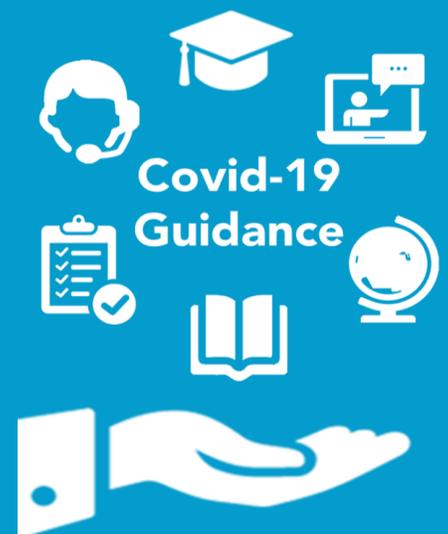


Veterinary Nursing Patient-based Assessment (VN-PBA) Centre Guidance

Version 1.2, October 2020



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Introduction

The VN-PBA is an alternative approach (mitigation) to the Objective Structured Clinical Examination (OSCE).

The VN-PBA has been designed specifically by the Royal College of Veterinary Surgeons (RCVS) as an alternative examination to the OSCE to be used during the Covid-19 pandemic by an Awarding Organisation (AO).

Please note, the support resources and guidance documents available are applicable to City & Guilds Veterinary Nursing PBA candidates only.

Candidate eligibility

Candidates are required to present case reports, along with supporting evidence, to demonstrate how they have met the Day One Competences and Skills (DOS).

Eligible candidates will undertake a detailed and structured discussion about their involvement with the cases, as showcased in their portfolio. The outcome of the discussion will determine whether they can be awarded their OSCE assessment unit, which then enables them to claim the full qualification certificate and subsequently apply to join the RCVS Register of Veterinary Nurses.

To be eligible to apply to enter the VN-PBA, the candidate must:

- Be registered on either 7457-03/13/23/33 City & Guilds veterinary nursing qualification
- Be actively enrolled with the RCVS
- Have intended to sit their OSCE assessments by 31 July 2020 (March and June OSCE series)
- Have completed all work-based assessments of the DOS and have had the evidence quality assured
- Have passed all other examinations required by City & Guilds
- Have completed or made significant progress towards the completion of the minimum period of education and practical training outlined in schedule 1 of the RCVS VN Registration Rules
- Have their examination application supported by their centre
- Have access to a suitable computer with audio, webcam, and good stable internet connectivity
- Have access to a quiet place, free from disruptions and distractions
- Be able to provide a valid form of ID (e.g. current/in date passport or photo driving license) on the day of the examination.

In addition to the above, centres are reminded that the [Nursing Progress Log](#) (NPL) must be fully completed by the candidate and internally quality assured.

Where the centre is unable to confirm that all eligibility criteria is met, the candidate will not be permitted to complete the PBA.

The RCVS has produced a detailed student handbook containing information about the criteria and process for the PBA, which is available from the [RCVS website](#).

There is also a centre handbook which is available directly from the RCVS or City & Guilds upon request. This document is strictly confidential and must not be shared with candidates.

Before putting forward any candidates, centres must ensure that these key documents are read in full and understood. Please contact the RCVS Veterinary Nursing Department for advice and guidance on any queries on this adapted assessment at VNPBA@rcvs.org.uk.

Further information is also available the City & Guilds [website](#).

Key dates and information

PBA Phase 1 Timetable

Candidates eligible for Phase 1 are those who were booked onto the March 2020 OSCE series which was subsequently cancelled.

The timetable below sets out the process for candidate entry, submission of evidence and when to expect assessment to take place.

Key activity	Date
Booking forms sent to centres	Friday 03 July 2020
Deadline for centres to return booking confirmations	Midday, Friday 17 July 2020
Acknowledgement of candidate applications	W/C Monday 20 July 2020
Confirmation of candidate VN-PBA date and time	W/C Monday 10 August 2020
Window opens for submission of case reports	Friday 21 August 2020
Deadline for submission of case reports	Friday 28 August 2020
VN-PBA window opens	Tuesday 01 September 2020
VN-PBA window closes	Sunday 25 October 2020
Results Day (Provisional)	Monday 23 November 2020

PBA Phase 2 Timetable

Candidates eligible for Phase 2 are those who intended to complete their assessment by 31 July 2020, and who would have entered the June OSCE series, plus candidates who were withdrawn in phase 1 due to GDPR

The timetable below sets out the process for candidate entry, submission of evidence and when to expect assessment to take place.

Key activity	Date
Booking forms sent to centres	Monday 27 July 2020
Deadline for centres to return booking confirmations	Midday, Monday 10 August 2020
Acknowledgement of candidate applications	W/C Monday 17 August 2020
Confirmation of candidate VN-PBA date and time	W/C Monday 5 October 2020
Window opens for submission of case reports	Monday 12 October 2020
Deadline for submission of case reports	Friday 23 October 2020
VN-PBA window opens	Monday 2 November 2020
VN-PBA window closes	Sunday 20 December 2020
Results Day (Provisional)	Monday 18 January 2021

These timetables may be revised, so please check our [website](#) regularly for updates.



OSCE assessments

City & Guilds and centres have a duty to ensure those candidates disadvantaged by Covid-19 but not eligible for the PBA can complete their assessments as soon as possible.

A recognition agreement is now in place with both Central Qualifications (CQ) and Vet Skill Limited (VetSkill) which are approved by the RCVS. These agreements offer increased flexibility to candidates who are keen to complete the OSCE and supports candidate progression.

This means that centres can choose to enter their candidates for the OSCE with either City & Guilds, CQ or VetSkill. Once the candidate has passed the OSCE they can be awarded their City & Guilds Level 3 Diploma in Veterinary Nursing qualification. This applies to all candidates completing the diploma.

The recognition agreements also mean that apprentices who need to complete an end-point assessment (EPA), can do so with their chosen End-point Assessment Organisation (EPAO). Please remember that City & Guilds is not an EPAO, and therefore candidates who need to complete an OSCE as part of the EPA must complete this with either CQ or VetSkill (at the point of publication). Please check the Government [website](#) for the Register of End-point Assessment Organisations.

Details on how to claim the OSCE achievement with City & Guilds via a proxy unit on Walled Garden will be released later in the year. OSCE entry fees for diploma and apprenticeship candidates will be set by the respective AO / EPAO. City & Guilds does not have any involvement in the fees charged by alternative AOs. Fees will need to be paid directly to the respective AO.

Covid-safe OSCEs

As part of the planning for Covid-safe OSCEs, we are working with our current hosting venues to identify suitable dates to run these events, in line with Government guidelines.

To minimise the risk to both candidates and our examiners, we will be offering a reduced number of entries per window, per location. This does mean that we are unable to provide the level of flexibility previously offered for the allocation of candidates to their nearest centres, within any given window.

Dates and guidance will be provided to centres and candidates on our website [here](#), including those for social distancing, appropriate PPE etc.

PBA fees

The entry fee for Phase 1 and Phase 2 is as follows:

Series	Fee
VN-PBA Phase 1 entry fee	£225.70 per candidate
VN-PBA Phase 2 entry fee	£225.70 per candidate

Please note, for centres who already booked candidates onto the March 2020 OSCE and have been charged, no extra cost will be incurred.

Cancellation fees

City & Guilds is unlikely to make any profit from delivering the PBA. Unfortunately, we may need to charge cancellation and/or additional administration fees to ensure we can recompense our Examiners fairly.

Scenario	Fees and conditions
Withdrawal of candidate more than five working days prior to the confirmed PBA.	This will not count as an attempt. Refund issued for PBA entry fee minus £75 administration charge.
Withdraw of candidate within five working days or less of their confirmed PBA, including withdrawal following GDPR breach.	This will count as an attempt and the full £225.70 entry fee will be applicable. No refund will be issued. The centre may re-enter the candidate in the next phase (if available) or for the next available OSCE for the full fee.
Centre/candidate requests the PBA is rescheduled more than five working days prior to the confirmed PBA.	£50 administration charge. PBA will be rescheduled for a later date within the same phase where possible. This will not count as an attempt.
Centre/candidate requests the PBA is rescheduled within five working days or less of their confirmed PBA.	£75 administration charge. PBA will be rescheduled for a later date within the same phase where possible. This will not count as an attempt.
Cancellation of PBA by candidate/centre on the day of the PBA due to technical issues etc.	£100 administration charge. PBA will be rescheduled for a later date within the same phase where possible. This will not count as an attempt.
Cancellation of PBA by City & Guilds and/or Examiner.	No charge. PBA will be rescheduled for a later date within the same phase where possible. This will not count as an attempt.

Case reports and supporting evidence

The RCVS have provided guidance in their handbooks as to the level of supplementary evidence required. This should relate to the cases that the candidate has provided information for within their submission document. This should be evidence that shows the skills that the candidate has used as part of that case. Extraneous evidence such as practice guidelines are not considered necessary for the discussion and should not be included.

In addition to the case reports and supplementary evidence, please also upload the entrustability document for each candidate. There is one each for the different pathways (small animal and equine) and these can be found in the "RCVS documents" tab.

Evidence checklist

To aid centres in ensuring all required evidence is correct and submitted to the portal, we have created the following checklist:

Checklist	Confirmed
Case reports provided cover all DOS.	
All supplementary evidence provided by candidate including x-rays.	
All evidence free from personal/sensitive data.	
Candidate submission form completed.	
All case reports and evidence saved using the required naming conventions.	
Entrustability documents submitted to the portal.	
All case reports submitted to the portal.	
All supplementary evidence submitted to the portal.	
Candidate submission form submitted to the portal.	

Acceptable evidence

The case reports provided by the candidate should include only cases that they were involved with since 1 June 2019. This may include, but is not limited to, cases that are recorded in the Day One Skills recording tool. A sample of the DOS is being assessed and the case reports should cover the areas that the DOS have been grouped into.

Using the template provided by the RCVS, case reports should provide a brief overview of the case (preferably less than 300 words) and ideally this will cover more than one clinical procedure/nursing intervention. For example, the candidate may submit one case report where they have X-rayed a patient, applied a bandage and administered analgesia.

Supporting evidence such as original care plans, laboratory reports and standard operating procedures can be submitted as supporting evidence to the case reports. Please be aware that the RCVS require all supporting evidence to be original documents with the candidate's entries clearly highlighted, and any supporting evidence recreated retrospectively will be discounted.



Please be mindful of the number of documents being uploaded. Supplementary evidence should be grouped into one PDF rather than several one-page documents and must be cross-referenced to more than one DOS, or all DOS if applicable. Centres must also provide a completed submission document (pathway specific) including the tracking matrix to reference and confirm which DOS have been covered.

The RCVS have encouraged candidates to provide a range of supporting supplementary evidence such as case notes, radiographs and care plans. Supplementary evidence relates to the case and not the candidate's ability to nurse the case. However, candidates are not expected to provide excessive detail (e.g. the list of equipment used and how each was prepared).

If an examiner believes that excessive or unnecessary evidence has been included and it will take them longer than expected to review, or that the evidence is difficult to understand, we will contact the centre. Please be aware that these scenarios could result in the PBA being delayed, cancelled or an additional fee charged to cover Examiner time.

Please ensure if candidates are using video recordings to form part of their evidence, that the submission form includes timestamps to indicate where the DOS is being covered. It is important to note that evidence uploaded to the Quality Delivery Portal (QDP) must not exceed 150MB.

Nursing Progress Log (NPL)

Examiners are required to review the NPL entries against the DOS where they are unsure that a domain has been sufficiently evidenced. The NPL entries will help our examiners to ascertain if the candidate has a good understanding of the skill requirements.

It is a requirement for entry to the PBA that the NPL has been fully completed by the candidate and internally quality assured. If an examiner finds any issues with the NPL for a candidate, or there is insufficient evidence to support the DOS, then that candidate will be withdrawn from their PBA.

GDPR requirements

It is primarily the responsibility of the candidate and their employer/practice to ensure compliance with the General Data Protection Regulation (GDPR).

A candidate who provided personal client information within the PBA submission is a breach of GDPR. Candidates preparing to enter a professional register are expected to follow all relevant legislation and should be aware of the consequences of not doing so.

Candidates **must** ensure all personal and/or sensitive client details are removed from all case reports and evidence submitted. The employer/practice and the centres **must** also ensure, prior to uploading any evidence to the QDP, that the candidate has not breached GDPR. Centres should instruct the candidate to redact any personal/sensitive details from the evidence in any instance they identify as a breach in GDPR.

Personal/sensitive data is information that relates to an identified or identifiable individual, and may include:

- Full name and/or legible signature
- Residential or commercial address
- Telephone number
- Email address
- Insurance policy number
- Microchip number

Where an examiner identifies a breach in GDPR in the evidence provided, the following action will then be taken by City & Guilds:

1. The examiner will contact City & Guilds to notify us of the potential breach, informing us of the evidence we need to review.
2. A member of the team will check the evidence to confirm whether there has been a breach. Where confirmed, we will then cancel the PBA.
3. City & Guilds will contact the centre directly and withdraw the candidate.
4. City & Guilds will inform the RCVS of the data breach, including candidate and centre details.

These steps are also requirements set by the RCVS.

Centres will not be able to make checks to any evidence once the submission window for the series has closed, as candidates are not visible to centres outside of this window. Any evidence found containing sensitive or identifiable information has already breached GDPR, so the candidate will not be permitted to make amendments and will be withdrawn.

Candidates are not permitted to complete the assessment within the same phase. However may be re-entered by the centre for the next phase (applicable to Phase 1 only) or the next available OSCE for an additional fee. No refund will be issued where there has been a withdrawal due to a GDPR breach.

Please be aware that whilst we will endeavour to provide as much notice as possible where the PBA is cancelled due to a GDPR breach, we are reliant upon the Examiners notifying us of any breaches, meaning there may be situations where a PBA is cancelled at very short notice. Unfortunately, this is out of our control.

Should centres have any questions or require any further guidance relating to the GDPR requirements, please contact the RCVS directly via ynpba@rcvs.org.uk or their own GDPR officer.

Submitting case reports and evidence

All case study evidence will be uploaded on to the City & Guilds Quality Delivery Portal (QDP). The timeline for each phase will provide details of when the submission window opens and closes.

All documentation should be clearly named so that as it indicates what evidence it contains and the criteria it relates to and so it is clear to both City & Guilds and our examiners. The case report submission form should be one document. Either word or PDF documentation is acceptable.

Supplementary evidence documents should be separate and clearly identifiable as to what they relate to. Candidates should follow their practice policy with regards to GDPR for redaction of identifying information.

While candidates should provide a range of evidence, centres should ensure candidates do not provided an excessive amount of evidence. Candidates should be reminded that case reports should be concise and supplementary evidence must be relevant to the DOS covered.

Is there a naming convention for files?

The candidate's name must be in the file name and it must be consistent throughout. Where possible, supplementary evidence can also indicate which case report(s) it relates to. The following examples are for illustrative purposes only:

- **JBloggs_Case_Report_Submission_Form**
- **JBloggs_Legislation_DOS_1.1_Case_Report_01**

A clear naming convention or referencing tool **must** be applied, which when viewed alongside the submission form, allows the Examiner to locate the cross-referenced file(s) easily. Evidence found not meeting this requirement will result in the PBA being postponed and the centre will have to correct it before the PBA can take place.

What would be considered as a good range of evidence?

A good range of evidence may include, but is not limited to:

- Well completed hospitalisation charts
- Good anaesthetic monitoring charts
- Clear radiographs
- One or two SOPs (where specifically referred to within the cases)
- Care plans
- Admission forms (where these have been completed by the candidate and show additional information not just the signed consent).

What is the preferred format for the evidence to be uploaded?

We recommend that supplementary evidence for each case report is uploaded as a single attachment (e.g. collated into a Word Document or PDF). This is so that it is clear to the Examiner which evidence relates to which case report.

What would be considered as an excessive amount of evidence?

As above, the preference from Examiners is for one document to be uploaded per case report including all supplementary evidence (i.e. for 8 case reports there would be 8 pieces of supplementary evidence). Where a piece of evidence is relevant to multiple case reports, this can be cross-referenced rather than submitted multiple times.

For example, there were 8 case reports each with 10 different pieces of evidence including the same pieces of evidence multiple times, this would be considered excessive. Examiners have recommended 4 to 5 pieces of evidence per case report as sufficient.

What would be considered an irrelevant piece of evidence to support a case report?

Where evidence does not support the candidate's ability in the case or does not provide an indication of their ability, this would not be relevant. For example, a disinfectant label would not be considered relevant unless the candidate is specifically explaining how barrier nursing protocols are different from routine disinfection.

Case reports should only reflect what the candidate has done themselves. Examiners do not need to know the patient's history, only the information that is important to the actual case.

How should documents be redacted?

Candidates should ensure any identifiable information is covered or removed from submissions. This should be done by any means available to the candidate. It is not sufficient to strike-through information with a thin pen, as this information would still be clearly visible.

Where this is done using a marker-pen and the evidence then scanned, candidates should be aware that there have been instances where redacted information is still visible due to the light from the scanner. We recommend if this method of redaction is used, that candidates place additional sheets of paper behind the document to stop light coming through causing the printed ink to become visible.

All documents should be checked prior to submission that sensitive information is not visible and attempts to make redactions have been successful. Once the assessment window has closed, the GDPR breach will have occurred so it is extremely important that centres ensure no personal/sensitive information is visible on the electronic copies.

Note: Centres will not be given the opportunity to amend any evidence or make further redactions once the submission window has closed

Using the Quality Delivery Portal (QDP)

Initial access to the Quality Delivery Portal (QDP) is only granted by the OSCE Admin team as part of the booking process for the VN-PBA and candidates will only be visible to the centre whilst the submission window is open.

Via the QDP, a username and password to allow access will be sent to the primary contact for each centre. Access can be arranged for additional centre staff upon request.

The QDP activation email will come from Learning Assistant (notifications@learningassistant.com) and will be titled **Welcome to Quality Delivery Portal on Learning Assistant**. The email will expire after 48 hours, so it is important to regularly check email junk folders if this is not received. If the link does expire and is no longer valid, then please contact our OSCE Admin team to have this reissued.

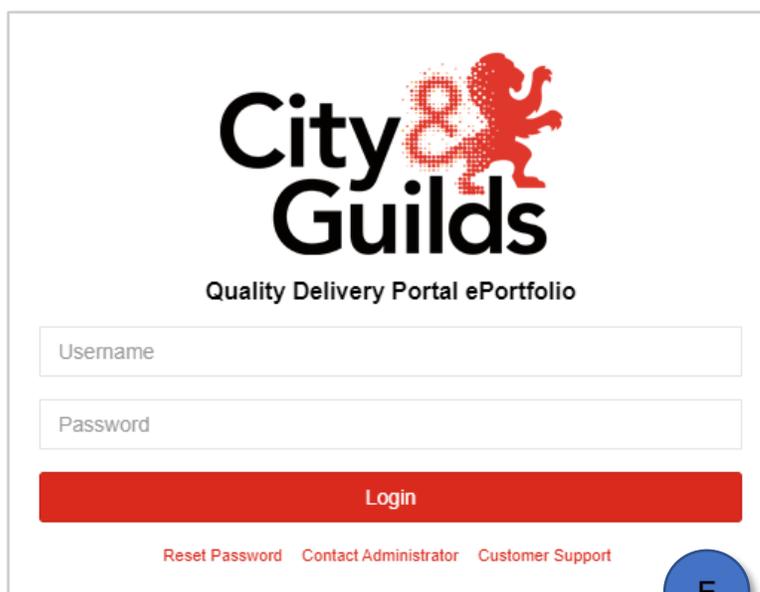
The guidance below is designed to inform centres how to:

- Access the QDP Portal; and
- Upload case reports and supplementary evidence in preparation for the PBA.

Accessing the QPD for the first time

Step 1:

- Initial access to the QDP e-Portfolio is only granted by the OSCE Admin Team, as part of the booking process for the VN-PBA.
- Via the QDP, you will be sent a username and password. (Please check the Junk folder in case it has been sent there).
- Important: this activation email will expire after 48 hours.
If the link is no longer valid, then please contact the OSCE Admin Team on VeterinaryNursing@cityandguilds.com.
- The recommended browser is **Google Chrome**.
- An example of the login page.



Step 2:

- F. When accessing the QDP for the first time, you must read and accept the terms and conditions.
- G. You need only accept these once.

Terms and Conditions

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Step 3:

- H. Once accepted, a new window will launch prompting you to change your password.
- I. You can now access the 'QPD e-Portfolio'.

Reset your password

To change your current password, enter a new password and confirm.

New Password

Confirm Password

[Reset Password](#)

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Login/Logout

Step 1:

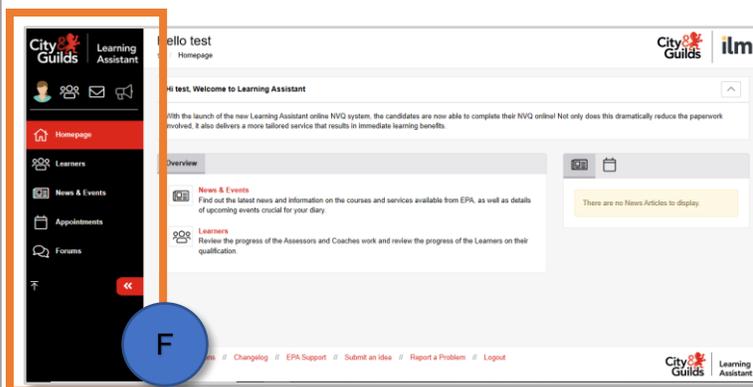
- A. To launch the 'QDP e-Portfolio', paste the URL link into your browser.
- B. The recommended browser is **Google Chrome**.
- C. Enter the username and password
- D. Click Login.

<https://system.learningassistant.com/QDP/>

A

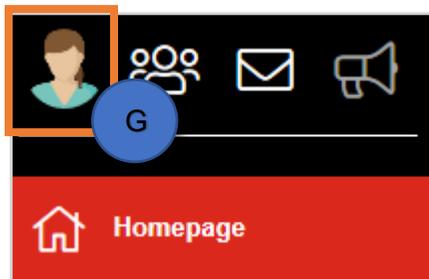
Step 2:

- E. The homepage will launch.
- F. Using the toolbar on the left-hand side, you can navigate around the system



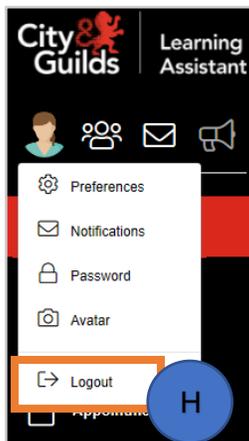
Step 3:

- G. To log out, click on the Avatar at the top of the toolbar.



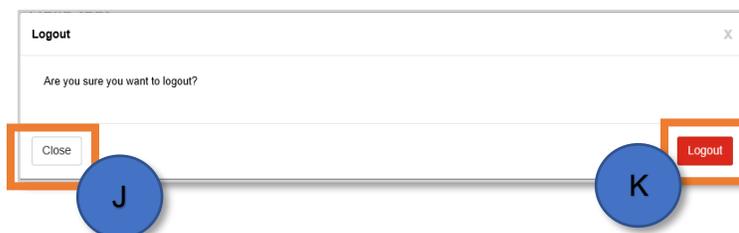
Step 4:

H. Click 'Logout'



Step 5:

- I. A new window will launch asking you to confirm that you want to log out.
- J. Click '**Close**' if you have changed your mind.
- K. Click '**Logout**' if you do wish to close the system.



Uploading PBA case reports and evidence

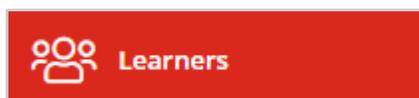
IMPORTANT

You can continue to make amendments in the evidence folder until the submission window closes.

Once the submission window has closed, candidates will no longer be visible on the QPD.

Step 1:

- A. From the 'Homepage' scroll and click on 'Learners'.

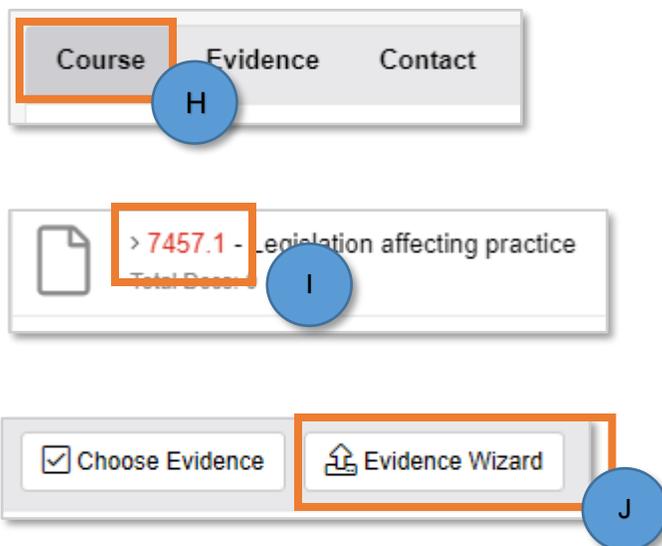


- B. To search for a learner, enter their name in the 'Learner' field.
 C. As you type, the system will start to list potential matches.
 D. Alternatively, you can search by 'Course', 'Company' or just by clicking 'Search Learners'.
 E. If you click 'Search Learners' only, the results will show a full list of the candidate names.

Tip: Ensure that 'Learner Status' is 'Active'.

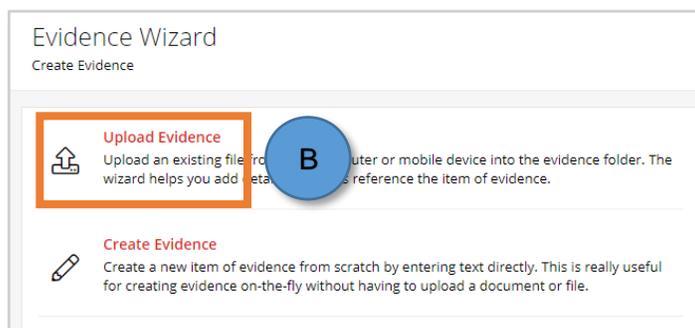
- F. When the learner has been found, their details will show below.
 G. Click on their name (in red) and a new window will launch.

- H. The system automatically launches to the Course tab.
- I. Scroll and click on the relevant domain (**in red**).
- J. Look to the right and click on 'Evidence Wizard'.

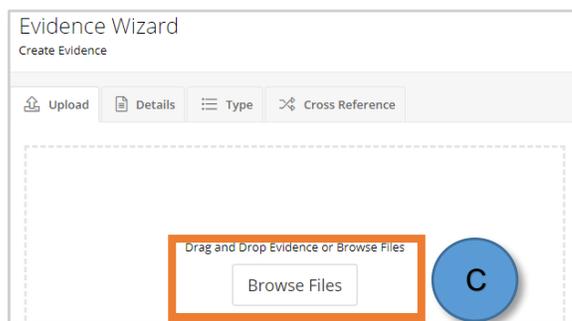


Step 2:

- A. Evidence Wizard will launch a new window.
- B. Click on 'Upload Evidence'.

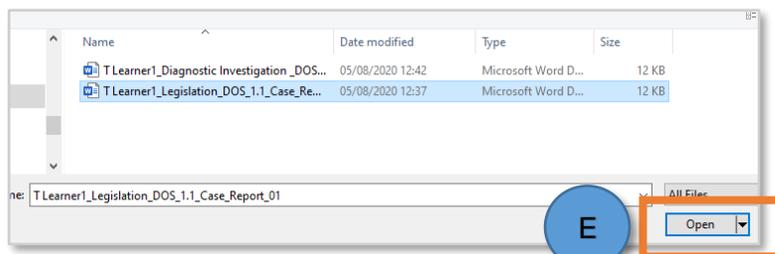


- C. Click on 'Browse File'. Or drag and drop files in the area



- D. Select the file to be uploaded.
- E. Click on 'Open'.

Note: Only files up to 150MB can be uploaded.



F. Under '**Uploaded Files**', you will see the file uploaded.
 G. If this is the wrong file, then click on the bin icon to delete.

H. Click '**Details**' tab.
 I. In the 'Title' field, name the file so that it is clear to the Examiner which file it is.

A clear naming convention or referencing tool must be used when naming files.
 It must also be applied consistently to all case reports and supplementary evidence.
 The following examples are for illustrative purposes only.
A candidate's name in the file name.
E.g. JBloggs_Case_Report_Submission_Form
Supplementary evidence which indicates the case report it relates to.
E.g. JBloggs_Legislation_DOS_1.1_Case_Report_01

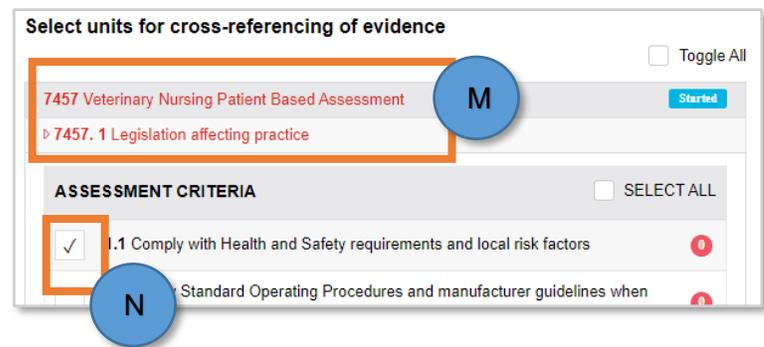
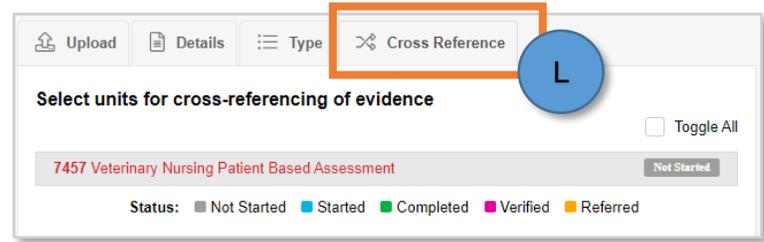
J. Click '**Type**' tab.
 K. Tick '**EoE – Examination of Evidence**'.

- L. Click 'Cross Reference' tab.
- M. Click on '7457 VN-PBA' to open the domains.
- N. Tick the assessment criteria that the evidence covers.

Important

Always remember to **cross reference**.

PBAs will be rescheduled where cross referencing has not been completed and the Examiner cannot clearly map the evidence to the case reports.



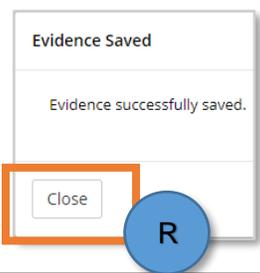
- O. If all is correct, then click 'Save'.



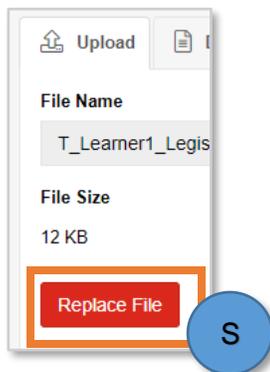
- P. After saving, you can replace the file if it is incorrect.
- Q. Click on 'Continue Editing'. (Go to **step S**)



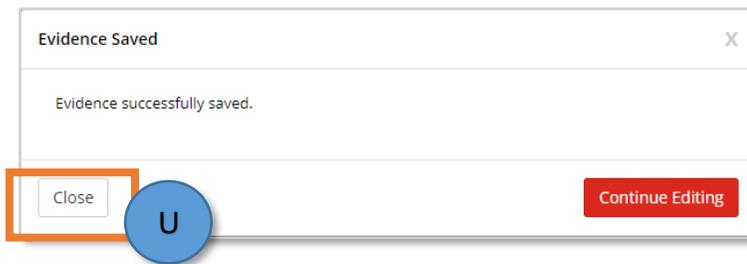
- R. If all is correct, then click 'Close'.



- S. Click on **'Replace File'**.
- T. Repeat steps C to O.

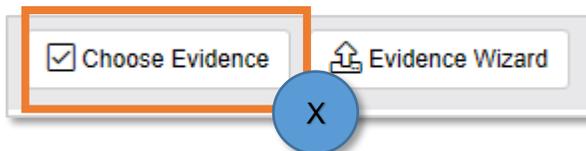


- U. If all is correct, then click **'Close'**.
- V. Repeat the process, until all the evidence has been uploaded.



- W. To double check that the correct criteria has been selected, in the **'Course'** tab, click on the domain (**in red**).
- X. On the right-hand side, click on **'Choose Evidence'**.
- Y. In the new window, the evidence cross-referenced (**as per steps L-N**), will be selected.

See example of the 'Choose Evidence' window.



IMPORTANT

Please only 'Submit Your Competence Claim' when all the case reports and supplementary evidence are uploaded; the evidence has been cross-referenced; and no further action is required.

Always double check that everything is correct.

Z. If all the evidence is uploaded and has been cross-referenced, click **'Submit Your Competence Claim'** in the Actions box on the right-hand side.

AA. A new window will open to reconfirm that you want to submit the Evidence.

AB. If yes, then click **'OK'**.

Centres must submit the competence claims for each candidate.

Actions

Status: Outcome Started

Deadline:

Actions: Submit Your Competence Claim

system.learningassistant.com says

Are you sure you wish to submit your Competence Claim?

AC. Once the evidence has been submitted, the file is locked and cannot be amended.

AD. You will need to repeat the process for each domain, until all show a status of 'Submitted & Awaiting Review'.

AE. Click **'Logout'** when finished.

Actions

Status: Outcome Submitted & Awaiting Review

Evidence Info

Evidence Locked - This evidence cannot be modified because it is locked.

Document title: T Learner1_Legislation_DOS_1.1_Case_Report_01
File Size (KB): 11.72
Evidence Used In: 7457.1

Evidence Description Evidence Types

No description.

Example of all evidence submitted and awaiting review by Examiners.

 > 7457.2 - Communication Total Docs: 2	Submitted & Awaiting Review 09 Aug 2020
 > 7457.3 - Handling and restraint Total Docs: 2	Submitted & Awaiting Review 09 Aug 2020
 > 7457.4 - Nursing care Total Docs: 2	Submitted & Awaiting Review 09 Aug 2020
 > 7457.5 - Laboratory techniques Total Docs: 2	Submitted & Awaiting Review 09 Aug 2020

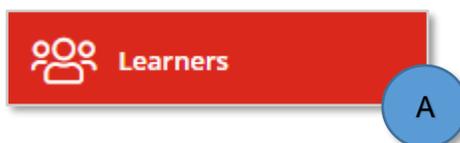
All evidence can also be uploaded under the **'Evidence'** tab following the same method, provided that cross-referencing to each domain is still completed.

NOTE: the competence claim for each domain will still need to be submitted.

How to delete a file in the QDP e-Portfolio

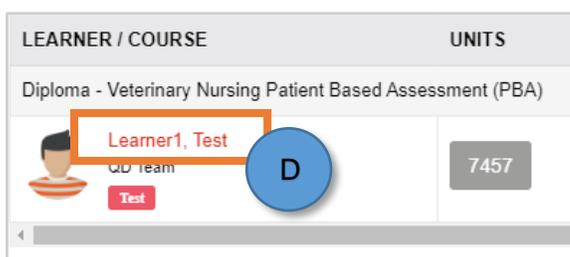
Step 1:

- A. From the **'Homepage'** scroll and click on **'Learners'**.



- B. Repeat step 1: B-G (*Section 5 Uploading PBA evidence to the ODP e-Portfolio – via 'Course' tab*).

- C. When the learner has been found, the details will show below.
D. Click on their name (**in red**) and a new window will launch.



<p>E. In the 'Evidence' tab, you can see all the files which have been uploaded.</p>	
<p>Step 2: F. To the left, click the three dots.</p>	
<p>G. In the window, scroll and select 'Delete'.</p>	

H. Click **'Logout'** when finished.

IMPORTANT

You can continue to make amendments in the evidence folder until the submission window closes.

Once the submission window has closed, candidates will no longer be visible on the QPD.

Running the PBA discussions

The VN-PBA discussions will be held using GoToMeeting which is a web-hosted service created by LogMeIn. It is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients, or colleagues via the Internet in real time

A personalised one-time link for each candidate will be sent to the named contact(s) at each centre in the week prior to the timetabled PBA. If a centre has more than one candidate with a discussion timetabled in a week, this will be an Excel document containing links per candidate. These should be sent to the candidates in plenty of time prior to their discussion. This will be the only reminder of the discussion time and the candidate is expected to set their own reminders for this. We also recommend that they familiarise themselves with the system prior to their discussion.

The PBA will have two examiners allocated per candidate and both will be present during the assessment, however only one of the examiners will be taking the lead and asking the questions during the PBA:

- Examiner One will review the case reports and supplementary evidence submitted to devise the questions asked during the PBA.
- Examiner Two will be present to take notes and is unlikely to speak during the PBA, though may step in for Examiner One as required.
- The examiners will collaborate with each other prior to the PBA however, both will complete their own marking sheet.

The meetings will be set up so that the candidate is only able to enter once the examiner has begun the session. The meeting must be started with the candidate's video enabled. Where there are issues with sound or video which cannot be resolved, the PBA will have to be rescheduled. We will endeavour to keep the PBA within the same Phase where possible.

Each discussion is scheduled for 45 minutes. Depending on the answers given this may be shorter. This is not a reflection of the ability of the candidate.

If a candidate is unable to attend their allocated PBA due to illness or an unforeseen event and we are notified 48 hours prior to their PBA, then we will work with the centre to identify a new slot for that candidate to undertake their PBA.

For those candidates that are absent from their PBA without a legitimate reason, then we are unable to guarantee that we will be able to move them to a later slot whether in Phase 1 or 2, as this will be subject to examiner availability. We will work with centres to ensure candidates in this position are given an opportunity to either continue with the PBA (if a slot becomes available) or wait to undertake an OSCE instead.

Resources and requirements during the PBA process

The candidate will need to sit in line with the camera so the examiners can clearly see their face and surroundings. Pre-assessment checks will be carried out, including an identity check and an environment check via video link, and the discussion will be recorded by the examiner. In addition, the candidate will be asked to confirm that they are 'fit to sit' the PBA and complete a candidate declaration.

Please be aware that at any point during a discussion, the examiner conducting the VN-PBA may stop the clock and ask the candidate to provide further reassurance that the assessment environment has not been compromised.

For the PBA, candidates will need:

- To be in a suitable quiet room to conduct the discussion where they will not be disturbed
- To have access to a computer, laptop, or reasonably sized tablet to complete the VN-PBA with a good internet connection. They should avoid the use of a mobile phone device as this may be too small for document sharing
- To have a working microphone otherwise we will not be able to proceed with the VN-PBA
- To have a working webcam that can easily be moved i.e. a laptop with a webcam or a desktop computer webcam that has sufficient wire length. This is to ensure the room check can be carried out.
- To have a valid form of ID with them (e.g. passport, driver's license, etc.).



Note: Candidates will not be permitted to complete the VN-PBA without valid ID having been provided at the beginning of the discussion.

Centres and their candidates must ensure they have the sufficient resources available to complete the PBA.

We understand that candidates may be in contact with others who are similarly affected by this situation. However, it is important that during these unprecedented times we can continue to maintain the integrity of our assessment. Candidates must not under any circumstances:

- Discuss the content of any assessment with another person
- Discuss the content with their employer or another training provider
- Record or take pictures, screen shots or notes throughout any assessment
- Make audio recordings throughout any assessments
- Have access to textbooks, reference material, internet etc. throughout the discussion, however they may have notes relating to the case studies being discussed.

The above also extends to the posting or discussion of the assessment and/or assessment process on social media

Any candidate who is found to have breached their agreement with us (through the verbal declaration) as part of the VN-PBA will be disqualified. Candidates should consider the impact their actions may have on other candidates too, which may include cancellation of other PBAs where we cannot be confident in the integrity of the assessment.

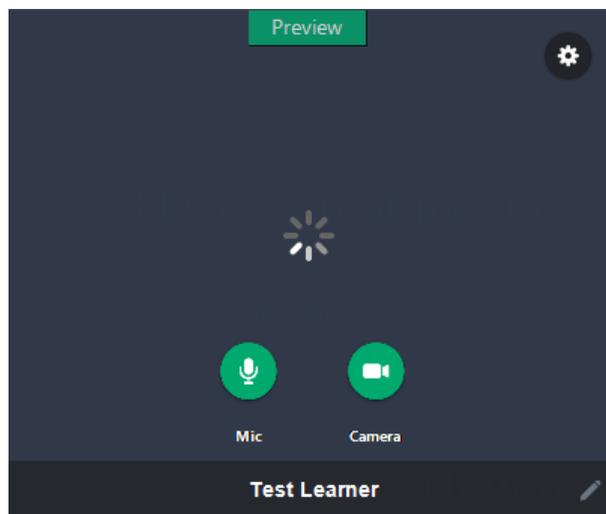
Any candidate who is found to have breached their agreement must acknowledge that if they are found to be in possession of any such prohibited evidence or material which is considered a breach, may lead to an automatic fail or in serious cases, being prevented from entering the register.

Using GoToMeeting

Centres will be sent unique links (example below) for their candidates to join allocated GoToMeeting (GTM) sessions, the week prior to their scheduled PBA. This will come from our Quality team via veterinarynursing@cityandguilds.com.

GTM sessions can be joined through an internet browser, however we do recommend that candidates download the GTM desktop app prior to their PBA.

Candidates will need to ensure they join **5 to 10 minutes** prior to their allocated start time to ensure there are no issues with GTM prior to their PBA. We recommend candidates test the GTM link in advance.



Candidates will be presented with a pop-up window to confirm their settings before joining the meeting.

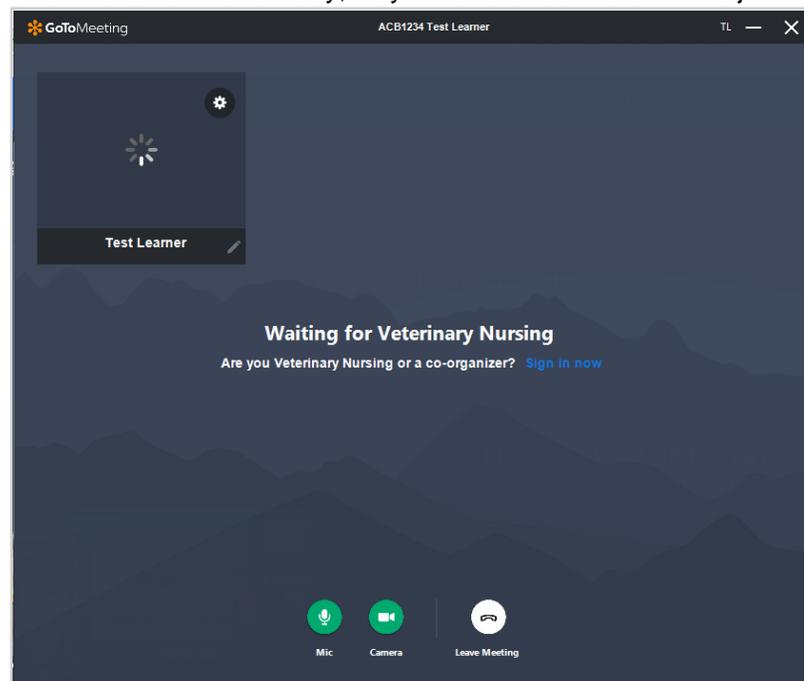
Candidates should ensure they have their microphone (Mic) and camera switched on. The associated buttons will turn **green** when switched on and a video preview will load.

Candidates can use the **Settings** to check the video and microphone device in use before joining. They can also amend their guest name by selecting the pencil at the bottom of the preview box.

It is recommended that candidates use a headset during the PBA session to avoid any audio feedback. Candidates should be made aware of this and that using a built-in laptop microphone may cause an echo.

Once the candidate is ready, they need to select the button to join at the bottom of the window:

OK, I'M READY



Candidates should be made aware that they need to wait for the examiner to begin the session.

Candidates should also be aware that the PBA session will be recorded.

If candidates are faced with any technical issues using GTM, they need to contact their centre to discuss.

If issues cannot be resolved, the centre should contact our OSCE Admin team.

Please note that the team's contact details **should not** be provided to directly to candidates.

Once the PBA has ended, either the examiner will end the session which will automatically close the meeting for the candidate, or the candidate may leave once permission is given by selecting **Leave Meeting**.

Accessing candidate results

We aim to release the results for the PBA on Walled Garden as follows:

Series	Provisional results date
VN-PBA Phase 1	Monday 23 November 2020
VN-PBA Phase 2	Monday 18 January 2021

Note: these dates are provisional and subject to change. Once the assessment window has closed, we will keep centres updated on progress, and any likely changes to the dates.

Results will be either a Pass or a Fail grade. Unfortunately, we will not be able to provide feedback to centres or their candidates.

Using Walled Garden to access results

The results will be available on Walled Garden on the published date and can be accessed as follows:

Step 1: Log in to Walled Garden and on the homepage click **Reports** on the first navigation bar.

Step 2: On the **Reports** page, select **Candidate results** from the second navigation bar. On the **Candidate results** page, if your centre works with both City & Guilds and ILM, please select the appropriate organisation from the drop-down menu at the top of the page.

Step 3: In the **Search** area of the screen, select **Certification Listing** from the options presented in the **Show me** field.

Step 4: If you are a main centre, select the appropriate sub centre from the drop-down list from **which belongs to centre** field.

Step 5: Enter the qualification code which is six digits long in the **for Qualification**.

Step 6: Specify the reporting period that you require. Here you can choose to complete either for period, or since or From/To fields to complete.

Step 7: When you have entered your search criteria, click **Search**.

Step 8: The search results are now displayed on the right-hand side of the screen, under **Candidate listing – Certification**.

Step 9: Click the **red arrow** on the left-hand section to hide the **Search area** of the screen, to ensure all columns of the report are displayed.

Step 10: Choose the required certificate by clicking on the **square button** in the **Select** column.

Step 11: The results are displayed under the **Candidate List**.

Further information on how to use Walled Garden can be found in the [Guidance Document](#) and there is also further information relating to [Help and Support](#) on the service available on our website.



Further advice and information

Please visit our COVID-19 web pages [here](#) for all the latest information on the qualifications you deliver.

VN-PBA guidance

For all queries relating to the arrangements for the PBA, contact our Vet Nursing Quality team who are available Monday to Friday 8.30 am to 5 pm, excluding UK public holidays.



veterinarynursing@cityandguilds.com



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