

# **Level 3 Diploma in Veterinary Nursing (7457)**

## **Practical (OSCE) Examination Candidate Guidance**

### **Examination Guidance Notes**

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## Introduction

City & Guilds provides examination centres for the Veterinary Nursing OSCEs (practical examinations). City & Guilds aims to provide a consistent level of facilities, equipment and staff to support examiners and candidates. This is intended as a guide for candidates. Should queries arise these should be addressed to City & Guilds.

## Timing of Examinations

The examinations are usually held in March, July, September and December. However, this is dependent on candidate numbers and venue availability. All OSCE exam dates will only be confirmed once published on the Walled Garden and City & Guilds website.

## OSCE entry requirements

To be eligible to enter the OSCE examination and prior to submitting an application form, candidates must:

- a. Be registered for the Level 3 Diploma in Veterinary Nursing.
- b. Have completed the Nursing Progress Log (NPL). The centre will need to confirm the completion of the NPL on the application at the time of entry. In the case of HE students not completing the NPL the candidates should have completed the clinical tool used to record their competence against the Lantra National Occupational Standards) **Candidates should not apply for the practical examination unless they have completed their NPL.**
- c. Have achieved the City & Guilds Online Theory Examinations.
- d. Have achieved all centre based unit assessments and examinations. In the case of Higher Education candidates will need to have completed all modules which address the Lantra National Occupational Standards.

The closing dates for the practical examination will be confirmed by City & Guilds once the examination dates have been finalised with the centres.

The Centre must receive application forms and correct payment from candidates in time to book their OSCE on the Walled Garden prior to the closing date. <https://www.walled-garden.com/irj/portal>  
It is the candidates' responsibility to ensure that their application form reaches their centre in time. If an application form is sent without payment, centres may not process this.

**Under no circumstances should application forms be sent directly to City & Guilds.** Such forms will be returned to candidates without being processed, and City & Guilds will not accept this as an excuse if Walled Garden bookings are subsequently made late. Normal City & Guilds late entry policy will apply in this case.

## **Procedure for Special Permissions - Candidates Re-Sitting for the 4th and Final Time**

Separate guidance for candidates resitting the exam for the fourth time is available for download on our website.

### **Reasonable Adjustments to assessments (special educational or other needs)**

If candidates have any special educational or other needs, which may require reasonable adjustment to be made in the examinations, they should indicate this in the appropriate section on the examination application form to their centre and the centre should notify City & Guilds in writing when booking the OSCE for that candidate on the Walled Garden. They should use the access to arrangement forms found on the City & Guilds website <http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Policies-and-Procedures/Access-to-Assessment-and-Qualifications>.

Please ensure that it is clear precisely which adjustments are being requested. If Reasonable Adjustment is required in the examination City & Guilds must receive the appropriate documentation by no later than **the closing date for exam entries**.

### **Examination Fee**

The entry fee for the practical examinations is available on Walled Garden

The fee must be paid by the candidate to the Centre, who will then forward it to City & Guilds.

Receipt of payment does not indicate the entry has been accepted. In some instances there may be follow-up action required.

## Attending the Examination

Candidates should arrive at the examination centre no later than 15 minutes before the start time. Entry to the examination cannot be assured if you are late. You must ensure that you plan your journey to the examination centre allowing additional time for unforeseen delays. It is recommended that you plan to arrive at least 30 minutes prior to your reporting time and that you allow time for parking if arriving by car. If you are delayed you should inform the centre as soon as possible. For this reason it is essential that you have your detailed instructions and contact details for the centre with you.

If you are unavoidably delayed, we will make every effort to enable you to take your examination. However this may be on another day and/or at another examination centre depending on the appointments available and, depending on the circumstances, you may be asked to pay an additional fee.

You should attend your OSCE examination in uniform. This should be clean and neat; your hair and personal presentation should reflect the requirement for good hygiene along with other health and safety considerations in clinical practice. Examiners may refuse admission to candidates who are unsuitably dressed for clinical work. You will be required to wear a laboratory coat or an apron for the laboratory section. These will be provided for you; alternatively you may wish to take your own.

Jewellery should not be worn. For handling of equine patients, using a plaster or taping over of jewellery is not accepted. If you have a plaster over a suspected piercing site, it will be assumed it is covering jewellery unless the Senior Examiner is notified.

Gowns provided are back tying and of standard length. Candidates five foot and under should request special permission to bring a suitable gown that they may use in the work place.

You **must** bring an up-to-date driving licence or passport (or national ID card for EU citizens) with you.

Your mobile telephone must be switched off and left outside the examination room along with your bag and outdoor clothing. The examination invigilators will ensure that these items are safely stored whilst you are being examined.

Calculators will be provided for OSCE stations where necessary.

If you wish to take a bottle of water into the exam room with you, it must be a sports cap bottle to avoid spillages and the label **must** be removed.

City & Guilds OSCEs reflects best practise in a veterinary setting. Small, medium and large **latex** powder-free gloves are provided for the stations that require gloves. If a candidate cannot use these gloves for any reason you must ask your centre to ask City & Guilds' permission at point of entry if you can provide your own more suitable gloves.

**Candidates are required to bring three pairs of surgical gloves in their size to the examination. This is in order to ensure that they have correctly fitting gloves of a familiar type should any of the tasks require them.**

## Examination Results

The results of the examinations will be issued to centres within 30 working days of the examination date.

- Candidates who fail their OSCE will receive an overview of the tasks they achieved and did not achieve, with the pass mark and their own mark for each station. For all tasks not achieved, step-by-step feedback will be provided.
- Candidates who pass their OSCE will receive an overview of the tasks they achieved and did not achieve, with the pass mark and their own mark for each station.

## Appeals Procedure

If after receiving the feedback a candidate has an enquiry concerning the accuracy of their examination results then they must follow the appeals procedure which can be found on the City & Guilds website.

If candidates wish to notify City & Guilds of circumstances which may have unduly affected their examination performance, they must do so within five days of sitting the examination. They must use the appropriate Special Consideration Form which can be obtained on request from City & Guilds or downloaded from City & Guilds Online <http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Policies-and-Procedures/Appeals>.

As part of the Appeals process for OSCEs, all your mark sheets and supporting evidence will be sent to a Senior Examiner. All mark sheets include notes made by the examiners on the day and they are instructed to comment on every step a candidate does not achieve. The Senior Examiner will produce a report to feedback to you based on your exam documentation and examiner feedback.

The Senior Examiner will address points raised in your appeal as well as an overview of all stations failed, please be as detailed as possible in your appeals application form.

If an event occurs during the examination which is the responsibility of the centre or City & Guilds (e.g. equipment failure, undue disturbance) and City & Guilds considers that such circumstances have unduly affected your performance, your mark may be adjusted or the examination attempt may be nullified. It should be noted that adjustment of marks applies only in the case of borderline failure. **Illness cannot be used as a reason for special consideration – if a candidate is unwell they should withdraw from the examination and re-apply when they are fit to sit.**

## Veterinary Nursing Objective Structured Clinical Examination – Level 3 Diploma

### CANDIDATE BRIEFING NOTES

There are 12 six-minute OSCE stations. These are laid out in 12 rooms/booths. Candidates rotate through the stations until all are completed. All candidates will start the examination at the same time using a centralised timing system.

When told to do so you may enter the OSCE station. The examiner will provide you with any additional instructions prior to the timer being started. You can start the examination when told to do so. You will be told when you have two minutes remaining. No other time warnings will be given.

Practical skills examined may include:

Nursing Care	Diagnostic Imaging	Theatre Practice
Supporting Anaesthesia	Laboratory Diagnostics	

You may exit the station when you have completed it. Once you have left the station you will not be permitted to return. We will move you around each of the stations. After each station, sit where indicated by the examiner. Candidates must not talk to other candidates whilst waiting.

Please initial each of the stickers you have been provided with. These will be adhered to your mark sheet. The examiner will ask for your sticker before you start the station.

Before you enter the station you will be given the opportunity to read the scenario; a copy of this will be available throughout the station. If there is anything that you do not understand you may ask the examiner to clarify. Ideally you should do this prior to the timer being started.

If you think that you have made a mistake, you should tell the examiner – you will be given the opportunity to retrieve the situation – however, the timer will not be paused or started again.

You may talk throughout if you want to, but remember that you are being assessed for your practical performance, so do not stop what you are doing to explain something – it may slow you down.

Everything you require to complete the OSCE is provided, although we are aware that the equipment may differ slightly from that used in your practice.

There will be one examiner in the room. If you require assistance to hold or restrain anything, ask for help. You will need to briefly tell or show the examiner what to do, or how you want them to do it.

Some of you may have a second person observing the examination. This person will normally be undertaking examination quality assurance checks but they may also provide you with assistance if required. They are not judging your performance.

If you feel unwell whilst you are here, please inform the examiner or Senior Examiner. They will do their best to try and help you. It should be noted however that if there is an issue which causes disturbance which are likely to affect other candidates' performance you may be asked to leave the examination area. The Senior Examiner will decide if and when you are permitted to return.

After the examination is over, you may collect your bag and leave. You will be asked to sign out when you go. If you have any questions or concerns about any aspect of the examination, you should raise this with the Senior Examiner. This will give them the opportunity to investigate and will be useful if an examination appeal is lodged.

Your results will be sent to your centre within 30 working days.

Any questions?