

## Level 3 Diploma in Veterinary Nursing

### Patient-based assessment - Examiner script

This document has been designed to support the Patient-based assessment for Veterinary Nursing.  
The key below indicates how the document is structured:

Key	
<b>Actions/next steps</b>	Something the examiner may need to carry out/check before they move on to the next part of the script
<b>Section headers</b>	A chance to pause before the next part of the script
<b>Script</b>	The part of the document which should be read out in full to the candidate

## Start the recording

### Introduction

*"Hello, good morning/good afternoon, how are you?"*

*"Please be aware we are now recording this assessment."*

*My name is [Insert Examiner 1 name] from City & Guilds and I'm going to be carrying out your Patient Based Assessment (PBA) today for Veterinary Nursing.*

*Also, on this session is my colleague [Insert Examiner 2 name] who will be assisting me, if I need to share any information on screen. Should I experience any technical difficulties then [Insert Examiner 2 name] may step in to help.*

### ID Check

*Before we start, I need to confirm your identity:*

- *Please could you confirm your name;*  
*and*
- *Please could you now present your photo ID to the camera to allow me to authenticate your identity.*

*For quality assurance purposes, I am going to confirm that the date is [Insert date] and the time is [Insert time].*

### Initial Checks

*Before we begin do you have some water or something to drink with you? There won't be any breaks and you may get thirsty after you've talked for a while*

## Give candidate time to get a drink if necessary

- *Please can you confirm that your mobile is switched off and is not in the room.*  
*and*
- *Can you confirm that you are somewhere where you won't be interrupted?*

**If satisfied with candidate response please move on, please ask them to move to a suitable location or remove their mobile from the room if required.**

### 360 room check

*I will now need to carry out a full 360 room check. Please can you move the webcam around to the room to show me:*

- *your surroundings immediately in front of and behind the device you are using, including the desk or table;*
- *that there is no other person present in the room;*
- *that the area around your device is clear*

**Please ask the candidate to show the room in full again if this is not done correctly/fully the first time.**

- *Please can you confirm to the camera for me that you are not wearing any audio device (hearing aids are permitted);*
- *Please could you also confirm the equipment that you have in the room with you for your exam today?*

**If any unauthorised equipment is present (e.g gloves, radiography machine etc..) please ask candidate to remove if possible or, if equipment is located in room to move to another room if possible.**

**Once you are happy with the room and exam conditions...**

### Assessment instructions

*Have you had a meeting over the internet or used FaceTime/ WhatsApp video call before?*

**If the answer is no, reassure the candidate by saying that it can sometimes feel a little more awkward at first – especially if you see your face on screen**

*I'm now going to read out some information about your assessment today so that I know all candidates hear the same thing from me:*

- *Remember that you are taking this assessment because your college or training provider has confirmed you are eligible to undertake this PBA.*
- *If you experience any technical issues or are unable to hear me at any point, please let us know.*
- *My questions are to help me understand more about what you've learnt. They are not to catch you out and there aren't any trick questions.*
- *If you want to write anything down while we're talking or if you want to refer to your cases reports or supplementary evidence, you may do so if you wish.*
- *Please ask me to repeat a question if you don't hear it properly or don't understand it. I will try to rephrase it.*
- *Some of the questions I ask, might feel similar. I've used the work you've submitted to help set my questions. It doesn't mean that you haven't answered the points in your work,*
- *I'll be looking down from time to time to write notes so I can remember your answers. Please be patient if I can't make eye contact with you all the time.*
- *One of the things that's important to point out, is that I'm not allowed to give you feedback at any point.*
- *I also won't be able to give you any indication on whether you've passed or failed the assessment.*

- We have 45 minutes set aside for this PBA. You should not infer anything positive or negative from how long our discussion lasts.
- If you have connection problems at any time, you might need to log back in. If we have recurrent problems, I will contact City & Guilds for help.

*Please could you now confirm that you are fit and well to sit the assessment today?*

### **Allow candidate to confirm 'Yes'**

*Thank you. If you do feel unwell during the assessment, then please let me know and we can take a short break if needed. If you are unable to continue, then I will end the assessment and notify City & Guilds.*

### **Candidate declaration**

*Finally, before we start your assessment, I need you to complete the candidate declaration.*

### **Ask Examiner 2 to share the candidate declaration slide on screen**

*Please could you read aloud the declaration showing on the screen.*

### **Allow candidate to read the candidate declaration aloud**

*Thank you. If you are ready, I'll begin the assessment.*

### **Begin your timer**

### **Ending the PBA**

#### **Pause your timer**

*You have now reached the end of your PBA*

#### **If time is still remaining:**

*I have paused the timer, you currently have [Insert minutes] remaining.*

#### **If questions remain unanswered:**

*You have not provided an answer for questions [Insert outstanding questions]. Would you like to revisit these now?*

#### **If time is remaining, but no unanswered questions:**

*Do you wish to review any of your answers?*

#### **If yes, go back and review, remember to restart the timer. If no:**

*Please confirm that you are happy to end your PBA here. Once you confirm this, you will be unable to revisit any questions.*

*Thank you for completing your assessment today. Just a reminder that I am unable to provide any feedback or give you any indication of your grade today. You will receive your result from your college or training provider as per the published timescales.*

*I will now stop the recording and you are free to leave the call.*

### **Stop recording**