



Registered Nurse  
Objective Structured Clinical Examination (OSCE)  
Candidate Handbook

---

October 2021

Australian Health Practitioner Regulation Agency  
National Boards  
GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](http://Ahpra.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

# Contents

<b>Registered Nurse OSCE Candidate Journey .....</b>	<b>5</b>
<b>Introduction.....</b>	<b>6</b>
<b>Overview of the RN OSCE .....</b>	<b>6</b>
What is the RN OSCE? .....	6
What does the OSCE assess?.....	6
What skills will candidates be assessed on? .....	7
<b>Practical Skills.....</b>	<b>7</b>
<b>Communication Skills.....</b>	<b>7</b>
What does the RN OSCE Examiner assess in relation to communication? .....	7
Does the RN OSCE involve real patients? .....	8
Where is the examination centre located? .....	8
<b>Before the examination .....</b>	<b>9</b>
Registering for the RN OSCE .....	9
OSCE registration fee .....	9
Candidate booking selection .....	9
Examination cycles and maximum candidate numbers .....	9
Examination cycles at maximum capacity.....	9
Reasonable adjustments.....	9
Confirmation of Examination booking .....	10
Changing a scheduled examination .....	10
Missing an examination appointment.....	10
Refunds .....	10
<b>Examination Day Preparation.....</b>	<b>11</b>
Examination day dress code .....	11
Photographic ID.....	11
Equipment .....	11
Personal Belongings .....	11
Family, friends and children .....	11
Suggested reading materials .....	12
<b>Tips for completing the OSCE.....</b>	<b>13</b>
Before the OSCE.....	13

On the day of the OSCE .....	13
During the OSCE.....	13
<b>RN OSCE Candidate Rules .....</b>	<b>14</b>
<b>On Examination day .....</b>	<b>15</b>
The RN OSCE Format .....	15
Examination Station Set up .....	15
Patients types .....	15
Care settings .....	15
Station examiners .....	15
Station Equipment and set-up .....	15
Rooms with Manikins .....	16
Rooms as Hospital Suites.....	17
Rooms as GP Clinics or outpatient settings .....	17
Equipment specific to the case .....	17
Arrival at the Examination Centre .....	18
Examination Day Registration.....	18
Candidate Terms of Agreement.....	19
Video and Audio Consent form.....	19
Presentation of Phones, Tablets, Smart watches and electronic devices.....	19
Candidate ID Card .....	19
After registration .....	20
Candidate Exam Day Experience .....	20
Candidate Waiting Room .....	20
Notepads and Notebooks .....	20
On the examination circuit .....	21
During the Examination .....	22
Candidate assistance during the OSCE .....	22
Candidate behaviour during the OSCE .....	23
After the examination has finished .....	23
<b>After the examination .....</b>	<b>24</b>
Reporting an incident .....	24
Marking the OSCE .....	24
Release of results.....	24

Successful Candidates.....	24
Unsuccessful candidates .....	25
Resitting the Examination .....	25
Examination Procedural Review .....	25

**Frequently used terms within this handbook:**

Ahpra – Australian Health Practitioner Regulation Agency

Ahpra Invigilator – Ahpra exam team member

AHS – Adelaide Health Simulation

IQNM – Internationally Qualified Nurse or Midwife

MCQ – Multiple-Choice Question exam

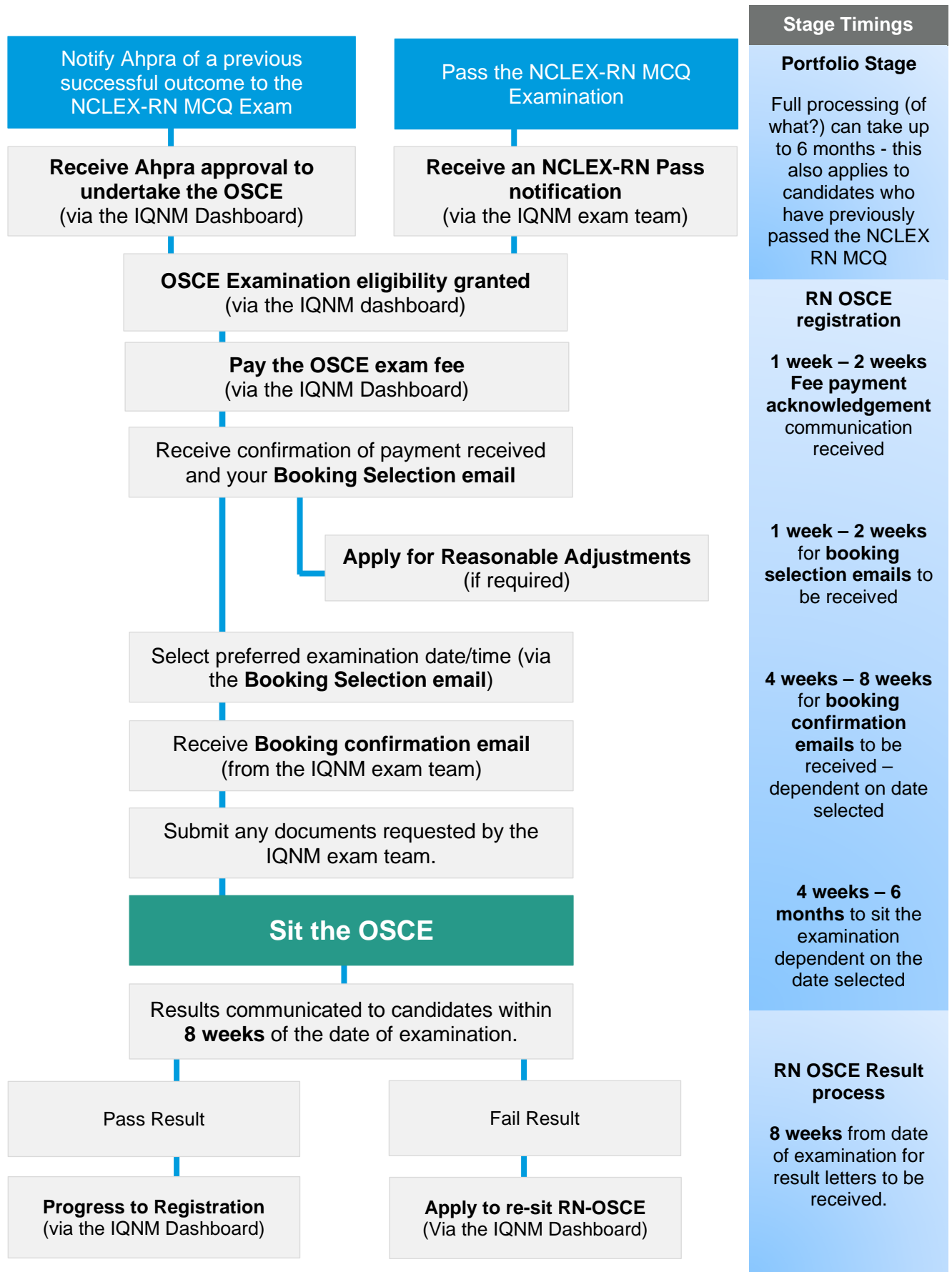
NCLEX-RN – Multiple-Choice Question exam

NMBA – Nursing and Midwifery Board of Australia

OSCE – Objective Structured Clinical Examination

Simulated patient – Actor portraying the role of the patient

## Registered Nurse OSCE Candidate Journey



## Introduction

This handbook has been prepared to assist eligible candidates who are required to complete the Registered Nurse Objective Structured Clinical Examination (RN OSCE / OSCE).

The RN OSCE is the practical examination for internationally qualified registered nurses seeking registration in Australia as a registered nurse (RN).

## Overview of the RN OSCE

The RN OSCE consists of 10 stations (or clinical scenarios) that have been developed to test candidates against the NMBA Registered Nurse Standards for Practice. The OSCE is set at the entry to practice level that is expected of a registered nurse in Australia.

### What is the RN OSCE?

This is a **regulatory** OSCE rather than an educational OSCE and is conducted in a way that is consistent for all candidates. This means that:

- Candidates will not receive any coaching, prompting, further explanation of the task required or feedback from the RN OSCE examiners (examiners) during or after the OSCE
- The OSCE is run strictly to time i.e. two (2) minutes of reading time, and eight (8) minutes of performance time allowed for each station
- When the allocated time for the station is up, candidates **MUST** move to the next station even if they may not have completed everything required for that station under assessment, and
- Candidates are not allowed to speak to another candidate during the OSCE

Candidates will be required to sign a Terms of Agreement before the OSCE commences. This will be completed on the day of the OSCE. More information in relation to what is included in the terms of agreement can be found in this handbook.

### What does the OSCE assess?

Each RN OSCE station assesses a candidate's ability to perform a specific clinical skill, it will also take into consideration the candidate's ability to manage the care of a patient in a holistic manner. It is therefore important that the care that is provided within each station takes into consideration the individual situation for that patient, and that the care provided is tailored to their individual needs.

Examples of some considerations about patient care include, but are not limited to:

- a patient's ability to understand simple instructions,
- their physical capacity,
- the support that they have available to them,
- any vision or hearing impairments.

**Please note:** that candidates will not be expected to, nor assessed on, demonstrating care in accordance with COVID-19 guidelines.

The RN OSCE examiner will assess a candidate's ability to formulate an accurate plan of care for the patient, based on their assessment findings or any information deemed relevant to the patient. Patient safety, and the care they receive, is paramount at all stages within the OSCE stations. Please note that candidates are required to demonstrate the skills not just talk about what they would do or the care they would provide.

Candidates **will not** be expected to know specific state and territory clinical policies and procedures, they will however need to demonstrate an understanding of relevant national standards, international infection control and prevention standards etc. Please refer to the "Preparatory courses and suggested reading materials" section of this document for further information

## What skills will candidates be assessed on?

### Practical Skills

Each candidate will be tested on a series of practical skills, these may include but are not limited to:

- Physiological observations
- Vital signs
- Calculating drug dosages
- Subcutaneous/ Intramuscular injection
- Aseptic Non-Touch Technique (ANTT)
- In hospital resuscitation
- Safe disposal of sharps
- Medication administration
- Wound care
- Hand hygiene
- Therapeutic patient communication/consent
- Infection control practices
- Patient identification
- Intravenous therapy administration/management
- Risk management in the clinical environment

### Communication Skills

As communication is central to nursing practice, candidates will also be assessed on their communication skills during the OSCE. The OSCE aims to assess how candidates interact with the patient and their approach to the patient when providing care. This will include a candidate's ability to provide explanations to the patient about their care in an appropriate manner, as well as the candidates ability to include the patient or family in their care where appropriate. Candidates may be required to convey clinical information about the patient to another health practitioner and should be familiar with the Introduction, Situation, Background, Assessment and Recommendation (ISBAR) communication tool.

### What does the RN OSCE Examiner assess in relation to communication?

The RN OSCE Examiner will assess the full range of communication skills (verbal, non-verbal and written) by observing the interaction between a candidate and a simulated patient (this may be an actor or a manikin) and also by assessing a candidates' nursing documentation in each station.

The RN OSCE Examiner may also look at a candidate's approach to the patient throughout the examination, and assess their communication skills such as:

- Clearly explaining care, diagnosis, investigations and/or treatments
- Involving the patient in decision-making
- Communicating with relatives and other health care professionals
- Seeking and obtaining informed consent
- Active listening
- Dealing appropriately with an anxious person or anxious relatives
- Providing clear instructions on discharge
- Demonstrating compassion and care during communication
- Clear documentation

Candidates should speak to the patient as they would any person, they are meeting for the first time.

### **Does the RN OSCE involve real patients?**

The patients involved in each case will be acting as patients (simulated patients) in many of the stations.

In some stations, candidates may be required to interact with a manikin. Where a manikin is used as the patient, it is essential that candidates demonstrate a level of empathy and interaction, to the same level they would a real patient.

### **Where is the examination centre located?**

Adelaide Health Simulation (AHS) is located within the University of Adelaide in South Australia. AHS have two (2) separate locations where the examination may be hosted, your confirmation email will provide you with specific details on where the examination is located, and which building/address location candidates will need to present to.



## Before the examination

### Registering for the RN OSCE

Candidates who have been confirmed as passing the NCLEX-RN MCQ Examination, will be invited via their dashboard to submit a payment for the OSCE.

### OSCE registration fee

The OSCE registration fee for each examination sitting is **\$4000 AUD**. This fee must be paid to Ahpra via the instructions on the IQNM dashboard before candidates can book their OSCE date.

### Candidate booking selection

Once the IQNM exam team are notified that a candidate's payment has been received they will contact the candidate to select their preferred examination date. Within five (5) days of being notified of the payment, the IQNM exam team will send candidates a booking selection via email which will include the details of the next one (1) or two (2) examination dates that are available to book.

Candidates may respond to this email within their own timeframe however, places for each cycle are limited and fill up fast. Places will be given on a first come, first paid basis, if a candidate is delayed in replying to the booking selection email, they risk missing out on a place at the next RN OSCE.

### Examination cycles and maximum candidate numbers

Exam cycles refers to the dates for each of the RN OSCE examination that will be coordinated. Each cycle will host up to two (2) days of examinations including up to six (6) exam sessions (three (3) sessions per day) and hosting a maximum of 60 candidates per day.

### Examination cycles at maximum capacity

If the chosen examination cycle from the candidate, is at maximum capacity when the IQNM exam team receive a candidates' response to the booking selection email,

The IQNM exam team will contact those candidates with the details of any alternative RN OSCE dates that are available at that time to book. If future exam dates are yet to be confirmed the IQNM exam team will contact candidates as soon as a new date becomes available.

### Reasonable adjustments

Reasonable adjustments are special arrangements for the administration of the exam to provide candidates with disabilities (physical or mental impairment) full access to the exam where possible and appropriate. Adjustments will only be made in line with the inherent requirements for nursing practice in Australia and must not compromise the integrity of the exam. The expected level of competence is the same for all candidates and cannot change as part of a reasonable adjustment arrangement.

Requests for reasonable adjustments must be sent to the IQNM exam team in writing at the time a candidate pays their OSCE fee. Appropriate documentation supporting the request for adjustments must be provided by the candidate at the time of the request and include results of appropriate diagnostic testing, submitted by a qualified professional with expertise in the areas of the diagnosed disability. Candidates must read [the Reasonable adjustments and special consideration for examination candidates](#).

For more information on reasonable adjustments, please contact the IQNM exam team via email: [IQNMexams@ahpra.gov.au](mailto:IQNMexams@ahpra.gov.au)

## Confirmation of Examination booking

A candidate is only confirmed for a particular examination date when they have received their RN OSCE Candidate Confirmation letter (the confirmation letter) via email from the IQNM exam team.

The IQNM exam team will send a candidate confirmation letter via email to those candidates who have pre-selected their examination date, no earlier than eight (8) weeks prior to the examination date that has been chosen.

For those candidates who are allocated to an examination after the eight (8) week timeframe but before the examination date, will receive the candidate confirmation letter within three (3) business days of the booking being requested.

The confirmation letter will include information about the venue location, date and time of the examination, examination session allocated and any details about the expectations of a candidate presenting to the examination.

It is imperative that candidates are familiar with the details of the confirmation letter before arriving at the examination centre in Adelaide on their confirmed examination day. A copy of the RN OSCE terms of agreement for candidates and RN OSCE Video and Audio consent form will be included in this communication.

The IQNM exam team will send candidates an exam reminder email two (2) weeks prior to the candidates' scheduled examination date.

## Changing a scheduled examination

If a candidate needs to change their examination date or time, they must contact the IQNM exam team at [IQNMexams@ahpra.gov.au](mailto:IQNMexams@ahpra.gov.au) or on 1300 419 495 at least three (3) full business days (72 hours) before the scheduled exam date and time. Australian National and State holidays should also be considered when deciding whether to reschedule an examination as offices may be closed.

**Please note:** Leaving a message on an answering machine does not constitute giving the required notice for rescheduling or cancelling an examination appointment. Examination appointments should only be considered rescheduled or cancelled when a candidate has received a confirmation of this being completed by the IQNM exam team.

## Missing an examination appointment

If a candidate fails to arrive at their exam appointment or fails to reschedule/cancel without giving the appropriate notice, they will forfeit their exam fee and will be required to pay another exam fee if they wish to sit the OSCE in the future.

## Refunds

There will be no refund of the OSCE fee for any reason, including but not limited to:

- Failure to reschedule and/or cancel an exam appointment more than three full business days before the confirmed examination date
- Failure to appear for an examination appointment

# Examination Day Preparation

## Examination day dress code

Candidates are expected to attend the OSCE in appropriate professional attire that is suitable for clinical practice. This is to ensure that all candidates present in a professional manner, adhere to infection control and prevention standards and provide a safe environment for all candidates and the simulated patients they will be engaging with through the OSCE.

Candidates should **NOT** wear:

- jeans
- tracksuit pants or tracksuit tops
- ripped or torn clothing;
- singlet tops or low-cut tops;
- long sleeved tops (you must be bare from the elbow down)
- open toed or high heel shoes/ boots/ casual sneakers
- jewellery other than a plain wedding band
- fingernails should be cut short in length and be void of any kind of nail polish or powder
- long hair down – (your hair should be tied back in line with infection control requirements)

## Photographic ID

Candidates will be required to provide photographic ID on registration. The only acceptable photographic ID is an ***Australian or International Passport***

This photographic ID must be in the same name that was provided in the IQNM portfolio submitted to Ahpra.

## Equipment

Candidates do not need to bring any equipment to use during the OSCE. All equipment required will be supplied, including pens and stethoscopes.

## Personal Belongings

Candidates are encouraged to bring only essential belongings to the OSCE. Candidates are not to take any belongings into the examination area. While candidates are in the OSCE, their belongings will be locked securely in the candidate waiting area.

No-one will be given access to this room whilst the OSCE is being undertaken.

All mobile phones and electronic devices **MUST** be switched off and placed in an opaque plastic satchel that will be provided at registration before placing it back into their bag. This parcel will need to be presented to the Ahpra Invigilator prior to leaving the exam centre for inspection.

Water is available during the OSCE.

If candidates require any medications or food (for medical reasons) during the examination process these should be given in a clear plastic resealable bag; to the Ahpra Invigilator at registration and will be made available by the Ahpra invigilators as needed during the OSCE.

Ahpra and AHS will take no responsibility for lost or stolen belongings.

## Family, friends and children

If candidates have family members, friends or children accompanying them on the day, they must remain in the reception area. They will not be permitted past the registration point and are not able to accompany candidates to the candidate waiting area or into the examination area.

## Suggested reading materials

The NMBA and Ahpra do not endorse any OSCE preparation programs.

The following reading materials may be useful to candidates:

### Professional resources:

1. NMBA [professional standards](#)
  - a. [Registered Nurse Standards for Practice](#)
  - b. [Code of Conduct](#)
  - c. [Code of Ethics](#).

### Nursing practice:

2. Hill, R., Hall, H., & Glew, P. (2017). *Fundamentals of Nursing and Midwifery: a person-centred approach to care* (3<sup>rd</sup> ed.). Sydney, NSW: Wolters Kluwer.
3. Tollefson, J. (2012). *Clinical psychomotor skills: Assessment skills for nurses*. (5<sup>th</sup> ed.). Victoria, Australia: Cengage learning.

### Health professionals' practice:

4. Australian Commission on Safety and Quality in Health Care. (2017). *National Safety and Quality Health Service Standards: Guide for Hospitals*. (2<sup>nd</sup> ed.). Sydney, NSW: Australian Commission on Safety and Quality in Health Care.
5. Australian Medicines Handbook. Purchase from: <https://shop.amh.net.au/products/digital>
6. Australian Resuscitation Council <https://resus.org.au/>
7. Forbes, H. & Watt, E. (Eds.). (2015) *Jarvis's physical examination & health assessment* (2<sup>nd</sup> ed.). Chatswood, NSW: Elsevier.
8. Hand Hygiene Australia - <https://www.hha.org.au/>
9. ISBAR tools - <https://www.vmia.vic.gov.au/tools-and-insights/tools-guides-and-kits/isbar>
10. Therapeutic Guidelines – eTG Complete. Purchase from: <https://tgldcdp.tg.org.au/products>
11. The National Safety and Quality Health Service Standards - <https://www.safetyandquality.gov.au/standards/nsqhs-standards>

# Tips for completing the OSCE

## Before the OSCE

Candidates are encouraged to familiarise themselves with the following:

- The location of the OSCE, including travel times and parking information;
- The expectations of a candidate for examination day;
- Review each section of this information booklet so that you understand the requirements for the day, particularly in regard to what to bring and what to wear;
- Review the information provided about the format of the OSCE and expectation of a candidates conduct during the OSCE;
- Review the following resources:
  - Registered nurse standards for practice;
  - Professional standards - Code of conduct for nurses and Code of ethics for nurses;
- Reference list and any recommended readings;
- List of examples of potential skills to be examined and utilise appropriate references to review skills as deemed necessary.

## On the day of the OSCE

Candidates must:

- adhere to the appropriate dress requirements;
- bring photo identification;
- arrive on time;
- allow enough time for travelling to the examination centre. Should there be any unanticipated delays in traffic or other modes of transport and to park;
- have notified the Ahpra Invigilator of any special considerations they may require during the OSCE (e.g. access to medications or food whilst in the OSCE area);

## During the OSCE

- Remember they will be assessed against that expected of an entry level registered nurse;
- Ensure they utilise the two (2) minute reading time to thoroughly read the station instructions;
- Be prepared for the use of manikins, and/or simulated patients in the examination process and ensure you treat them as you would real patients;
- listen carefully and adhere to all instructions provided;
- Avoid focusing on the completing a task alone, rather consider the clinical scenario as a whole.

## RN OSCE Candidate Rules

1. Candidates may not disclose or discuss with anyone, including instructors, information about the items or answers seen in the examination (this includes posting or discussing questions on the internet, social media, and any other online forums).
2. Candidates may not reconstruct examination items using the memory of their exam or the memory of others. Candidates may not copy or reconstruct examination items during or following their examination for any reason.
3. Candidates must not assist other candidates, including taking any action that gives or attempts to give them or another candidate an unfair advantage in the examination.
4. Candidates must not seek help from any other party in answering items (in person, by phone, text or by email) during the examination (including breaks).
5. Candidates must not allow, induce or assist any other person to present for examination in their place.
6. Candidates must not present for the examination in another candidate's place.
7. Candidates must obey and observe all proper instructions or directions given by the Ahpra Invigilator.
8. Candidates must provide reasonable assistance to any investigation by the IQNM exam team in relation to a suspected breach of RN OSCE candidate rules or any other investigation that needs to be conducted.
9. Candidates attending an RN OSCE will be provided with the necessary materials and equipment.
10. During the RN OSCE, Candidates must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches.
11. Candidates detected with any device defined in rule 10 must, upon the direction of an Ahpra Invigilator, surrender that device for inspection.
12. Candidates must not bring into or possess in the examination room any drinks or food, except under special circumstances as approved and directed by the IQNM exam team.
13. Candidates must not communicate with any other candidate while the RN OSCE is being conducted.
14. Candidates must not cause any nuisance, annoyance or interference to any other candidate during the RN OSCE.
15. Candidates must not remove any examination materials and/or responses (in any format) from the examination rooms.
16. Candidates must raise their hand if they wish to communicate with an Ahpra Invigilator.
17. Candidates must exit the station room when instructed to do so.
18. Candidates will not be permitted to leave the examination centre until advised by an Ahpra Invigilator.
19. If candidates witness any of the above behaviour, irregular or unprofessional behaviour that is in violation of the RN OSCE Candidate Rules, candidates are required to report it to the Ahpra Invigilator or the Ahpra IQNM exam team and comply with any follow up investigation. Suspicious behaviours may be reported to Ahpra IQNM exam team by emailing [IQNMexams@ahpra.gov.au](mailto:IQNMexams@ahpra.gov.au)
20. In the event Ahpra and/or NMBA determines a candidate has engaged in any of the above behaviour, candidates may face disciplinary action if involved in examination misconduct in accordance with the IQNM assessment process misconduct policy.

## On Examination day

### The RN OSCE Format

The OSCE consists of ten (10) stations, with each OSCE station running for ten (10) minutes – two (2) minutes reading time & eight (8) minutes performance time.

### Examination Station Set up

#### Patients types

The OSCE will use a variety of patient types, including simulated patients (actors), manikins or smaller pieces of equipment used to simulate part of a patient. In stations which involve demonstrating a practical skill, you may find both a simulated patient and a piece of equipment. In other stations, a simulated patient will play the role of a patient. Candidates should treat the simulated patient as you would a real patient.

#### Care settings

The OSCE stations will be set up to reflect a range of settings such as in hospital, in a general practice clinical, in an aged care setting or in a community setting.

#### Station examiners

An examiner will be in each station, their role in most stations is a strictly observational one, which includes marking your performance. Unless explicitly stated in the candidate instructions, examiners will not provide prompts during the OSCE. However, in some OSCE stations the candidate instruction may request candidates to present their findings to the examiner, in which case candidates should address the examiner to do this.

#### Station Equipment and set-up

Candidates will find each OSCE station set up to simulate a variety of clinical environments, including both acute inpatient settings, as well as community outpatient settings. All documentation and equipment that candidates will be required to use, are those common to Australian healthcare facilities. It is expected that all tasks and relevant documentation are performed in an attempt to complete the entirety of the station.

If the station requires a candidate to interact with another registered nurse, such as for second checking medicines there will be another person in the room.

Examples of charts that may be required to be familiar with are as follows:

- National Medication Charts
- [Rapid deterioration and response – Adult observation chart \(MR59A\)](#)
- Adult Observation Charts
  - [Acute](#)
  - [Long Stay](#)
  - [GP e-version](#)
- Paediatric Observation Chart
  - [Acute](#)
  - [Long Stay](#)
- Neurological observation chart
- Blood glucose record chart
- [Adult falls risk assessment chart](#)
- [Pressure care risk Assessment](#)
- [Mental health risk assessment chart](#)
- Intravenous order chart



## Rooms with Manikins

Some stations will include the use of manikins, examples of how this would be set-up within the station is shown below:





## Rooms as Hospital Suites

Some stations may be set-up to reflect that of a hospital suite as shown below:



## Rooms as GP Clinics or outpatient settings

Some stations may be set up to reflect a GP clinic or outpatient setting. The candidate instructions will include detail on the settings for the station.

### Equipment specific to the case

Any equipment that is required for candidates to complete the station will be located within the station itself.

Depending on the specifics of the scenario requirements the equipment candidates require could be displayed or accessible by being laid out on a tray or may be located in a nearby trolley or shelving unit.

## Arrival at the Examination Centre

Candidates should arrive **no more than 30 minutes prior** to the time advised their registration opens.

Upon arrival candidates should not wander around the building, candidates will see the registration desk as they enter the building and are asked to stay on the ground floor and take a seat nearby to the location of the registration table. Any candidate who is found wandering around the examination centre, other than going to the toilet, may become ineligible to undertake the examination.

The preferred entrance for candidates to use on exam day is pictured below:



The registration desk is located immediately inside the above entrance point.

## Examination Day Registration

Candidates will be guided by an Invigilator to the registration desk, here candidates will be required to provide their photographic ID and will be asked to sign in on the candidate register.



Candidates will also be asked to complete and submit a candidate terms of agreement and a candidate consent for video and audio recording

## Candidate Terms of Agreement

As a part of the registration process on the day of the examination, candidates will be required to sign a Terms of Agreement document to declare that the RN OSCE Candidate Rules have been read and understood, the content of the OSCE stations candidates participate in remain confidential and candidates will conduct themselves in a professional and ethical manner. This agreement will be witnessed by an Ahpra Invigilator on the day of the OSCE. Completing this agreement prohibits candidates from discussing any information about the OSCE with anyone else, in person, or on any form of social media.

### Video and Audio Consent form

Candidates will also be asked to complete a video and audio consent form. By using AHS, the RN OSCE will involve the recording of video and audio that may be used for both educational and research purposes by the IQNM exam team. Some of these uses may include but are not limited to;

- quality assurance of cases, examiners, and candidates,
- examiner and simulated patient training,
- feedback in the development of clinical scenarios, and
- other OSCE related materials or activities.

Video and audio recordings will be retained under strict security and in compliance with the relevant legislation. Where a recording is to be used by the IQNM exam team for educational or research purposes, faces of candidates will be blurred. By signing the consent form, candidates are not authorised access to any recordings. Access to recordings can only be granted in accordance with Ahpra policies.

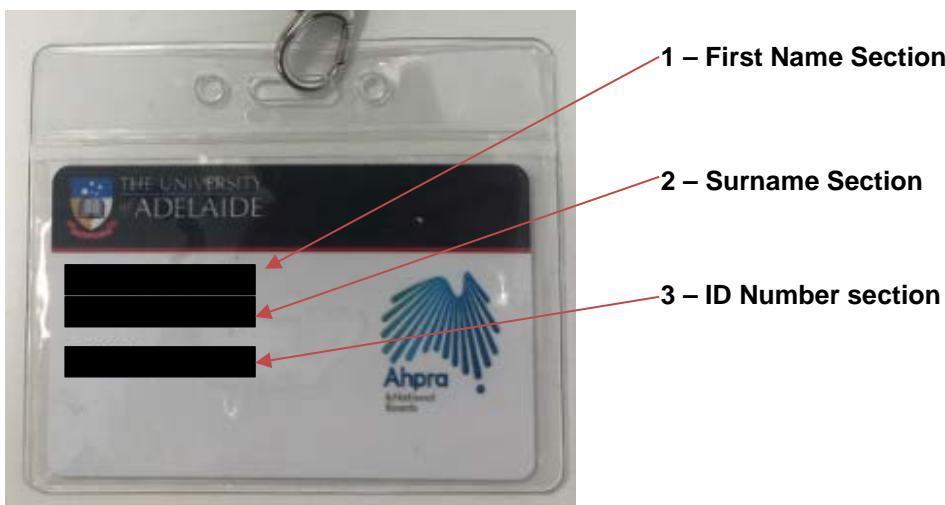
### Presentation of Phones, Tablets, Smart watches and electronic devices.

Candidates will need to present any phones, tablets, smartwatches or electronic items to the staff at registration which they will place inside an opaque plastic satchel and will seal the satchel in the presence of each candidate. This satchel will either be returned to the candidate for storage, should they have a handbag or backpack, or kept safe by the Ahpra Invigilator and will be released to candidates at the end of the examination only.

### Candidate ID Card

At registration candidates will be handed their candidate ID card, this card works to initiate the examination process at each station, as they progress through the examination. The information on the card should be identical to the information included in the booking confirmation email and the registration form you sign.

If there is any issue with the information provided on the card, please bring this up with the Ahpra Invigilator at registration.



## After registration

After all the candidates for the examination session have been registered, or the registration close time has passed; the candidate group will be guided to the candidate waiting room by an Ahpra Invigilator. Candidates will be taken through a short presentation that will include further instructions about the examination and what to expect on the day.

## Candidate Exam Day Experience

### Candidate Waiting Room

Prior to the start of the OSCE, candidates will be collected from the candidate waiting room by an Ahpra Invigilator and escorted to the examination area. The Ahpra Invigilator will be wearing an identification badge and will oversee your OSCE (making sure you get from station to station) and are available to help candidates if required during the OSCE.

When the Ahpra Invigilator collects the candidate group from the candidate waiting room, they will ask you to line up in single file. This is the order you will stay in as you progress through the examination circuit.

### Notepads and Notebooks

Candidates will be provided with a notepad or a paper notebook, on which you will see your name and IQNM identification details.

These notepads are for candidates to record any notes, should they need to do so during the two (2) minutes of reading time, outside of the station. Once inside the room, candidates should utilise the Blue folder (or patient record folder) within the room to record any relevant details. Below is an example of a Blue Patient record folder:



As candidates progress through the examination, they are asked to leave any notes made in relation to case scenario with the examiner as they leave the room.



### On the examination circuit

Each room on the examination will be allocated a letter from A-J. Each candidate will be allocated to one of these stations as their starting station. Each station can be identified by the letter as found above the door to each station (see picture below).



As the candidate group are led onto the circuit, the Ahpra invigilator will call out the letters of each station as they pass. Please remain at the station as directed by the Ahpra invigilator, as this is your starting station.



## During the Examination

Outside each station there will be a chair in front of a small screen.

The screen will be where the candidate instructions for the station will be displayed. Candidates are required to read this information very carefully as it explains what will be required to do in the scenario. This is the critical information needed to complete the station successfully.

Please take a seat, an announcement will be made when candidates are able to sign into the examination system using their ID card. When this announcement is made scan the ID card on the black box next to the screen. It's here that the reading material will be displayed for the station, an example of the screen is included below:



Once the two (2) minutes reading time is finished, candidates will hear a second bell, this signifies candidates may now enter the room and proceed with the station. Doors into each station will be closed, please stand and **slide the door** to the left or right (to open).

There will be a short bell at the six (6) minute mark, this is to signify that there is now only two (2) minutes of interaction time left for the station.

At the end of the eight (8) minutes of interaction time, there will be a bell and an announcement informing to inform candidates that their time for this station has finished, and it is time to move on to the next station. Please do so immediately, ensuring to leave any notes made during the station inside the room with the examiner before exiting.

Upon exiting, candidates should progress directly to the next station. An announcement will be made when they are able to scan onto the next screen for your next set of instructions.

Candidates should note the following in relation to the end of a station:

- Candidates that are unable to complete the station in the allocated time frame, they will not be able to have any more time. Candidates should stop what they are doing and move to the next station.
- Candidates that finish the station before the completion of the allocated time will be required to remain in the station room until the final announcement has been made to move. Candidates may not talk with anyone who is in the room during this time.

## Candidate assistance during the OSCE

Candidates that require any help (such as feeling unwell or need to go to the bathroom) during the OSCE or are unable to continue the OSCE, should remain at the door of the station, raise their hand and an Ahpra Invigilator will assist them.

If the candidates are in a station room and unable to continue attempting the station, they should inform the examiner and must remain in the station until changeover time. When the announcement for the end of the station occurs, the candidate should exit the station, raise their hand and wait to be assisted by an Ahpra Invigilator.

If you are able to continue the OSCE, you will enter at the station you are scheduled for at that time. This means you may miss a station/s and you will not be able to make up any stations missed.

## Candidate behaviour during the OSCE

It is expected that candidates will behave in a professional manner at all times while you are within the examination centre and during the OSCE, adhering to the Nursing and Midwifery Board of Australia (NMBA) professional standards, which define the practice and behaviour of nurses practicing in Australia. These standards include the [Registered nurse standards for practice](#) and [Professional standards - Code of conduct for nurses](#) and [Code of ethics for nurses](#).

It is recommended that candidates are familiar with these documents prior to attending the OSCE. Adherence to behaviour and conduct in line with the professional standards, will ensure the safety of the candidates and the simulated patient during the OSCE.

Deviation in practice from the professional standards during the OSCE may result in the examiner and/or chief examiner asking the candidate to discontinue what they are doing prior to completion of the OSCE. Behaviour that may lead to discontinuation of the OSCE includes, but is not limited to, the following:

- the simulated patient feeling unsafe as a result of a candidate's behaviour/actions, or
- the examiner deeming a candidate's behaviour to be unsafe, or not professional.

If the candidate has been asked to discontinue the OSCE due to unprofessional behaviour, they will not be allowed to recommence the examination until further discussion with the OSCE chief examiner occurs and may result in being removed from the examination altogether.

The simulated patient may also request that candidates do not perform a certain task if they are feeling unsafe in anyway. If this occurs, the station examiner will indicate if the candidate is able to continue and complete the station. Candidates will be required to adjust their practice to ensure the simulated patient is no longer feeling unsafe. If the candidate does not adjust their practice, and the simulated patient continues to feel unsafe, the candidate will be discontinued from the OSCE.

## After the examination has finished

After candidates have progressed through all ten (10) stations and the examination has finished, they will be asked to do the following:

- Leave the pen, notepad/notebook and ID card on the chair located outside the station have just exited
- Follow the Ahpra Invigilator as they lead the candidate group back to the candidate waiting room.
- Listen to the post examination candidate briefing (approx. 5 mins)
- Be prepared to be escorted from the examination centre
- Follow the Ahpra Invigilator as they escort the candidate group from the building.

As candidates exit the building, they may open the satchels and access their personal belongings. However, please note that confidentiality still applies, and no exam related information should be shared with any other person.

**Please note:** Some candidates may be held after their examination until all examination session candidates for the day have been registered. Those candidate groups will be provided with water and snacks during this period.

## After the examination

### Reporting an incident

Special consideration may be considered where a candidate was unable to attend or complete their scheduled OSCE due to exceptional circumstances beyond their control. Only those candidates who can demonstrate that they have reasons beyond their control are eligible for special consideration.

- acute illness or injury (such as hospital admission, onset of serious illness)
- loss or bereavement (such as death of close family member)
- hardship or trauma (such as being a victim of crime, severe disruption to domestic life)
- unforeseen call-up for service (such as military service, court appearance, Jury service, emergency service)
- work commitments and circumstances beyond their control (a letter on company/organisation letterhead from an employer confirming this must be provided)
- religious convictions (a letter from a religious leader must accompany the application)
- natural disaster, bomb threat or similar such event necessitating the evacuation of the exam centre

Candidates must submit a request for special consideration in writing, prior to or within seven (7) calendar days following the scheduled OSCE. Relevant documentary evidence of the exceptional circumstances beyond their control must be included in the request

More information can be found in the Reasonable adjustments and special consideration for examinations policy on the [NMBA IQNM Examination webpage](#).

### Marking the OSCE

Each OSCE station is marked by a trained and qualified examiner, using evidence-based assessment criteria matched specifically to the scenario. Assessment criteria have been mapped to the Registered Nurse Standards for Practice and referenced against those listed in the recommended readings section.

The examiner will be marking each candidate's performance during and at the conclusion of the station.

### Release of results

Results will be released within eight (8) weeks of the examination date taking place. Candidates will receive an email communication which will include a formal notification of their result and the next steps they will need to undertake.

Results are not able to be delivered to candidates immediately as they need to be calculated and ratified by the RN OSCE Examination Committee before being released to candidates.

**Please note:** This communication will be sent to the email address given to Ahpra at the point of registering for the OSCE.

### Successful Candidates

Candidates who successful in the RN OSCE are able to progress with their IQNM journey and may now apply to Ahpra for registration with the NMBA. In this instance your candidate IQNM dashboard will update to identify your next steps in relation to this process.



## Unsuccessful candidates

### Resitting the Examination

Candidates who are unsuccessful in the RN-OSCE are able to re-sit the OSCE. Candidates choosing to re-sit the RN OSCE after receiving a fail examination result should:

- Pay another OSCE fee via the IQNM dashboard.
- Receive the Booking Selection email communication from the IQNM exam team.
- If required submit any reasonable adjustments requests via email: [IQNMexams@Ahpra.gov.au](mailto:IQNMexams@Ahpra.gov.au) to the IQNM exam team for processing
- Confirm the preferred new examination date with the IQNM exam team.
- Receive and review the candidate booking confirmation letter.

**Please note:** Candidates who fail and want to re-sit the OSCE must wait for at least one exam cycle before re-scheduling their exam.

### Examination Procedural Review

A candidate may apply for a procedural review of their OSCE in the following circumstances:

- the procedural requirements and instructions, as specified in the candidate handbooks provided to candidates were not followed to a significant extent,
- the procedural requirements and instructions, as specified in email correspondence provided to candidates were not followed to a significant extent, or
- the candidate's performance was adversely affected by significant deficiencies in the examination procedures beyond the control of the candidate.

The following matters are not reasons for seeking a procedural review:

- disagreement with the standards set by the NMBA for the examination in the candidate handbook
- disagreement with the mark or grade awarded to a candidate for an examination or for any section of the examination, or
- personal or other reasons that impacted on the candidate's ability to undertake or prepare sufficiently for an examination.

The procedural review process may involve three stages; an initial assessment, an internal review and an external review.

- Candidates must apply for a procedural review within 28 calendar days from the date of being advised of their examination result.
- Candidates must pay the initial assessment fee before the application can be considered.

To apply for an examination procedural review, candidates should email the IQNM exam team and request an application form be provided.

More information regarding [Examination Procedural Review Policy](#) can be found on the NMBA website