

VICTORIAN NURSING COUNCIL

INSTRUCTIONS TO SUPERVISORS FOR THE WRITTEN SECTIONS OF THE

NURSES' FINAL EXAMINATION

1. The Supervisor is entirely responsible for the conduct of the written sections of the examination.
2. Candidates are not permitted to bring any reference material, such as a dictionary, into the examination room. Supervisors are not to give any information about the paper, such as the meaning of a word, to the candidates.
3. The examination room should be a quiet room with adequately spaced desks.
4. Candidates are to be supervised throughout the examination, and at no time is the room to be left unattended by the Supervisor.
5. If it is necessary for a candidate to leave the examination room, she must be accompanied by a responsible person; therefore, it is essential that an assistant Supervisor be within call of the Supervisor throughout the examination, in order to assist if necessary.
6. The examination papers are not to be opened until the commencement of the examination, and then in the presence of the candidates.
7. Strict time keeping is to be observed.
8. Before candidates enter the examination room, an examination book and blotter is to be distributed for each candidate.
9. A 20-page book is to be given to each candidate for the Surgical and Medical sections.
10. The signing-on list is to be signed by each candidate prior to the commencement of each section of the examination.
11. Candidates are to be instructed to read carefully the instructions printed on the front of the examination book.
12. Instruct candidates that when the signal is given to commence writing, the details on the front of the examination book are to be fully completed.
13. After candidates have signed the signing-on list, the examination papers are to be issued so that each candidate is given 5 minutes to read the paper before the actual commencement time of the examination. During this time no writing is permitted.
14. A 6-page book is to be issued if a second book is required.
15. If a second book is issued, instruct candidates to place the second book inside the first book at the conclusion of the examination.

16. A warning signal is to be given to the candidates five (5) minutes before the close of the examination.
17. A final signal is to be given to cease writing at the end of the appointed time. No writing of any description, (including numbering of questions), may be done after the final signal.

Conclusion

- (a) Examination books are collected by the Supervisor, who checks that the details on the front of the books have been completed correctly.
  - (b) The signing-on list is signed by the Supervisor. If a candidate does **not** present for the examination, "DID NOT PRESENT" is to be written against her number on the list.
  - (c) Examination books and signing-on lists are:-
    - (i) to be delivered to the Victorian Nursing Council by hand immediately after the examination;
    - or
    - (ii) forwarded by certified mail to the Victorian Nursing Council by the first available post.
  - (d) All unused books are to be returned to the Victorian Nursing Council.
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