed to ensure that the patient safety proficiencies, identified as PSP in the test blueprint produced by NMC, are addressed. These patient safety proficiencies cover issues of safety and must be passed by the candidate to ensure public safety. A number of PSP statements are covered in every aptitude test.

**Table 1: Overview of test design for the aptitude test**

Component	Design	Marks	Timing
Objective test (either on computer or paper)	Paper 1: Numeracy	15	30 minutes
	Paper 2: Theory 1 (multiple-choice questions)	50	1 hours and 15 minutes
	Paper 3: Theory 2 (multiple-choice questions)	50	1 hours and 15 minutes
Short answer paper (SAP) OSCE (objective structured clinical examination)	1 paper	100	3 hours
	4 station APIE consisting of: <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Planning</li> <li>• Implementation</li> <li>• Evaluation</li> </ul> Each station has embedded skills assessment 2 additional skills stations: One assessing professional values One assessing evidenced-based practice	Variable by station according to task-specific criteria.	30 minutes per station in the APIE  Approximately 8 minutes for the two additional skills stations.

The test assesses candidates across the seven platforms found in '[Future nurse: standards of proficiency for registered nurses](#)', and also assesses candidates' knowledge and expertise in the procedures and skills identified in the document's Annexes A and B.

In addition, the SAP and the OSCE assess the candidate's literacy in professional and technological language through written communication, and the OSCE assesses the candidate's spoken communication and understanding<sup>3</sup>.

All questions align with the content of 'The Code' (NMC, 2018)<sup>4</sup>.

The knowledge, understanding and skills to be assessed in the test of competence are set out in the 'Future nurse' standards. This document sets out the scope and content of the test in terms of the topics, skills and procedures that a newly registered nurse or midwife would need to know and be able to do.

We will test the typical nursing or midwifery scenarios and clinical skills that UK nurses and midwives will encounter.

## **07. Evidence base for nursing and midwifery practice**

You can find evidence-based guidelines in nursing journals and texts and from professional organisations such as the Royal College of Nursing<sup>5</sup> and the Royal College of Midwives<sup>6</sup>, as well as the National Institute of Health and Care Excellence<sup>7</sup>.

Other useful sources, specifically relevant to the other countries of the UK, are:

- The Scottish Intercollegiate Guidelines Network  
<http://www.sign.ac.uk>
- The Northern Ireland Department of Health  
<https://www.health-ni.gov.uk/articles/nice-clinical-guidelines>
- Health in Wales  
<https://www.wales.nhs.uk/ourservices/evidencebase>

Several useful links are also provided in the test blueprint.

Access to further resources provided by the University of Northampton for the NMC's EU aptitude test is available after you have enrolled for the test.

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<sup>3</sup> NB Candidates are also required to complete a specific English language assessment, such as the International English Language Testing System (IELTS).

<sup>4</sup> NMC (2018) 'The Code': <https://www.nmc.org.uk/standards/code/>

<sup>5</sup> The Royal College of Nursing: <https://www.rcn.org.uk/>

<sup>6</sup> The Royal College of Midwives: <https://www.rcm.org.uk/>

<sup>7</sup> The National Institute of Health and Care Excellence: <http://www.nice.org.uk>



## **08. What will I be tested on?**

### **Assessment component 1: The objective test**

The objective test comprises three separate papers, totalling 115 questions. The candidates will be given 3 hours to complete the tests, with paper 1 taking 30 minutes, and papers 2 and 3 each taking one hour and 15 minutes.

Paper 1 will comprise a 15-mark numeracy assessment made up of constructed one-number answers.

Papers 2 and 3 will each be a 50-mark theory assessment made up of four-option, multiple-choice questions with one single correct answer.

### **Content of paper 1: Numeracy**

Paper 1: Numeracy is an objective test that includes applied numeracy questions covering content from across the platforms, for example drug calculations used for dispensing. The questions are generally at the 'apply and analyse' level of Bloom's taxonomy<sup>8</sup>.

### **Content and skills coverage of paper 2 and paper 3**

Papers 2 and 3 combined will cover the full range of proficiencies in the 'Future nurse' or 'Future midwife' standards. The content across both papers has been balanced to reflect the relevance of proficiencies across the seven platforms. That is, platforms with a larger number of proficiencies have more questions assessing them than the platforms with fewer proficiencies.

The content has been divided across two papers to allow a modular approach for those candidates whose prior training and experience mean that they have demonstrated proficiency in some areas in their home country.

### **Assessment component 2: The short answer paper**

The short answer paper will consist of five questions, each worth 20 marks. Each 20-mark question will contain five sub-questions. All questions must be answered (there are no optional questions). The candidate will be given 3 hours to complete the question paper.

### **Content and skills coverage of the short answer paper**

Each of the five questions in the short answer paper will be set within a scenario. A broad range of scenarios that could be expected to be familiar to qualified nurses in the target field will be covered in each paper.

### **Assessment component 2: A practical objective structured clinical examination (OSCE)**

The OSCE is a practical examination, comprising six stations for all fields.

Four of the stations are linked together around a scenario: the APIE (one station for each of assessment, planning, implementation and evaluation, delivered in that sequence and with no stations in between). The APIE stations have skills embedded within them.

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<sup>8</sup> Bloom, BS, Engelhart, MD, Furst, EJ, Hill, WH, Krathwohl, DR (1956) 'Taxonomy of Educational Objectives: The Classification of Educational Goals'. Handbook I: Cognitive Domain, New York, David McKay Company.

The two remaining stations will be a paired skills station comprising one station assessing critical appraisal and one station assessing professional behaviours.

Each station is assessed both against specific criteria and with a holistic judgement. The holistic judgement is a judgement about whether the candidate has demonstrated safe practice<sup>9</sup>. See the section on standards and results below for more information about this.

The rationale for the use of OSCEs as a part of the test process is to provide a holistic and realistic focus on assessment of performance rather than specific elements. The OSCE represents the complex demonstration, application and synthesis of care delivery required from a registered nurse in the adult field of practice. The OSCE stations will not generally include test items that operate below the Bloom's taxonomic level of analysis and evaluation.

The candidates' expertise in the procedures and skills identified in Annexes A and B of 'Future nurse'/'Future midwife' will be tested in the OSCEs. However, any single OSCE will not assess all areas.

The OSCEs are designed to ensure that the patient safety proficiencies are addressed, and it must be passed by the applicant to ensure public safety. The OSCE will require the applicant to demonstrate literacy in professional and technological language through written, spoken and digital communication and understanding.

This method will ensure valid assessment by using a range of day-to-day scenarios where the candidate can be assessed on their knowledge, skills, behaviours and values.

Manikins may be used to reduce the numbers of actors needed to run the assessment, as they can simulate the patient/service user. Where necessary, actors will be used as part of the station.

All OSCE stations will comply with 'The Code' (NMC, 2018).

- 1) The typical skills that may be tested are:
  - A to E assessment and scoring
  - vital signs
  - hand hygiene and infection prevention and control
  - calculating drug dosages
  - subcutaneous and Intramuscular injections
  - basic life support - cardio-pulmonary resuscitation (adult, child, baby)
  - safe disposal of sharps
  - medication administration
  - peak expiratory flow rate (PEFR)

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<sup>9</sup> Harden, R, Lilley, P, Patricio, M (2015) 'The definitive guide to the OSCE', Elsevier.

- wound care
- all aspects of urinary catheterisation and care
- palpation (midwifery)
- auscultation of fetal heart (midwifery)
- newborn examination (midwifery).

## 09. Communication skills

Communication is central to nursing and midwifery practice and will **continually** be assessed during the OSCEs.

**We assess the full range of communication skills (verbal, non-verbal and written) by observing the interaction between the candidate and a simulated patient (this may be an actor or a nursing manikin) and also by assessing your documentation in each station.**

The examiner will assess your approach to the simulated patient all through the examination, and will award marks for communication skills such as:

- clearly explaining care, diagnosis, investigations and/or treatments
- involving the patient in decision-making
- communicating with relatives and healthcare professionals
- seeking and obtaining informed consent
- active listening
- dealing appropriately with an anxious patient or anxious relatives
- giving clear instructions on discharge
- giving advice on lifestyle, health promotion or risk factors
- demonstrating compassion and care during communication
- clear documentation that meets current NMC guidelines
- professional behaviour
- professional attitude.

You should speak to the simulated patient as you would any patient you are meeting for the first time. **If you are being assessed using a nursing manikin, please remember to verbalise your actions and reasons for actions in the same way as you would with a real patient.** If you ask the simulated patient a question, the assessor will answer accordingly.

# General information about taking the EU aptitude test

## 1. General information about the test centre

Please allow plenty of time to travel to the competence test centre. Bear in mind that rush-hour traffic often causes delays when approaching the town centre. The University of Northampton Innovation Centre is situated in Green Street, Northampton, NN1 1SY (opposite Northampton train station – please remember to use all pedestrian crossings, where necessary).

Please click [here](#) for further directions. If you arrive late, you might not be able to take the part of the test you have booked for that day.

A full refund will be made only if more than 3 weeks' notice is given of a cancellation or reschedule. See below for refund rates:

- more than 3 weeks' notice of cancellation: Full refund
- less than 3 weeks' notice of cancellation: No refund unless in exceptional circumstances, for which a medical certificate may be requested.

No refund will be given for non-attendance or if no prior notice (within the stated time above) of cancellation is given.

Please take time to read the University of Northampton's directives on the coronavirus (COVID-19), which can be found on the university's [Test of Competence website](#).

We **do not** have room to allow friends or family, including children, to wait for you while you are taking any part of the EU aptitude test.

We have a left luggage room on the ground floor for small suitcases, and lockers with tokens for handbags, and small items.

When you arrive, we will check the documents that you are required to bring. Once all your documents have been checked, your photograph will be taken and stored on our database. We store your photograph so that we can prove that you are the person we saw in case of identity theft. Photographic ID will be produced on your arrival, which you **must** wear at all times in the test centre. You will be asked to store your belongings in a **small** locker before moving to the waiting rooms.

Smoking is illegal in enclosed public spaces and workplaces in the UK. There is no smoking in or at the test centre. Once you have entered the test centre, you will not be allowed to leave until the EU aptitude test is finished.

Before each element of the aptitude test you will be briefed on its format.

## 2. Fitness to test

Candidates will need to be fit and well to undertake the test. All candidates will be asked to complete a health declaration form. (Appendix 5.)

## 3. Reasonable adjustments

It is acknowledged that a candidate with a declared disability may require reasonable adjustments in order to complete the test. The request for reasonable adjustments **must be made before** the date of the test by email to [EUAbilityTest@northampton.ac.uk](mailto:EUAbilityTest@northampton.ac.uk). A reasonable adjustment will allow for a candidate to undertake nursing and midwifery care that:

- remains effective and does not result in altered patient care
- is accepted within professional nursing and midwifery practices
- enables the candidate to demonstrate competency
- will not place the candidate or patient at risk of harm by injury or illness.

A reasonable adjustment will not allow for the required standard of competence to be reduced because of a disability.

**Reasonable adjustments can be made to assess how you demonstrate that you have met a competency or standard. The standard or competency itself is not subject to a reasonable adjustment. If you have a health condition, we strongly advise you to disclose it because it means that the test centre can give you information about any support that may be available to you and, if necessary, make any special arrangements.**

## 4. Fire alarm

If there is a fire alarm, follow the directions of the test centre staff to the fire exit. If the fire alarm sounds during any part of the aptitude test, you should remain with your examiner at all times. Staff will direct you to an assembly point and will conduct a roll call to make sure that all examiners, role players and candidates are gathered together. You must not speak to other candidates during an emergency evacuation. Once the all-clear has been given, you will be directed back to the test centre and given instructions about resuming the aptitude test.

## 5. Identification

We will check your identity at the test centre, and only a valid passport is accepted. If the name on your passport is different from the email/letter from the NMC authorising you to test, you must provide original evidence that you are the person named in that email/letter. We will accept:

- your marriage certificate
- a declaration from the awarding body that granted your nursing or midwifery qualification, stating that both names relate to you.

You must also bring your authorisation to test email/letter from the NMC, bearing your candidate number.

If you do not bring the documents listed above, or if the passport is not valid or current, **you will not be allowed** to take the examination. You would then have to go through the booking process again.

An NMC representative will also be there on the day to verify the documents that you are submitting as part of your application. If you have these ready, please bring them along. If you do not have them in time for your test, you will need to return to the test centre or the NMC London office at a later stage for your verification check before you can be registered. For more information on this, please visit the [NMC website](https://www.nmc-uk.org/overseas-enquiries) or contact [overseas.enquiries@nmc-uk.org](mailto:overseas.enquiries@nmc-uk.org).

## **6. What can I expect during the EU aptitude test?**

The AT will be delivered at the Northampton clinical testing centre. All three components will be taken over two days. On day 1, the objective test Paper 1: Numeracy and Paper 2: Theory 1 will be administered in the morning and the short answer paper will be taken in the afternoon. On day 2 (which may be immediately after day 1 or a period of time afterwards) the objective test Paper 3: Theory 2 will be administered in the morning and the OSCE will be taken in the afternoon.

An exam invigilator will be overseeing the test day, with a trained assessor based in a single station who will make the assessment judgements. Each station will have a camera and sound system installed. The built-in cameras will record the interactions and will be used to review the examination afterwards for quality-assurance purposes. Consent of the candidate for filming will be obtained prior to commencement of the OSCE. The videos are used for examination and reviewing purposes by the test development agency, the delivery partners and the NMC.

Candidates will be under exam conditions for the demonstration of practice, and so they cannot discuss the stations and activities with each other. An actor or manikin might be used to play the part of the individual in receipt of nursing care on some of the stations, to simulate real-life situations.

**You must clean your hands thoroughly and effectively before approaching any station, as hand hygiene is extremely important. Soap, water and hand gel will be available at all stations.**

Candidates will stay in the same bay with a single assessor for all the stations. Each station will have written candidate instructions, which will also give relevant information about the patient, such as name, age and major problems. The length of each station may vary.

**Please note: Candidates do not have any right to see their filmed assessment. It is treated as an exam script. Once the script has been marked and moderated, the pass or fail decision is final, and candidates or any sponsoring authority cannot request**

**access to the film. An appeal or complaint may involve the lead examiners reviewing a candidate's filmed assessments, but films would not be released to candidates or their sponsors.**

## **7. How should I dress?**

We require that you dress for the aptitude test in a manner appropriate for a clinical environment.

All nurses or midwives must be dressed professionally, must maintain a high standard of infection control, and must ensure the health and safety of themselves and their patients. The guidelines below are based on the expected standards for pre-registration healthcare students at the University of Northampton. They mirror the professional standards required of all healthcare professionals in the UK.

- **Hair:** Must be off the face and secured above the collar. Hair should be tied up with simple hair bands. Hair decorations should not be worn as they can potentially be used as weapons. Hair should be a natural shade and extremes of styles are not acceptable. Beards and moustaches should be kept clean and trimmed and tidy. Presentation at all times must be professional.
- **Nails:** Must be kept short and unvarnished with no extensions or decoration.
- **Make-up:** Must be kept to a minimum and be discreet and natural.
- **Jewellery:** Only single plain 'ball' ear studs are allowed, with a maximum of one per ear. A single plain band ring is allowed, i.e. a wedding or commitment ring. No other jewellery, including tongue piercings or body jewellery, is permitted.
- **Wristwatches:** Must not be worn.
- **Head veil/Turban:** Can be worn on religious grounds. They must be appropriate in colour (we recommend plain black or navy), and they must be tucked into the collar of your tunic/polo shirt.
- **Shoes:** Must be plain, flat, black and rubber-soled, enclosing the whole foot, and not made of porous or absorbent material. This is to protect the foot from bodily fluids and equipment.
- **Socks and tights:** Dark blue/black socks with trousers or flesh-coloured/black tights.
- Candidates **must not** wear neck ties.
- Candidates **must not** wear jeans, shorts or sandals.

Nurses and midwives in the UK frequently wear dark plain trousers and plain polo shirts/tunics. Where possible, candidates should be dressed in a similar manner.

Candidates who wish to wear alternatives, for example because of cultural or maternity requirements, should discuss this with the test centre **before** arriving for the OSCE.

It is important that patients feel able to build trust and are able to communicate freely; some may find that a face veil worn by a nurse or midwife presents an obstacle to communication. Candidates and registered nurses or midwives must respond to a patient's individual needs and take steps to overcome communication barriers.

### **8. What conduct is expected during the EU aptitude test?**

The test is a formal examination, and candidates are required to behave appropriately and in accordance with university regulations and policies.

Candidates are already professional nurses or midwives, and they are expected to behave in a professional manner at all times while at the test centre.

You will be provided with all the materials you need during the aptitude test.

### **9. Candidate rules at the test centre**

All personal items must be placed in the **small** locker provided at the test centre. ***The test centre will take no responsibility for any lost, stolen or misplaced items.***

The following items are not allowed in any part of the aptitude test, nor can they be accessed during your time at the test centre:

- any educational, test preparation or study materials
- personal items, including mobile phones, hand-held computers, personal digital assistants (PDAs), pagers, watches or other electronic devices
- weapons of any kind.

Mobile phones, pagers or other electronic devices must be **turned off** before storing them in the locker.

During your time at the test centre, **you are not allowed** to access personal items other than medication or foods required at a specific time, and you **must** have arranged this in advance with the test centre. If you require access to medical devices or aides during the aptitude test, please inform centre staff when booking.

### **10. Confidentiality**

As a registered nurse or midwife, you are bound by '[The Code](#)' (NMC, 2018). Any cheating or misconduct during the aptitude test or breaching the confidentiality of the examination may bring your profession into disrepute and may raise doubts about your fitness to practise. Such incidents will be reported to the NMC by the examiners and will be investigated.



You must not seek help or attempt to seek help from any other party during the aptitude test. This includes in person or by phone, text, messaging, email or any form of social media.

You must not disclose or discuss with anyone, including instructors, information about the aptitude test. This also includes posting or discussing scenarios or skills on the internet or on any form of social media, such as Twitter or Facebook.

### **11. Taking the EU aptitude test**

The results of the aptitude test must be an accurate reflection of the authorised candidate's knowledge and professional skills as a nurse or midwife.

- You **must not** take or attempt to take any part of the aptitude test for anyone else.
- You **must not** allow, or attempt to allow, anyone else to take any part of the aptitude test for you.
- You **must not** engage in any behaviour deemed to be disruptive at any time while in the test centre or when taking any part of the aptitude test.

### **12. Grounds for dismissal or cancellation of the aptitude test results**

All candidates must comply fully with the test centre staff's instructions and/or the test centre rules and regulations or they risk having their aptitude test results withheld, dismissed or cancelled.

Candidates who do not comply with the test centre staff's instructions or test centre's rules and regulations may be asked to leave the test centre and their fees **will not** be refunded.

Such incidents will be reported by the examiners and investigated. The aptitude test result may be withheld during an investigation.

**The university will always report such incidents to the NMC.**

### **13. How is the EU aptitude test marked?**

**Multiple-choice questions (MCQ) Papers 1, 2 and 3:** These will be marked by academic staff and moderated according to University of Northampton regulations.

#### **Short answer questions (SAQ):**

The responses to the short answer paper will be marked against the provided mark scheme by trained assessors at the Northampton Test Centre. The responses will be marked by one assessor and then marked a second time (with the original marks visible) by a different assessor.

## **The OSCE:**

The APIE stations will be assessed against approximately 20 statements from the standards (more than this would require too many judgements to be made by the assessors).

Each proficiency will be marked against either a 'demonstrated/not demonstrated' or a 'demonstrated/not demonstrated/demonstrated with concerns' scale. Each proficiency may have a different weighting when being combined, as appropriate to reflect the relative importance of that proficiency in the assessment.

The scores from the judgement against each proficiency will be totalled and the pre-set pass mark for that station will be used to allocate a pass/fail decision for the station. That is, compensation will be permitted between different proficiencies in this element of the marking.

The assessment criteria will be based on the proficiency from the standards that is being targeted, and will be adapted to be specific to the station, if necessary. Proficiencies may be grouped together in the mark scheme to make marking easier.

The assessor will also make a holistic judgement about the performance of the candidate in that station. The holistic judgement will be made against the following scale:

- fail
- borderline pass
- pass
- good pass
- excellent pass.

An overall level-based description of competence will be developed for each station against which the holistic judgement is made.

All stations need to be passed in order for the OSCE to be passed.

We will also include a 'red flag' system. The above marking occurs as set out. However, in addition to this, the assessor has the option to raise a red flag if any candidate demonstrates a behaviour that they consider to be unsafe or unacceptable and which leads them to think that the candidate should not pass the station, irrespective of other performance demonstrated on that station. The patient safety procedure requirements will be covered by this element of the assessment.

## **14. How do I get the results of the aptitude test?**

All results will be emailed by the NMC to your personal email address (as registered with the NMC) within 5 working days of your examination. Please **do not** ask the examiners or test centre staff for the results on any day of the testing process.

## **15. What are the potential results?**

The outcome of the **aptitude test** will be PASS or FAIL.

**MCO and SAQ:** These are considered discrete exams and therefore you will need to re-sit only the particular exam that you have been unsuccessful in.

**OSCE:**

- Pass = Candidates who pass all four stations at the first attempt
- Partial fail = Candidates who fail one or more stations will be able to re-sit the failed stations
- Full fail = Candidates who fail all stations on any attempt will be required to re-sit all stations.

**16. What form will the feedback come in?**

You can expect to receive feedback on the aspects of the aptitude test in which you failed to meet the level of competence. This will be a brief account of how you failed to show competence. The centre is not allowed to teach you how to pass the aptitude test, and so the feedback will be short and factual.

**17. What happens if I pass?**

The NMC will contact you and begin the process of registering you as a nurse or midwife in the UK.

**18. Can I have more than one attempt if I fail any part of the aptitude test?**

Yes – you will be able to re-sit the part that you failed.

Candidates will have two opportunities to attempt each part of the test of competence. In exceptional cases, a further attempt at each part may be offered.

For the objective test, the candidate can take the re-sit tests within a short window of time. If all are failed, then a 6-month break is necessary before the candidate can reapply.

The objective test will be passed or failed at the paper level – that is, candidates can pass or fail each of the three papers separately. The candidate will be administered a new form of the specific paper for each re-sit they take.

The OSCE will be passed or failed for each individual station. Resits will be required only for the stations that were failed. Candidates will re-sit the same station(s) as they failed. If the stations are not all passed in the three sittings, then the whole OSCE must be re-taken.

The NMC requires a minimum of 10 working days between the initial attempt and the re-sit. **However, if you appeal the process, you will have to wait for the investigation to be completed before you can book a re-sit (should your appeal be upheld).**

Candidates should use the time to ensure that they are adequately prepared for **the aptitude test.**

**19. Exceptional circumstances**

In exceptional cases, a further attempt at each part may be offered. This attempt will be agreed only by application to the NMC. The additional attempt will be granted in situations

such as the following:

- the test centre did not follow agreed processes
- the assessor behaved in a way that demonstrably did not comply with the agreed processes
- there was an unanticipated interruption to the assessment, such as a fire alarm
- illness or severe anxiety in the candidate.

Candidates can choose to re-take the examination as soon as 10 days following the exam date. The applicant can choose to take longer than 4 weeks between the second and final attempts.

## Candidate guidance

The next section of the handbook provides guidance for candidates considering appeals, complaints, or applying for mitigating circumstances. The test centre manager will always offer guidance and advice on such matters. If, after pursuing such issues, candidates remain unhappy with the outcome and decisions reached, they have the right to raise the matter with the NMC.

### 20. Can I appeal my result?

#### What grounds can be used as the basis for an appeal?

If you believe that a mistake has been made at any point during the **process** of your aptitude test, or that an **irregularity** has occurred in the **conduct** of the aptitude test, and you think that this has had a direct and demonstrably detrimental effect on your performance, you may be able to make an appeal. You cannot appeal the **result**, only the **process**. See **Appendix 1 for the appeals form**.

### 21. What is a complaint and how can I make one?

If you are dissatisfied with a service that the university is providing, or with the person who is providing it, you can raise the matter as a complaint. You should always try to resolve a problem as close as possible to its source. So, for example, if you have a problem with your examiner, you should speak to the lead assessor or invigilator at the time. If you are dissatisfied with the outcome, you can make a formal complaint. See **Appendix 2 for the candidate guidance on making a complaint to the NMC**.

**Please note:** Candidates do not have the right to see their filmed assessment – it is treated as an exam script. Once the script has been marked and moderated, the pass or fail decision is final, and candidates or any sponsoring authority cannot request access to the film. An appeal will involve the investigating panel reviewing candidate's filmed assessments, but films will not be released to candidates or their sponsors.

### 22. Fitness to practise during any part of the aptitude test

During the EU aptitude test, your fitness to practise may be questioned if a member of the test centre staff, an examiner, a simulated patient or another candidate expresses concerns that you are failing to maintain standards and/or that your conduct is inappropriate to your profession. Examples may include a breach of confidentiality or professional misconduct (which may call into question your honesty and integrity). If this occurs, your aptitude test may be stopped and an incident form completed and forwarded to the NMC. If you are allowed to continue, an incident form will still be submitted, and you will be informed of this at the time of your test.

### 23. Inability to attend at short notice

Candidates must make every attempt to attend their booked aptitude test appointment. Cancellations made more than 48 hours before the test **will not incur** a financial penalty, nor will they count as an attempt for the purposes of the NMC. However, cancellations

made less than 48 hours before the test **will not** be refunded and will **not count** as an NMC attempt.

### **When can you apply for mitigating circumstances to be considered?**

If you are unable to attend the aptitude test because you are ill, or if you have a personal issue that prevents you from attending, you should contact the test centre by emailing [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk). You must remember to include independent evidence, for example a hospital appointment letter or a copy of a prescription, with your application. It is your responsibility to collect this evidence. If you arrive to sit your aptitude test and you do not feel well enough to proceed or you become unwell during the test, you must inform the invigilator and lead assessor, and they will support you to complete a mitigating circumstances form. This will defer your assessment and allow you to re-book your aptitude test. By taking the aptitude test, you declare yourself fit to take the test. Once you have commenced, you will be unable to defer an assessment or appeal that you were unfit.

Evidenced personal circumstances, such as sudden illness, may be permitted as reasons for re-booking the aptitude test at short notice. Simply being late for the aptitude test or changing your mind about taking the test within 48 hours of the booked time will mean that you will have to pay again. If you do not sit the aptitude test, it will not count as an attempt. **See Appendix 3 for the candidate guidance and form.**

### **24. I am pregnant or breastfeeding a small baby; how will this affect my aptitude test?**

The university will seek to support candidates who are pregnant or have very young children and protect them from unfavourable treatment. The test centre will be flexible to enable the candidate, when possible, to take the aptitude test as planned, except when a significant risk is identified. **Candidates can find guidance in Appendix 4.**

### **25. I have a disability; can the test centre accommodate my needs?**

Our staff are committed to ensuring impartiality and equality of opportunity in the delivery of our services. Our premises are accessible. Reasonable adjustments are offered within the scope of the Equality Act 2010. The test centre will also act on NMC guidance in this matter, but special examination arrangements are made for candidates with disabilities or those registered as dyslexic or with other additional needs.

### **The objective test**

The objective test consists of 115 questions, and the time allowance is 2 hours 30 minutes. Reasonable adjustments to the objective test can include, for example, a separate testing room or additional time. Some candidates may be allowed up to 25% additional time, depending on their specific needs. Breaks may also be allowed, if required for accessibility purposes.

Evidence must be provided from professional reports at the time of booking to verify the learning support needs prior to undertaking the objective test.

## The OSCE

A request for reasonable adjustments must be made before the date of the OSCE examination by contacting the test delivery centre.

A reasonable adjustment will allow for a candidate to evidence, during their assessment, nursing or midwifery care that:

- remains effective and does not result in altered patient care
- is accepted within professional nursing and midwifery practices
- enables the candidate to demonstrate competency
- will not place the candidate or patient at risk of harm by injury or illness.

A reasonable adjustment will not allow for the required standard of competence to be reduced because of a disability. The standard or competency itself is not subject to a reasonable adjustment.

Reasonable adjustments are made for candidates with disabilities or those registered as dyslexic or with other additional needs. Candidates are asked to declare their evidenced needs for reasonable adjustments when booking their OSCE and will be required to produce supporting evidence. Adjustments such as lowering beds, accommodating the need to sit or stand, or the increased need for toilet breaks during pregnancy can be arranged, provided that the test delivery centre is notified in advance.

Candidates who need to access medical devices during the OSCE can be accommodated with advance notification prior to booking.

Evidence must be provided from professional reports at the time of booking to verify the learning support needs adjustments required prior to undertaking the OSCE. The test centre manager will seek advice on the reasonable adjustment possible for the candidate.

Candidates who need to access medical devices during any part of the aptitude test can be accommodated, with advance notification prior to booking. The test centre will not allow the required level of competence to be reduced because of a disability.

Candidates with additional needs must declare them on the health declaration form that will be emailed to candidates at the point of booking and confirmation of test date.

# Appendices



## Appendix 1: Appeal guide and form for the EU aptitude test

### Modified candidate guidance

#### What grounds can I use as the basis for an appeal?

If you believe that the process was compromised during the exam, or that an irregularity has occurred in the conduct of the examination, and you think that this has had a direct and demonstrably detrimental effect on your performance, you may be able to make an appeal. The process refers to any concerns you may have in relation to how the exam was conducted.

The EU aptitude test has been designed to be current, authentic, valid and reliable. If you feel that your performance was adversely affected by how you were briefed about the test or instructed during the testing process, you may have grounds for appeal.

The marks awarded to your work will have been through a rigorous process of moderation, involving at least two internal markers, and the oversight of marking standards by an external examiner, who approves all grades awarded.

**In summary, the university will not accept an appeal against the academic and/or professional judgements of examiners *per se*. Therefore, you cannot appeal the result of your exam, only the process. An appeal will be considered only if it meets the grounds listed above.**

#### Where can I obtain advice?

If you have any uncertainties about the information contained in this guide, you should consult the test centre manager.

#### How should I appeal?

You will need to complete the form appended to this guide (on page 27) and submit it to the test centre manager within 5 days of receiving your OSCE result.

#### Where should I submit the form?

Where possible, you should submit the form to the test centre. Seal the form in an envelope, mark it 'Private and confidential', and address it to the Test Centre Manager, Competence Test Centre, Innovation Centre, Green Street, Northampton, NN1 1SY. Alternatively, you can email it to [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk), addressing it as 'Private and confidential – To the test centre manager'.

### **How will my appeal be dealt with?**

The test centre manager will forward your appeal for review. If you make a legitimate appeal on acceptable grounds, the test panel will appoint an investigator to examine your case. The investigator will come to a conclusion, and will write to the panel stating either that your appeal should be upheld or that it should not.

### **How long will it take to reach a decision?**

If you make an appeal, **the investigation will normally be completed within 4 weeks.** However, if you appeal, you will have to wait for the investigation to be completed before you can book a re-sit (should your appeal be upheld). If you want an update on the progress of your appeal, you should contact the test centre manager.

### **What outcome can I expect if I make an appeal?**

The test panel will decide whether or not to uphold your appeal. You will be notified of this decision by email and in writing.

Once your appeal has been formally heard by the University of Northampton and the outcome communicated to you, this concludes the university's appeal process.

If your appeal does not meet the criteria stated above, you will be advised of your next course of action.

If you wish to complain, the complaints procedure is outlined on the NMC website <https://www.nmc.org.uk/contact-us/complaints-about-us/> – see appendix 2.

### Academic Appeal Form – Level 1

This form should be submitted to the test centre manager within **5** days of receiving your aptitude test result.

<b>Your name:</b>	
<b>Candidate number:</b>	
<b>Correspondence address:</b>	
<b>Email address:</b>	
<b>Date of EU aptitude test:</b>	
<b>Grounds for appeal (You should provide full details of the nature of the irregularity that you feel has occurred.)</b>	

I declare that the information given is true and that I am willing to answer further questions if necessary:

Signed: ..... Date: .....

This form should be submitted to the Test Centre Manager, Competency Test Centre, The University of Northampton Innovation Centre, Green Street, Northampton, NN11SY in a sealed envelope, and it will be forwarded for review.

(For official use)

Date received:	Logged:	File created:
Appeal acknowledged:		

## Appendix 2: Candidate complaint guide and form

### What is a complaint?

If you are dissatisfied with a service that the university is providing, or with the person who is providing it, you can raise the matter as a complaint.

### How should I make a complaint?

You should always try to resolve a problem as close as possible to its source. For example, if you have a problem with your examiner, you should speak to the lead assessor or invigilator of your aptitude test.

### What outcome can you expect if you make a complaint?

The university expects its entire staff to be receptive to issues raised by candidates. Complaints will be addressed initially through an informal process involving discussions with people in the department where the difficulty has arisen.

### What should I do if I am dissatisfied with the outcome?

In some cases, it may be felt that the candidate's complaint has not been resolved by the informal process. In such cases, you can progress the complaint to Level 1 by completing and submitting the Level 1 Complaint Form (on page 30) to [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk). (see the complaints process map on page 32.)

### What happens if I make a formal complaint?

The university will appoint an investigator to carry out an investigation into the matter(s) that you have raised and to report back to you within **20 working days**. You should note that you **should not** submit a formal level 1 complaint unless you have already attempted to resolve your issue(s) via the informal process.

### Won't my examiners treat me differently if I make a complaint about them?

It is part of the university's policy that no-one bringing a complaint, whether successfully or otherwise, will be treated less favourably by any member of staff than if the complaint had not been brought. If evidence to the contrary is reported, the member of staff may be subject to disciplinary proceedings.

### Where can I obtain advice?

If you have any uncertainties about the information contained in this guide, you should consult the test centre manager on [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk).

**What if I am dissatisfied about the level 1 complaint outcome?**

You should submit a request to review the complaint to [EUAbilityTest@northampton.ac.uk](mailto:EUAbilityTest@northampton.ac.uk) within 10 working days of receiving your level 1 response. This then escalates to a level 2 complaint. Members of staff outside of the competence test centre will now investigate. You will receive a response within 20 working days.

**How long will it take to make a decision?**

If you can resolve your issues at the informal stage, it will not take very long at all. If you make a formal complaint, the investigation may take longer. However, the university endeavours to provide you with a response within 20 working days of receiving your complaint at either level 1 or 2.



**Please explain why you are dissatisfied with the response you have received.**

**Please indicate what outcome or further action you are expecting.**

**Please provide any documents you believe support your complaint.**

I declare that the information given is true and that I am willing to answer further questions if necessary:

Signed: .....

Date: .....

## Complaints process map



## Appendix 3: Candidate guidance on mitigating circumstances

### What are mitigating circumstances?

Mitigating circumstances are events that have **significantly** disrupted your EU aptitude test. They

**must** be:

- serious or acute
- beyond your ability to foresee and control.

### When can you apply for mitigating circumstances to be considered?

If you are unable to attend, because you are ill, or if you have a personal issue that prevents you from engaging with the EU aptitude test, you should complete and submit the mitigating circumstances application form in this guide. **You must remember to include independent evidence**, for example a hospital appointment letter or a copy of a prescription, with your application. It is your responsibility to collect this evidence.

### What outcome can you expect if you apply for mitigating circumstances?

There are a number of issues that **cannot** be addressed through the submission of a mitigating circumstances application:

1. Under no circumstances will grades awarded to any part of your aptitude test be changed. All parts of the aptitude test are graded on their own merits, and no allowance will be made for mitigating circumstances. A mitigating circumstances application **will not** be considered for a completed part of the aptitude test.
2. Only in very exceptional cases will applications be accepted for mitigating circumstances after the set deadline for the examination has passed. If you do apply late, you must explain why.
3. A known disability is not *per se* a reason to submit a mitigating circumstance application, although (for example) unforeseen illness resulting from a disability may be. Reasonable adjustments to any part of the aptitude test will normally be made as required to support candidates with a disability. Requests for such adjustments should be discussed with the test centre manager in advance of the aptitude test.
4. The NMC determines the number of opportunities a candidate has to take any part of the EU aptitude test.

If you miss the first opportunity, have not sat the aptitude test and have successfully applied for mitigating circumstances, your attempt will not count.

If you do not take your aptitude test, your attempt will not count.

If you take the aptitude test and are unsuccessful in applying for mitigation, the attempt will count.

**What happens if I am ill on the day of my aptitude test?**

If you are too ill to start the aptitude test, you need to let the test centre know as soon as possible. You then need to submit an application for mitigating circumstances.

If you become ill during the aptitude test, you need to let the invigilator know, so that it can be included in the report.

If you take the aptitude test and are successful in applying for mitigation, the attempt will not count.

Candidates should make every effort to cancel their aptitude test a minimum of 48 hours before the exam is booked (if the exam is on a Monday, cancellation should occur on the Thursday before). Refunds will not routinely be given if aptitude tests are cancelled at short notice.

## Mitigating Circumstances Application

<b><u>Your details:</u></b>	
Name:	Number:
Tel.	Email:
<b>Aptitude test date</b>	

<b><u>Part of aptitude test affected by mitigating circumstances</u></b>		
<b>Aptitude test part</b>		<b>Original exam date</b>

***For office Use:***

<i>Date form passed to AA:</i>	<i>Filter:</i>	1	2	3
<i>Chair's action:</i>				
<i>Date:</i>				
<i>Decision:</i>	<i>Upheld</i>	<i>Declined</i>		
<i>Student status:</i>				
<i>Reason for decision:</i>				
<b>SAT:</b> <i>Log in</i> <i>Letter</i> <i>Log outcome</i> <i>H grade</i> <i>Exams/module leader</i>				

**Your mitigating circumstances** *(You must provide precise dates of any illness or other circumstances and state how your aptitude test was affected and what steps you took to recover the situation.)*

**Declaration**

I declare that the details included in this application, including any appended statements, are true and that I have read and I understand the foregoing mitigating circumstances guide.

Signed: ..... Date:.....

## Appendix 4: Summary of key responsibilities for supporting a candidate who is pregnant

### The university will:

- ensure that a candidate who is pregnant, or has given birth within the last 26 weeks, is protected from unfavourable treatment
- accommodate their needs both before and during the aptitude test in so far as is reasonably practicable to allow her to successfully complete the aptitude test
- publish this guidance and review/update as necessary in order that all members of the university community are aware of the support available and their role in providing that support
- encourage candidates to disclose a pregnancy to the test centre in confidence at an early stage.

### When a candidate's pregnancy is disclosed, the test centre manager is expected to:

- read and follow this guidance
- treat any disclosure confidentially and verify that a candidate has no objections to their pregnancy being discussed with other university staff
- agree a support plan and ensure that it is implemented
- complete a risk assessment.

### Candidates (and applicants) are advised to:

- read this guidance to understand the university's approach to supporting candidates who are pregnant or have very young children
- disclose their pregnancy at the earliest opportunity, to enable the consideration of any necessary support arrangements or adjustments during the aptitude test
- discuss any concerns they have relating to their pregnancy with their own GP and the test centre manager
- ensure that they have received a copy of the completed risk assessment, if appropriate.

## 1. Introduction

- 1.1 The university recognises that being or becoming pregnant, or having a very young child should not, in itself, be a barrier to applying for, starting, succeeding in, or completing the test of competence. The university will be as flexible as is reasonable, in accordance with university regulations and the legal framework in which the university operates.
- 1.2 This guide provides information and advice about the university's approach to supporting a candidate who is pregnant.

## 2. Definitions

- **Candidates** – referring to those who are pregnant or have very young children.
- **Very young children** – those under 26 weeks of age.
- **New parent** – those with children under 26 weeks.

## 3. Guiding principles

- 3.1 Avoiding less favourable treatment. The university will not treat a candidate (or applicant) less favourably than other candidates.
- 3.2 Taking a flexible approach. The university will take a flexible approach, in line with university regulations, to facilitating the ability of the candidate to take the test of competence.
- 3.3 Demonstrating a non-judgemental and sensitive approach. All those involved should take an open-minded and non-judgemental approach. Information provided by the candidate should be treated sensitively and passed on to others on a need-to-know basis only.
- 3.4 Enabling informed choices. No-one should attempt directly or unduly to influence a candidate's decisions. The university's role is to provide context and advice, and to explore, in consultation with the candidate and others, the flexibility that can be applied to the test of competence. The emphasis is on candidates making informed choices based on full knowledge of the implications of these choices. However, in **exceptional circumstances**, where it has been identified that there is a significant risk to the health and welfare of either the candidate and/or the unborn child, the university may have to advise a course of action that is **not negotiable**.

## 4. Notification of pregnancy

- 4.1 Candidates are strongly advised to inform the test centre as soon as it is practicable. This is particularly important where there may be a risk to the health and safety of the candidate and/or her unborn child.
- 4.2 Candidates are not obligated to inform the test centre if they become pregnant, decide to terminate a pregnancy or miscarry. However, it is important to note that the university can adopt a flexible approach, provide support or make adjustments only if it is aware of the situation.
- 4.3 When deciding whether to notify the university, the candidate is encouraged to consider that there may be elements of the test of competence that could present a health and safety risk to her and/or her unborn child.

## 5. **Process**

**Step 1** – The candidate is strongly advised to consult her own GP to discuss medical issues relating to her pregnancy prior to approaching the test centre.

**Step 2** – Candidates may inform the test centre of any pregnancy issues when booking the aptitude test. It is essential that a risk assessment is undertaken (see step 3) and the checklist completed (please contact [EUaptitudeTest@northampton.ac.uk](mailto:EUaptitudeTest@northampton.ac.uk) to obtain this) to ensure that all issues are discussed at an early stage and a support plan initiated.

### **Step 3 – Risk assessment**

The test centre manager should ensure that appropriate steps are taken in relation to health and safety issues. This will involve a risk assessment for the individual candidate.

### **Step 4 - Candidate support plan**

Once discussed and agreed, a written candidate support plan for the aptitude test will detail any specific flexibility agreed. This should be given/sent to the candidate. A written agreement of agreed flexibilities should be sought from the candidate. A copy of this should be filed with the candidate's personal record held by the test centre.

Where a student is dissatisfied with the degree of flexibility offered, they may ask for information about the complaints procedures or make a formal complaint, if appropriate, in line with the complaints guidance.

### **Step 5 – Communicating the support plan**

The test centre manager should communicate the agreed candidate support plan to other relevant examiners. Information should be passed on sensitively and in confidence.

## 6. **Determining flexibility**

The test centre does not have to agree to any or all requests. There may be situations where it is not possible to agree to a particular request, such as where the consequences of agreeing to requests are likely to have a detrimental effect on the candidate. The candidate must be made fully aware of these consequences. However, the final decision as to whether they would still like to sit the aptitude test will rest with the candidate.

When considering declining a request, the university's equality and diversity adviser should be consulted before the decision is made. Candidates can seek bespoke advice on what might constitute appropriate flexibility in a particular case from the university's equality and diversity adviser.

If it is decided to decline a request, the reasons will be recorded and the candidate informed as to why the particular request is not considered 'reasonable' in the circumstances. This will be recorded in the candidate support plan.

If the candidate is likely to exceed the time allowed to complete the aptitude test because of pregnancy, they should contact the NMC for advice.

If a candidate is unhappy with the test centre's decision, they can appeal or complain (whichever is most appropriate) to the test centre manager, who will refer all complaints or appeals to the appropriate university body.

## **7. Equality and diversity adviser**

- 7.1 If, at any stage, the test centre manager would like some assistance in thinking through the practical implications of an individual pregnancy, they should contact the university's equality and diversity adviser.
- 7.2 Senior managers – The test centre manager may also wish to consult their line manager or other senior managers at the university.
- 7.3 Occupational health and safety office – The test centre manager may also wish to consult the occupational health and safety office for advice on health and safety issues, including risk assessments.
- 7.4 The university will also consider flexibility for a candidate who has recently become a parent. As above, what constitutes a reasonable degree of flexibility to take account of a candidate's caring/parental responsibilities may vary for particular circumstances.

## **8. Small babies/children on campus**

- 8.1 Small babies and children are **not allowed** in the test centre at any time. Partners and relatives are **not allowed** in the test centre at any time.
- 8.2 Candidates may be accompanied by children in general public areas, such as the restaurants and in the library, provided that children are supervised by the parent at all times and are not disruptive to others. It is particularly important that children are not brought into areas where there is the possibility of a risk to health and safety. The university cannot accept any liability for the child in these circumstances.
- 8.3 There are no restrictions on breastfeeding. If additional support is required for breastfeeding whilst candidates are in the Innovation Centre, candidates should contact the test centre manager, prior to their aptitude test date.





### Confidentiality agreement and declaration –

Competence test centre Please read and sign to say that you have

understood the following:

I hereby agree:

1. That I will not communicate or discuss any elements of the NMC's EU aptitude test, facilitated by the University of Northampton to a third party, except my feedback, which I am permitted to share with my employer, sponsor or my educational supervisor.
2. That I will not share, or have not shared, my log-in details to any other party to give access to university information that relates to the NMC's EU aptitude test.
3. That I will not forward any examination material or information about the examination from the University of Northampton to a third party.
4. That I will act in a professional manner at all times and seek advice from university staff when on university property, if a query arises.
5. That I am fit and well to undertake the EU aptitude test today, on \_\_\_\_\_/\_\_\_\_/\_\_\_\_ and I have declared (if appropriate) any request(s) for reasonable adjustment prior to my aptitude test.

Date:

Signed:

Print name:

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### GDPR Data Sharing Statement

In order to quality assure OSCEs, it is necessary to share OSCE data, including paperwork and video data associated with a candidate's exam, across the three Competence Test Centres (University of Northampton, University of Ulster and Oxford Brookes University) and with the NMC Test of

**Competence design partner (AlphaPlus Consultancy). This is done securely using drop-boxes (OneDrive) and SharePoint. Please confirm if you consent to the sharing of your OSCE test data for this purpose.**

**Date:**

**Signed:**

**Print name:**

-----  
-----

**Optional:**

**The test centre/Nursing and Midwifery Council (NMC) may want to contact applicants for additional feedback/information in relation to the EU aptitude test. Please sign if you are happy to be contacted.**

**I hereby agree:**

- 6. That I am happy for the Nursing and Midwifery Council (NMC) to contact me for additional feedback/information in relation to the EU aptitude test.**

**Signed:**

**Email address (capitals):**