



Te Tatau o te Whare Kahu  
midwifery council  
of new zealand

## **National Midwifery Examination**

### **Policy Document**

*- for New Zealand graduates and overseas qualified midwives  
seeking registration in New Zealand*

*Pursuant to Section 12 Health Practitioners Competence Assurance Act 2003*

**Approved by Council on 2 June 2006**

**Reviewed: May 2008**

**Review date: May 2010**

## **1. Purpose**

- 1.1 A pass in the National Midwifery Examination (“the Examination”) is a requirement for Entry to the Register of Midwives by graduates of pre-registration midwifery education in New Zealand.
- 1.2 Overseas qualified applicants for registration who do not meet the criteria without some kind of further assessment may, subject to it being possible to offer the examination at an accessible overseas location, first sit an amended version of the National Midwifery Examination as a first step prior to travelling to New Zealand. The examination will contain similar questions to those comprising the examination for New Zealand graduates but with New Zealand midwifery specific material excluded.
- 1.3 The Examination is set at the level of competence for Entry to the Midwifery Register. It seeks to assess graduates’ assessment skills and professional judgment in relation to midwifery practice across the Midwifery Scope of Practice. In particular it seeks to assess graduates’ abilities to identify where pregnancy and childbirth are no longer within normal limits and to carry out appropriate midwifery actions including collaborative care with other health professionals.
- 1.3 In order to pass the Examination an overall mark of 70% and a mark of 70% in the sub set of questions relating to safety must be attained.

## **ADMINISTRATION**

### **2. Examination Papers**

- 2.1 Each examination is one 3 hour paper comprising 180 multi-choice questions drawn from the Competencies for Entry to the Register covering the theoretical and clinical knowledge required to provide effective and safe midwifery care across the Midwifery Scope of Practice including knowledge of when involvement of other health professionals is required.
- 2.2 Past examination papers are not available for perusal by midwifery teachers or students.

### **3. Times and venues**

- 3.1 The National Midwifery Examination is held on the third Monday of March and November in each year.
- 3.2 The pre-approved venues are on the campuses of the learning institutions which offer the Bachelor of Midwifery programme. Other venues in New Zealand and overseas may be approved on an ad hoc basis for an additional fee as gazetted. The Council reserves the right to refuse applications to sit the examination at an overseas venue. Refer to section 9 for further details.

## **4. Applications**

- 4.1 Application forms will be forwarded to Schools of Midwifery prior to each examination as required.
- 4.2 Applications from candidates who intend to sit the examination must be completed by the candidate and received by the Midwifery Council together with the fee before the date determined by the Midwifery Council Registrar.
- 4.3 Any student who intends to sit the National Midwifery Examination must first complete an approved programme of study within the time frame specified by the Midwifery Council.
- 4.4 In relation to each candidate, each Head of Midwifery School must send to the Midwifery Council written confirmation that by the date of the examination that student will have completed the pre-registration programme within the specified time. This is subject to the exceptional circumstances referred to in clause 5.1.2. When a student fails a final paper or module the relevant Head of Midwifery School may withdraw that student from the examination. This may be done at any time up to five days prior to the day of the examination.
- 4.5 Each candidate will be issued an admission slip which must be presented to allow entry to the examination room together with verification of identity. Admission slips are an administrative device and do not indicate permission to sit the examination.
- 4.6 Candidates who choose to withdraw from sitting an examination may either have their fee refunded or may ask that it be held over until the next examination sitting. Refer also to section 8. Candidates who fail to appear on the day without prior notification to Council will have their examination fee forfeited.
- 4.7 The application to sit the National Midwifery examination is combined administratively with an application for registration. Sections 15 and 16 of the Health Practitioners Competence Assurance Act 2003 require that the Midwifery Council must be satisfied an applicant is a fit and proper person to be registered.
- In relation to each candidate, each Head of Midwifery School must:
- certify that the candidate has successfully completed all components of the Bachelor of Midwifery programme within the specified time, and
  - supply a transcript of each candidate's programme, and
  - certify that the candidate meets the Competencies for Entry to the Register; and
    - certify that the candidate is a fit and proper person to be entered on to the Register of Midwives.

This information must be received within seven days after the date of the examination

## **5. Special Circumstances**

### 5.1 Completion of programme.

- 5.1.1 Subject to clause 5.1.2, all candidates must have satisfied all theoretical and clinical components and assessments in the pre-registration programme before sitting the examination.
- 5.1.2 In exceptional circumstances where a candidate is short by a small number of facilitated births but can demonstrate to the satisfaction of the Council that she will be able to facilitate the required number by no later than two weeks after the Examination date, that candidate may sit the examination provided that she obtains the prior consent of the Council and the Head of the relevant School of Midwifery supports her application to do so.
- 5.1.3 In the circumstances in 5.1.2, the relevant Head of School must notify the Midwifery Council Registrar when the candidate has facilitated the required number of births. Such a candidate will not be registered until that advice has been received.

### 5.2 Extra time

- 5.2.1 Candidates requiring extra time to complete the examination paper must make a written request direct to the Midwifery Council at the same time as lodging their application.
- 5.2.2 Such a request must be accompanied by:
- a letter of support from the Head of School, and
  - include information about the reasons for the request, and
  - be accompanied by supporting independent medical and educational information.

### 5.3 First sitters not sitting at the first opportunity

- 5.3.1 Candidates who do not sit the examination on completion of the Bachelor of Midwifery programme because of illness, bereavement or other unavoidable circumstances must sit the examination at the next available opportunity.

### 5.4 Special assessment conditions

- 5.4.1 Candidates with disabilities requiring special assessment conditions when sitting the examination (eg reader/writer or a separate room) must make a written request direct to the Midwifery Council at the same time as lodging their application. Reader/writers are not available for candidates for whom English is their second language.

- 5.4.2 Such a request must be accompanied by:
- a letter of support from her Head of School, and
  - include information about the reasons for the request, and
  - be accompanied by supporting medical and educational information.
- 5.4.3 Consent to sit the examination in a separate room will always be subject to the Midwifery Council's usual conditions of supervision being enforced as set out in the Supervisor's instruction booklet. The supervisor must agree to conduct the Examination in the prescribed manner.
- 5.4.4 Candidates who intend to sit the examination but who are sick on the day or suffer other circumstances which they believe may adversely affect their ability to undertake the examination may withdraw on the day. In these circumstances the candidate must contact either the Midwifery Council secretariat or the supervisor at the examination centre prior to commencement of the examination to advise she is not sitting. Candidates contacting the Midwifery Council will be given a written acknowledgment of notification. The examination fee will not be refunded but may be carried forward and applied to the next examination. The candidate will be required to sit the examination at the next available opportunity.
- 5.4.5 The Midwifery Council will not take impaired performance into account if candidates have commenced the examination .

## **6. Examination results**

- 6.1 Candidates are awarded a pass or fail. Specific marks and examination papers are not returned.
- 6.2 Each candidate's examination result will be posted to the address given on the application form. Results are also listed on the Midwifery Council website under the random numbers assigned to each student.
- 6.3 Examination results for their students are also sent to each School of Midwifery together with the national pass rate and the pass rate for each School of Midwifery.

## **7. Unsuccessful candidates**

- 7.1 Unsuccessful candidates may apply in writing to the Midwifery Council for an analysis of their paper. The application must be made no more than six weeks following notification of the result and be accompanied by the reconsideration or analysis fee.
- 7.2 The analysis will include a manual check of the scanned results and provide a broad description of the areas of deficit. Question papers, individual marks and specific topics of incorrectly answered questions will not be released. No other review of the examination results will be permitted.

## **8. Resitting the Examination**

- 8.1 No student may sit the Examination on more than two occasions in total.
- 8.2 An application form to re-sit the Examination will be sent to each unsuccessful candidate. Unsuccessful candidates are expected to re-sit the examination at the next available opportunity.
- 8.3 Examination candidates who do not re-sit at the next available opportunity (as in 8.2) must seek the Midwifery Council's consent to re-sit at the second available opportunity and, subject to consent being granted, must actually re-sit at that second available opportunity. The request:
- must be made by the candidate, and
  - must be supported by evidence of medical or family reasons for the failure to re-sit earlier.
- 8.4 A student who fails the Examination twice and who wishes to continue her midwifery study must apply to re-enter the pre-registration programme with a recognition of prior learning assessment<sup>1</sup>. Such students may again sit the National Midwifery Examination but on one occasion only. Failure in that Examination is a bar to future registration as a midwife.

## **9. Overseas venues – New Zealand graduates**

- 9.1 New Zealand candidates may be given permission to sit the Examination at an overseas venue subject to the following criteria:
1. The candidate has completed the Bachelor of Midwifery programme, that is, all theoretical and clinical components and assessments and facilitated the minimum required number of births.
  2. The candidate pays the gazetted fee plus all disbursements in relation to the venue, provision of supervisors, postage and courier fees and any fees levied by the Ministry of Foreign Affairs and Trade. In the event of withdrawal from the examination such fees may not be refundable.
  3. The candidate makes application no later than 6 weeks prior to the date of the Examination.
  4. Supervision of the examination takes place under the auspices of the New Zealand Government representative in the nominated country and all correspondence related to the examination including safe custody of the examination papers be directed through this agency or such other agency as the Midwifery Council nominates.
  5. The Midwifery Council's usual conditions of supervision are enforced as set out in the Supervisor's instruction booklet. The nominated agency must agree to conduct the Examination in the prescribed manner.
- 9.2 Special assessment conditions are not available at overseas venues.

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<sup>1</sup> Educators should refer to the Recognition of Prior Learning Policy.

**10. Overseas venues – overseas qualified midwives seeking registration**

- 10.1 The requirements referred to in points 2, 4 and 5 in paragraph 9.1 apply to overseas qualified midwives choosing to sit the National Midwifery Examination as referred to in paragraph 1.2

**11. Public Comment on National Midwifery Examinations**

- 11.1 Information on the pass rates of particular Midwifery Schools and in relation to general Examination statistics will be made available on the Midwifery Council's website.

**EXAMINATION ROOM ADMINISTRATION**

Instructions to examination room Supervisors are annexed to and form part of this policy.

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## TIMELINE

<b>Item</b>	<b>Deadline</b>
Last date for receipt of Applications.	Six weeks prior to the examination date
Applications to sit at an overseas venue.	Six weeks prior to the examination date
Applications for extra time.	Lodged with the Application. Six weeks prior to the examination date
Applications for special assessment conditions.	Lodged with the Application. Six weeks prior to the examination date
Head of School to confirm each candidate has completed the pre-registration programme within the specified time.	Up to five days prior to the day of the examination
Student not completing the pre-registration programme can be withdrawn from the examination.	Up to five days prior to the day of the examination
Head of School to: <ul style="list-style-type: none"> <li>• certify that the candidate has successfully completed all components of the Bachelor of Midwifery programme within the specified time, and</li> <li>• supply a transcript of each candidate's programme, and</li> <li>• certify that the candidate meets the Competencies for Entry to the Register; and certify that the candidate is a fit and proper person to be entered on to the Register of Midwives.</li> </ul>	Within seven days after the date of the examination
Unsuccessful candidate applying for reconsideration/analysis.	Within six weeks after the date of the examination.



## **NATIONAL MIDWIFERY EXAMINATION**

### **INSTRUCTIONS FOR CHIEF SUPERVISORS AND SUPERVISORS**

The National Midwifery Examination is to be held on Monday dd/mm/yyyy.

There is one paper only, commencing at 9.20am and ending at 12.30pm (except for any students granted extra time). The additional ten minutes (over and above 3 hours) is designed to allow time for reading but candidates may commence writing whenever they wish.

The contact person regarding the National Midwifery Examination at the Midwifery Council is the Registrar Susan Yorke, telephone (04) 474 0740 or 021 77 24 30.

### **INTRODUCTION**

As a Chief Supervisor or a Supervisor you have a role in the successful administration of the National Midwifery Examination and in ensuring that candidates are able to sit their examination under the best possible conditions and are treated fairly.

The instructions below are to assist you in the smooth administration of the examination. **Please take this booklet to the examination.**

For your information, a copy of the Instructions sent to each candidate is attached to these instructions as schedule A.

## **1. ROLE OF CHIEF SUPERVISOR AND SUPERVISOR**

### **1.1 Chief Supervisor**

- 1.1.1 The Chief Supervisor is directly responsible to the Midwifery Council for the supervision and direction of the examination sitting at an examination centre, including any preparatory work.
- 1.1.2 The Chief Supervisor is to liaise with Schools/Departments of Nursing/Midwifery or owners of the building to familiarise oneself with the venue and ensure the smooth operation of your centre.
- 1.1.3 The Chief Supervisor may not change the venue without consultation with the Midwifery Council.

- 1.1.4 The Chief Supervisor is not at liberty to vary the examination timetable or any other condition or procedure.
- 1.1.5 The Chief Supervisor is responsible for engaging such supervisors as are considered necessary to provide adequate and constant supervision. Because the examination is three hours duration, at least two supervisors are required even for a small number of candidates. There should be no fewer than two supervisors for up to 30 candidates.
- 1.1.6 The Chief Supervisor should ensure that all supervisors are given a copy of these instructions and that supervisors are clear about their role and responsibilities.

## 1.2 Supervisor

- 1.2.1 Each supervisor is responsible for the supervision and monitoring of candidates in the examination room, or part of a room, together with any other duties allocated by the Chief Supervisor.
- 1.2.2 Supervisors should feel free to talk with the Chief Supervisor if they require clarification or have suggestions for improvement.

## 1.3 Confidentiality and security

- 1.3.1 All information related to the examination and the examination paper is confidential and all supervisors are responsible for maintaining confidentiality.

***No paper may be viewed by any person other than the supervisors, candidates or person assisting the Chief Supervisor with checking examination materials.***

The examination comprises multiple choice questions which may be re-used. Supervisors must treat the examination paper confidentially and must not divulge any part of its content to anyone.

- 1.3.2 **All papers and materials** must be returned to the Midwifery Council.
- 1.3.3 Candidates are told to show their student ID to supervisors to  
before the examination starts. A drivers licence would be an  
acceptable alternative.
- 1.3.4 Calculators are not required for the examination and not allowed to be used.

## 2. CHECKING OF EXAMINATION MATERIALS

- 2.1 On receipt of examination materials from the Midwifery Council, the Chief Supervisor must check the contents with a supervisor or another suitable person.
- 2.2 **Please note that each candidate will require two answer sheets.** (There are 180 questions but the answer sheets are supplied with room for 150 answers.) There are therefore two answer sheets for each question book.
- 2.3 Please check that:
  - 2.3.1 The package contains the correct number of examination papers and answer sheets.
  - 2.3.2 Each paper has the correct date on the cover.
  - 2.3.3 Each paper has the correct sequence of page numbers.
  - 2.3.4 The package contains all other forms and materials as detailed in the packing list.

***Emergency examination papers are supplied in sealed envelopes. Answer sheets are included in these envelopes. Do not open the emergency examination papers unless they are needed for use by a non-scheduled candidate.***

- 2.4 On completion of this procedure, the Chief Supervisor must complete and sign the Receipt of Examination Papers Form and post or fax to the Midwifery Council **within five days of receipt**. The form should be countersigned by whoever assisted the Chief Supervisor with the checking.
- 2.3 The Chief Supervisor should report any shortages or discrepancies to the Midwifery Council **immediately**.
- 2.4 Adequate arrangements must be made to ensure safe storage of the examination paper and other materials before they are required on examination day. Examination papers must **NOT** be stored at the School/Department of Midwifery.

### **3. PREPARATION OF EXAMINATION ROOM**

- 3.1 The room must be suitably arranged and equipped for reception of candidates for the examination. Arrangements must be completed at least 30 minutes before the examination begins. Please ensure that:
  - 3.1.1 There are sufficient desks/tables and seats and they are spaced to allow the maximum supervision. There should be no more than 30 candidates in standard classrooms.
  - 3.1.2 Large notices are displayed outside the room to inform all persons in the vicinity that an examination is in progress. If there is excessive noise around the room all attempts should be made to eliminate it.
  - 3.1.3 There is a blackboard to show the time at quarter-hourly intervals. A clock may be used as well.

- 3.1.4 The correct number of examination papers, answer sheets, emergency papers and other materials is **securely** held and ready for distribution.
- 3.1.5 Candidates are told to provide their own pencils and erasers. However, Chief Supervisors should ensure that a small supply is available and claimed as an expense if necessary.
- 3.2 All supervisors are expected to be familiar with the venue, including toilet and cloakroom facilities.

#### 4. RECEPTION OF CANDIDATES

- 4.1 Candidates are instructed to report to the examination room with their admission slips and ID cards at **9.am**. On arrival the following procedure should be followed:
  - 4.1.1 Check their admission slips by name and candidate number, check their evidence of identity and record their presence on the **Attendance Listing**.
  - 4.1.2 Direct candidates to their allocated desk.
  - 4.1.3 Candidates requiring “extra time” should be seated together to avoid disruption by other candidates in the same room when they complete their examination.
  - 4.1.4 Candidates requiring special seating must be directed to the appropriate desks.
  - 4.1.5 Use the **Transfer Report** for any candidate who sits the examination but who does not appear on the Attendance Listing. The candidate’s name and candidate number must also be recorded on the Attendance Listing. Emergency examination papers should be used in this situation. **The Midwifery Council must be consulted before any such candidate is admitted to the examination.**
  - 4.1.6 Use the **Absentee Report** for any candidate appearing on the Attendance Listing who fails to report before the examination commences. The absence and/or time of late arrival must be recorded on the Attendance Listing.
  - 4.1.7 Use the **Special Report** for any candidate failing to supply an admission slip or failing to supply evidence of identity. The candidate must be asked to supply in his/her own handwriting the name of the School/Department of Nursing/Midwifery, the reason for failure to supply the admission slip or evidence of identity, and his/her candidate number if remembered. Both the candidate and the supervisor must sign the statement. You should be satisfied, as far as possible, about the identity of each candidate. If you suspect impersonation report the matter to the Chief Supervisor (when applicable), without disclosing your suspicions to the candidate. The failure to supply an admission

slip or evidence of identity must also be recorded on the Attendance Listing.

- 4.2 Candidates arriving late, ie. after 9.20am, may NOT be admitted. Please record them on the Absentee report.
- 4.3 The Council allows candidates who intend to sit the examination but who are sick on the day or suffer other circumstances which they believe may adversely affect their ability to undertake the examination, to withdraw on the day. In these circumstances the candidate must contact either the Midwifery Council secretariat or the supervisor at the examination centre prior to commencement of the examination to advise she is not sitting. If such candidates contact you please record them on the Special Report.

## **5. AT THE BEGINNING OF THE EXAMINATION**

- 5.1 Examination papers and answer sheets should be distributed once all candidates are seated.
- 5.2 At **9.10 am** the following announcements should be read:
  - 5.2.1 "Welcome candidates." *Introduce yourself briefly.*
  - 5.2.2 "Do not commence reading the examination paper or writing until you are instructed to do so."
  - 5.2.3 "Please note that candidates must not have their bags, books, cell phones, notes or paper, other than the admission slip, with them at their desk. Would candidates who have any of those things at their desk please bring them to the front of the room now." *Give candidates a moment to do this.*
  - 5.2.4 "Cell phones must be turned off. If you need to check, please do so now."
  - 5.2.5 "Your admission slip should lie face upwards in front of you during the examination."
  - 5.2.6 "No food is allowed in the examination room. You may have water in a clear sipper bottle. No other sorts of containers are allowed"
  - 5.2.7 "You should have an examination paper and two answer sheets on your desk. Write your candidate number in the space provided on the cover of the examination paper. On both answer sheets use a pencil to fill in your name, candidate number, the educational institution at which you completed your midwifery degree and the date." *Give candidates a few moments to do this.*
  - 5.2.8 "The examination starts at 9.20am and ends at 12.30pm. The 10 minutes over and above the 3 hours is allowed for reading time but after 9.20am you may start writing whenever you wish. Candidates must not leave the examination room during the first 30 minutes or within the last 15 minutes of the examination."

- 5.2.9 Please follow the instructions on your examination book about use of the answer sheets (which have space for 150 answers.) You are to use one sheet to answer the first 150 questions and the other sheet to answer the remaining 30.
  - 5.2.10 “If you need anything or if it is necessary to leave the examination for toilet purposes please raise your hand and wait for a supervisor to acknowledge you. A supervisor will accompany you to the toilet.”
  - 5.2.11 “Please note that during the examination there must be no communication between candidates.”
  - 5.2.12 “No part of the examination paper or answer sheets are to be taken from the room at the end of the examination.”
  - 5.2.13 “Please note that I have been instructed by the Midwifery Council that I cannot answer any queries from candidates on any of the examination questions. It is important that all candidates in all centres answer the examination paper as it has been set. If you have any serious concerns about any of the questions you should see me at the end of the examination.”
- 5.3 Please ensure that you inform candidates clearly of any errors or omissions, if any, in the examination papers, as notified by special instruction through the Chief Supervisor.
- 5.4 At **9.20 am** read the following announcement:
- 5.4.1 “The examination commences **now**. You may begin writing whenever you wish.”
- 5.5 When a candidate will not comply with instructions, the circumstances should be discussed with the Chief Supervisor (when applicable) and/or recorded in a Special Report. The Chief Supervisor should obtain advice from the Midwifery Council in circumstances that are unusual or serious.

## **6. DURING THE EXAMINATION**

### **6.1 Supervision**

- 6.1.1 All supervisors are reminded that it is a primary condition of their contract to provide the best possible working conditions for candidates.
- 6.1.2 Supervisors should aim to ensure that the room is supervised **AT ALL TIMES**. The Chief Supervisor should ensure that a substitute can be contacted in the unusual circumstances if it is necessary for both supervisors to leave the room at the same time.

- 6.1.3 When the number of candidates exceeds 12, supervisors should move frequently but quietly around the room.
- 6.1.4 Examinations must be conducted in silence. Reasonable requests by candidates concerning working conditions should be dealt with quietly, for example windows, light or noise.
- 6.1.5 Supervisors should not eat, write letters, knit or engage in casual conversation while supervising an examination.
- 6.1.6 Do **NOT** answer any queries from candidates on any of the questions in the examination.
- 6.1.7 Any candidate who appears unwell or distressed should be counselled. The circumstances should be discussed with the Chief Supervisor (when applicable) and/or recorded in a Special Report. All attempts should be made to minimise disruption to other candidates.
- 6.1.8 If an unwell or distressed candidate leaves the room she/he may NOT return to the room..
- 6.1.9 Except for those candidates who have been permitted “extra time” by the Midwifery Council, the 3 hours and 10 minutes specified for the examination must not be exceeded.
- 6.1.10 Candidates who finish early are permitted to leave the examination room after the first 30 minutes and before the last 15 minutes.

## 6.2 Cheating

- 6.2.1 Cases of suspected cheating should be handled with discretion; it is possible that suspicious appearances may have an adequate explanation. You must be careful not to create any atmosphere that could upset an innocent candidate.
- 6.2.2 If you have reasonable grounds to suspect that a candidate has cheated, this **MUST** be reported to the Chief Supervisor (when applicable) and/or recorded in a Special Report. Record what was seen and the actions of the candidate which gave rise to the concern.
- 6.2.3 It is generally possible, by alert supervision, to detect a candidate who is trying to cheat either from notes or by copying from another candidate.
- 6.2.4 Persons other than candidates and supervisors are **NOT** to be admitted to the examination room or allowed to view any examination paper.

## 6.3 Emergency situations

- 6.3.1 In an emergency there are three major concerns: the safety of the candidates, safety of the supervisors and security of the examination papers.

- 6.3.2 If an emergency requires that the candidates must leave the room during the examination, please do the following:
- Tell candidates to stop writing immediately.
  - All materials are left on their desks.
  - Everyone leaves the examination room with you and goes to the emergency assembly area.
  - Take the Attendance Listing with you.
  - Take note of the time.
  - Remind candidates NOT to discuss the examination.
  - If the examination can resume, candidates should return to the room.
  - Make up the time lost but do not give compensatory time. For instance if the emergency took 17 minutes before candidate got back into the room, give them an additional 17 minutes added on to the previous finishing time.
  - On the Special Report form record the time of the start and end of the emergency and the extra time given to candidates.
- 6.3.3 If there are any other circumstance not covered in the above instructions the Supervisor should seek advice from the Midwifery Council **BEFORE** re-starting the examination.

## 7. AT THE COMPLETION OF THE EXAMINATION

- 7.1 At **12.30 pm** read the following announcements:
- 7.1.1 “Your time is up. You must stop writing now. Please remain in your seats until all answer sheets and examination papers have been collected.”
- 7.1.2 ***Once all examination papers have been collected*** “Thank you for your co-operation. You may now leave.”
- 7.2 When collecting papers, check that the candidate details on the answer sheets have been completed correctly, that the candidate number shown on the answer sheets agrees with that on the admission slip and that there are two answer sheets for each candidate.
- 7.3 Check that candidates do not take any paper from the examination room other than their admission slip.
- 7.4 Please ensure that **each** candidate shown as present has handed in two answer sheets and an examination paper and that the Attendance Listing indicates accordingly. Any discrepancies must be reported to the Chief Supervisor (when applicable).
- 7.5 If any candidate reports impaired performance or serious concerns about the examination paper record the details in a Special Report.

## **8. AFTER THE EXAMINATION**

- 8.1 Ensure that the quantity of papers agrees with that recorded on the Attendance Listing. Examination papers are the property of the Midwifery Council and under **no** circumstances are to be kept by candidates or any other persons.
- 8.2 Correct any answer sheet with name or candidate/student number incorrectly filled in.
- 8.3 Put the answer sheets in order of candidate number.
- 8.4 Attach Transfer Reports to the appropriate answer sheets.
- 8.5 All answer sheets, examination papers and reports should be collected by the Chief Supervisor (when applicable).

## **9. RETURN OF MATERIALS TO THE MIDWIFERY COUNCIL**

- 9.1 The Chief Supervisor should carry out the following double-checks:
  - 9.1.1 Ensure that each candidate's name and candidate number has been recorded on both answer sheets.
  - 9.1.2 Put the answer sheets in order of candidate number.
  - 9.1.3 Ensure that the number of examination papers, answer sheets, Absentee Reports and Transfer Reports tally with the Attendance Listing.
  - 9.1.4 Read any Special Reports and be satisfied on the content of these reports.
  - 9.1.5 Countersign each Special, Absentee and Transfer Report.
- 9.2 The Chief Supervisor must complete and sign the Return of Examination Papers Form and return it to the Midwifery Council with the examination materials. The form should be countersigned by a supervisor or another suitable person.
- 9.3 Package all examination materials, ensuring that answer sheets are kept flat. Please ensure that the return package(s) are fastened securely and the addressee and sender's addresses are clearly marked. Returns are to be sent to the Midwifery Council by Courier Post using the prepaid courier bags.

## **10. PAYMENT**

- 10.1 Payment Claim Forms should be completed, signed and returned to the Midwifery Council with all other examination materials. The Chief Supervisor should countersign other supervisors' claim forms.

- 10.2 Chief Supervisors should include any expenses already paid on the Payment Claim Form. Receipts should be attached for any amount over \$5.00. Do not pay the rental for any hired examination venue.
- 10.3 All supervisors are responsible for paying their own tax. An IRD form is **not** required.

## SCHEDULE A

### National Midwifery Examination dd/mm/yyyy Candidate Information/Instructions

#### Date and Time

The National Midwifery Examination will be held on Monday dd/mm. You must report to your exam room at 9.00am. The exam commences at 9.20. It is suggested that you plan to arrive well in advance of the exam time to allow for unexpected travel delays and to locate the correct room. Late candidates will NOT be admitted.

#### Admission slips

Admission slips are an administrative device only and do not indicate permission to sit the examination. Students may sit provided they have successfully completed all components of the Bachelor of midwifery programme or otherwise only with the permission of the Midwifery Council.

#### Venue

The examination is conducted by the Midwifery Council at the campuses of Schools of Midwifery. The venue for your exam is printed on your admission slip. The exam room is also printed on the admission slip. The Schools are not involved with the exam other than to provide a venue.

#### Identification

You should report immediately to the supervisor on entering the exam room. You must show the supervisor your admission slip and a photo identity document, preferably your student ID.

#### Exam Materials to Bring

You should bring two 2B pencils, an eraser, and a pencil sharpener. These and a drink are the only materials that may be taken to your desk. Any other possessions brought into the room must be left at the front of the room or such other place as specified by the supervisor. On entering the room candidates must take out any mobile phones they are carrying and check that they are turned off, before leaving them at the front of the room. Calculators may not be used. There will be a blank page at the back of the question booklet that may be used for any calculations required.

#### Food and Drink

No food is allowed unless the candidate has obtained the prior permission of the Midwifery Council. You may take one bottle of water in a clear bottle with a pop-top (sipper top).

### Question Booklets

All question booklets must be handed in with the answer sheets at the end of the exam. They may not be retained or removed from the exam room. This includes any working paper.

### Answer Sheets

The exam is multi choice. Answers are made by using a pencil to fill in the oval corresponding to the selected answer on the answer sheets. Your details and student number are entered onto the form in a similar manner. Instructions and examples are included on the answer sheets. Ignore the fields labelled “Other Data”. It is important not to write any thing else on the answer sheets. This may prevent them from being scanned correctly.

The examination consists of 180 questions. Each answer sheet provides for 150 questions. Therefore you must use two answer sheets. Answer questions 1 to 150 on one answer sheet, filling out the entire sheet, then answer the next 30 questions on a second answer sheet, filling out the first 30 answers only. The question numbering in the question booklet restarts at 1 after question 150. This is clearly indicated in the booklet. **You must enter your details and student number on both answer sheets.**

### Student Number

A random seven digit student number is printed on your admission slip. It has no purpose other than to identify you for this exam and to allow you to check your results on the website. It should be entered on the answer sheet in the space provided for it.

**Please retain your admission slip so you know your code number when checking results on the website.**

### Results

The results are expected to be available in the week prior to Easter. The results and any notices will be published at the Midwifery Council Internet site ([www.midwiferycouncil.org.nz](http://www.midwiferycouncil.org.nz)) using student numbers. Results will be posted to you at the same time. **Results will be expressed as either a pass or a fail and individual scores will not be released.**

### Request for Reconsideration

Any candidate who is advised that they have failed the exam can request an analysis of their results. Any such request must be accompanied by the reconsideration fee of \$200. The papers of failed students will have already been considered in detail before the results are released. Reconsideration consists of a manual check of the scanning process and analysis of incorrectly answered questions and a broad description of the areas of deficit will be made available. Question papers are not available for inspection and itemised descriptions of incorrectly answered questions will not be given.

### Registration

Candidates, who pass the exam, have satisfactorily completed their Bachelor of Midwifery programme, and have met the competence and fitness requirements, will automatically be entered onto the Register of Midwives. The advice of exam results will be accompanied by confirmation of registration or not, as the case may be.

### Annual Practising Certificate

Notwithstanding that you may be registered as a midwife, you may not practise as a midwife at any time unless you hold a current annual practising certificate. An

application form for an annual practising certificate will be sent to successful candidates with their confirmation of exam results and registration. For those midwives wanting to work immediately, the Council will make every effort to process applications promptly (usually within a few days).

For the full Midwifery Council policy relating to conduct of the National Midwifery Examination, please see our website [www.midwiferycouncil.org.nz](http://www.midwiferycouncil.org.nz)