

# SOUTH AFRICAN NURSING COUNCIL


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PROFESSIONAL ENTRANCE EXAMINATION GUIDELINES FOR STUDENTS  
WHO HAVE  
UNDERGONE UNDERGRADUATE PROGRAMMES


DATE: 2022. 10. 18

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# OUTLINE OF THE PRESENTATION

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  - Purpose
  - General information on Guidelines
  - Processing of applications
  - Important aspects to note in the examination room
  - The role of the invigilator in the exam room
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# Outline of the Presentation cont.

- Registered candidates unable to write the examination
  - Examination irregularities
  - The examination structure for R169, R171 and R174
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# Outline of the Presentation cont.

- Re-marking of examination scripts
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  - Conclusion
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# BACKGROUND

- In terms of Section 4 (1) (c) of the Nursing Act, 2005 (Act No. 33 of 2005), under the functions of the Council, the Council must:
  - (c) conduct examinations, and appoint examiners and moderators, and grant diplomas and certificates in respect of such examinations
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# BACKGROUND CONT.


- (n) monitor the assessment by education and training providers, including recognition of prior learning (RPL), register constituent assessors and moderators and grant diplomas and certificates in accordance with the requirements of the Act and any other law

# Purpose of Guidelines for Professional Entrance Examination

- To guide the learners/ students to prepare for the Professional Entrance examination following completion of undergraduate programmes.




# General Information on guidelines


- Only candidates who have passed the NEI' s summative / final examination(theory and clinical practice) will be eligible to write the Professional Entrance Examination
  - Professional Entrance Examination for registration of under-graduate programmes is held yearly in May and November
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# General information on guidelines cont.

- The annual examination schedule is published on the SANC website, [www.sanc.co.za](http://www.sanc.co.za) . The schedule clearly indicates the type of examination and the time when the examination is written
  - The examination consists of one paper for R169 and R171, and two papers for R174
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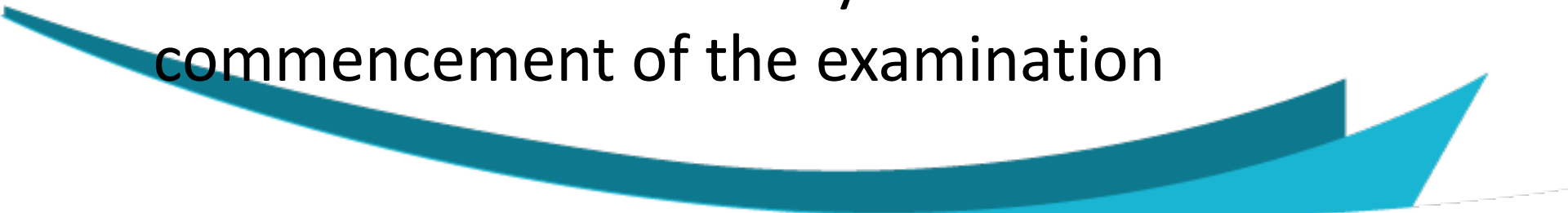
# General information on guidelines cont.

- The paper consists of four compulsory questions, allocated twenty-five marks for each question
  - One question consists of twenty-five multiple choice questions where each question has four answer choices. The other remaining questions are comprised of short and long essay type questions
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# General information on guidelines cont.

- The duration of the examination is three hours
  - The examination will be conducted at an accredited NEI where education and training were completed
  - The examination timetables will be sent to the NEI referred to above or the individual candidate in case of candidates with foreign qualifications
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# General information on guidelines cont.

- It is the responsibility of each candidate to ensure that the information on the examination timetable is correct; any discrepancies should be reported to the principal of the NEI immediately
  - Candidates must be present at the examination venue thirty minutes before the commencement of the examination
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# General information on guidelines cont.

- Candidates may not leave the examination venue during the first thirty minutes or the last fifteen minutes of the examination
  - Candidates should ensure that they know the examination venue and how to get there
  - A candidate is given three attempts to write the examination; if the candidate fails for the third time;
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# General information on guidelines cont.

- He/ she must take a six-month break; the candidate will re- start the examination cycle again limitlessly

# Processing of applications


- The NEI should ensure that they submit accurately captured student's registration details to SANC
  - Only the official entry forms developed by SANC must be used
  - Ensure that the student is registered for the examination on the system
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# Processing of applications

- Transfer of students from one NEI to another NEI , and reasons thereof must be mutually agreed upon by each NEI concerned
  - The office verifies the availability of the covering letter and proof of payments
  - The office sends the confirmation of the receipt of information to NEIs
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# Processing of applications cont.

- All enquiries are dealt with within seven days
  - The SANC office dispatches timetables via the courier a month before the sitting of the examination, i.e., April and October
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# Important aspects to note in the examination room

- The candidate must bring along the examination timetable, South African ID or passport as entry to the examination venue
- The candidate will not be allowed into the examination room without valid identity
- The name of the candidate, training school and centre must not appear anywhere on or in the examination book

# Important aspects to note in the examination room cont.

- Only examination timetable and transparent ruler is allowed in the examination room
- Rough work must be done on the last page of the book, and be marked accordingly
- No pages of the answer book may be torn out
- Under no circumstances may a book be retained or removed from the examination-room

# Important aspects to note in the examination room

- Candidates desiring to speak to the invigilator should attract his/ her attention by standing quietly
  - Electronic devices such as cell phone, watch, tablet, etc., are not accepted on the examination room
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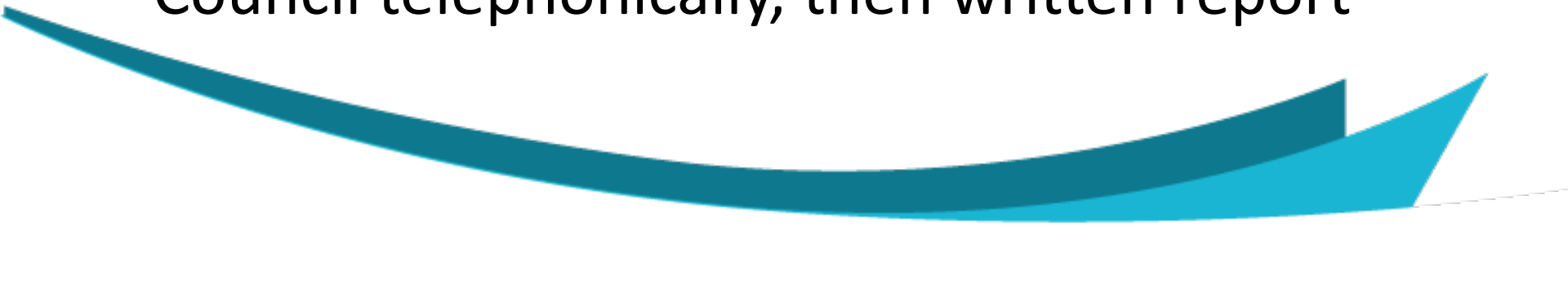
# The role of the invigilator during the examination

- In emergencies, invigilators should take such action as may be deemed necessary. A full report shall be written and submitted to the Registrar and CEO of the Council
- This does not authorise the invigilator to allow a candidate additional time to make up time lost by reason of indisposition during the examination, or because the candidate arrived late


# The role of the invigilator during the examination cont.

- An invigilator is also not entitled to debar a candidate from writing or continuing to write an examination in the event of an irregularity
- In the event of an irregularity whilst the candidate is writing the examination paper, the invigilator should remove the unauthorised material and write '*irregularity*' on the cover with indelible pen

# The role of the invigilator during the examination cont.


- Note the time and date of removal. The new book is given to the candidate and labelled ***'New Answer book'***
  - The unauthorised material should be sent to Council as evidence
  - The irregularity is communicated with the Council telephonically, then written report
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# The role of the invigilator during the examination cont.


- The principal of the NEI which serves as an examination centre, must be informed
  - The candidate should write the response to the irregularity, if he/she refuses, witness should sign
  - The stipulated time of the examination should be strictly adhered to, exactly three hours
- 




# The role of the invigilator during the examination cont.

- The examination will be dispatched two days before the date of the exam and delivered at the exam venue on the day of the examination
  - Invigilators shall not comment on question papers or give explanations or answer any questions or permit a candidate or other person to do so.
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# The role of the invigilator during the examination cont.

- Any occurrence of this nature may result in the disqualifications of all the candidates
  - Question papers, answer books, attendance registers and claim forms , will be dispatched, *see next page*
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# The role of the invigilator during the examination cont.

- Approximately two days before the date of each examination, and will be delivered to the examination venue on the day of the examination
  - Parcels should be opened and checked on receipt to ascertain whether all documentation is received
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# The role of the invigilator during the examination cont.

- The examination box containing the question papers, shall be opened in the examination room in the presence of the candidates, thirty minutes before the stipulated time for the commencement of the examination
  - The examination box shall not be opened at any other time or place
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# The role of the invigilator during the examination cont.

- The invigilators shall be present in the examination room at least 15 minutes before the time stipulated for the commencement of the examination
  - No candidates shall be admitted without an examination timetable issued by the Registrar and CEO for the examination and proof of identity
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# The role of the invigilator during the examination cont.

- No person other than the invigilator and the candidates shall be present in the examination room at any time during the examination
  - No question papers shall be made available during the examination to anyone except to a candidate in possession of an examination timetable and the tutor,
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# The role of the invigilator during the examination cont.


- who may scrutinize the paper to identify possible problems which maybe clarified either through the invigilator or immediately with the Council office

# The role of the invigilator during the examination cont.


- No candidates shall be admitted after the examination has been in progress for half an hour, nor shall any candidate be permitted to leave until the examination has been in progress for half an hour
  - Candidates shall be placed as far apart as possible, at least 1 meter apart
- 




# The role of the invigilator during the examination cont.

- Each candidate shall be issued with a 12- leaf answer book(both sides of the pages are ruled). The candidates must write on both sides of the pages. If a candidate needs a second or further books, the same 12- leaf answer book/ books should be issued as required
- 


# The role of the invigilator during the examination cont.

- Only when satisfied that the first answer book has been fully used, where more than one answer book is used, every answer book should be numbered in the appropriate space on the cover sheet
  - The second and subsequent answer book (s) should be placed inside the first book
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# The role of the invigilator during the examination cont.

- Candidates must be instructed not to tear/ remove pages from answer books under any circumstances
  - Before handing out the question papers, in respect of examinations or portions, or paper 1 or 2 or paper 3, invigilators shall:
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# The role of the invigilator during the examination cont.

- Read out the instructions appearing on the cover of the answer book
  - Instruct candidates to write the name of the examination, paper number (if relevant) and the date of examination on the front cover of the answer book
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# The role of the invigilator during the examination cont.

- The invigilator must ensure that the candidates write the correct question paper according to the examination appearing on the attendance register and the candidate 's timetable
- Instruct candidates to write their examination number only in the space provided on the cover of the answer book. If anything is added to the number, the candidate may be disqualified by Council

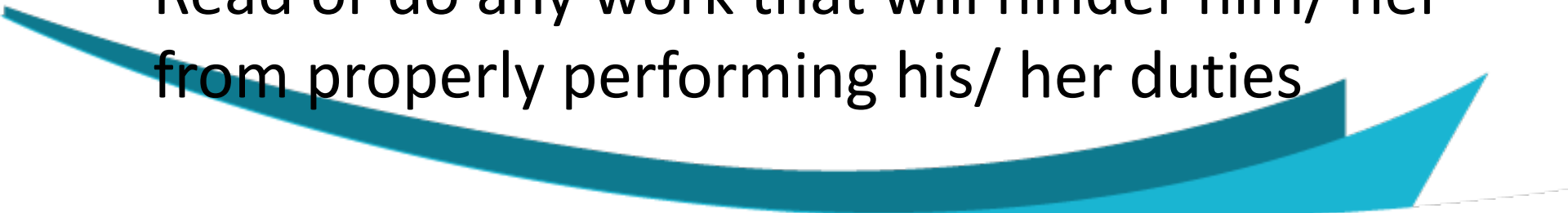
# The role of the invigilator during the examination cont.

- Instruct candidates that any book, memoranda, notes, electronic devices, e.g., cell phones, calculator, etc., must be handed over immediately and warn them that a candidate will be disqualified by the Council if:
  - The candidates are in possession of the above
  - Candidates who aid or attempts to aid another candidate or assisted by another candidate

# The role of the invigilator during the examination cont.


- Warn candidates that all answer books issued to them , shall be handed in before they leave the examination room and that pages must not be removed from answer books under any circumstances

# The role of the invigilator during the examination cont.

- Strict silence shall be maintained while the examination is in progress, except when the invigilator announces the time at regular intervals
  - The invigilator should never take the following actions:
  - Read or do any work that will hinder him/ her from properly performing his/ her duties
- 



# The role of the invigilator during the examination cont.

- Should not use a cell phone
  - Invigilate the programme that he or she teaches
  - Hand over a copy of the question paper to any person outside the examination room or take the question paper out of the examination room before the examination has ended
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# The role of the invigilator during the examination cont.

- Leave the examination room session unattended
- Speak to another invigilator in a manner that disturbs the candidates
- Assist a candidate in answering any examination question
- Allow candidates to violate the rules and regulations of the examination

# The role of the invigilator during the examination cont.

- Five minutes before the end of the examination , the time shall be announced, the doors closed and thereafter no candidate may leave the room until dismissed by the invigilator
- All candidates shall stop writing and hand in their answer books promptly on expiry of the time allowed for the examinations

# Registered candidates unable to write the examination

- A candidate who is absent from an examination on the actual day (s) of the examination, for a reason acceptable to the Council, may apply for admission to the next examination without the payment of the examination fee

# Registered candidates unable to write the examination

- Proof acceptable to the Council of the reasons for their absence shall be submitted to the Council within twenty- one days of the examination from which the candidate was absent


# Examination Irregularities

IRREGULARITY	HOW TO DEAL WITH IT
Candidate in possession of unauthorised material	The answer book is confiscated and marked book 1 irregularity
Candidate assisting or obtaining assistance from others	The time of confiscation to be reflected on the cover of the book
Examination written by another person on behalf of a registered candidate	<p>New book-marked book 2, is handed to the candidate, noting the time on the cover of the book</p> <p>Candidate and invigilator should write the incident report</p> <p>The crib notes or evidence of the irregularity is submitted by the invigilator or the person who identified the irregularity to the Manager: Examination or the Professional Officer in the</p>

# Examination Irregularities

IRREGULARITY	HOW TO DEAL WITH IT
Leakage of examinations	<p>Leakage should be reported to the Registrar and CEO</p> <p>investigation should be carried out by the Legal Department of SANC</p> <p>The examination is nullified</p> <p>Answer books are not marked if the examination is already written</p>


# The Structure of the R169 Examination

- The examination is structured into five sections that cover the competencies of the Auxiliary Nurse (Government Notice No. R169 of 8 March 2013)
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# The Structure of the R169 Examination cont.

Thematic Area of the examination paper	Percentage (%) allocation
Professionalism (Ethical & Legal Frameworks)	15%
Delivery/ Management of Nursing Care	65%
Interpersonal relationship	10%
Record keeping	5%
Health Education	5%
<b>TOTAL</b>	<b>100%</b>




# The Structure of the R171 Examination


- The examination is structured into five sections that cover the competencies of the General Nurse (Government Notice No. R171 of 8 March 2013)
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# Examination Structure for R171 cont.

Thematic Areas of the examination paper	Percentage (%) allocation
Management of Nursing Care	60%
Unit Management and record keeping	15%
Calculations of medicines and intravenous infusions	10%
Professionalism (Ethical and Legal Frameworks)	10%
Interpersonal relationships	5%
<b>TOTAL</b>	<b>100%</b>




# Examination Structure of the R174 examination

- The examination consists of two papers structured into five sections that cover the competencies of the Professional Nurse and Midwifery (Government Notice No. R174 of 8 March 2013)
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# Examination Structure R174

## Paper 1: Comprehensive Nursing Care

Thematic Areas of the Examination paper	Percentage(%) allocation
Management of Nursing Care	50% comprehensive nursing
Management of Health Establishment and record keeping	25%
Management of medicines and intravenous infusions	10%
Professionalism (Ethical and Legal Frameworks)	10%
Interpersonal relationships	5%
<b>TOTAL</b>	<b>100%</b>




# Examination Structure R174


## Paper 2: Midwifery component

Thematic Areas of the Examination paper	Percentage(%)allocation
Normal and High- Risk Ante- Natal Care	25%
Normal and High-Risk Intra-Partum Care	35%
Normal and High-Risk Post- Partum Care	20%
Normal and High – Risk Neonatal Care	10%
Maternal, Child and Woman’s Health	10%
<b>TOTAL</b>	<b>100%</b>

# Publication of results

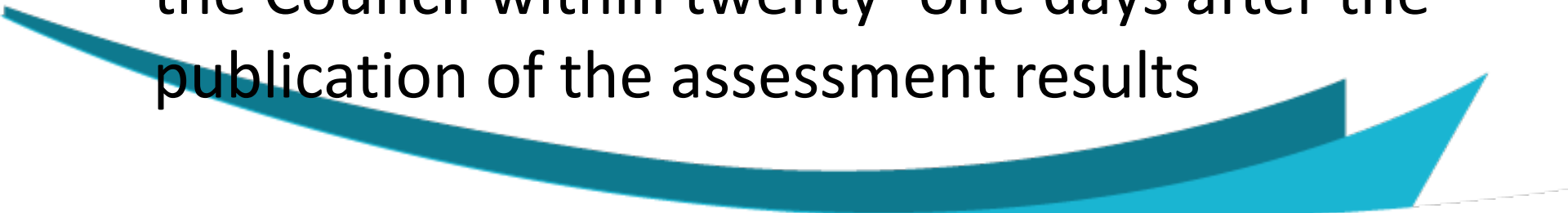
- Computerised final assessment results are received according to the NEIs and individual candidates
  - The assessment results are sent via Courier to the NEIs and the candidates
  - Individual results are communicated to candidates via SMS
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# Publication of results cont.

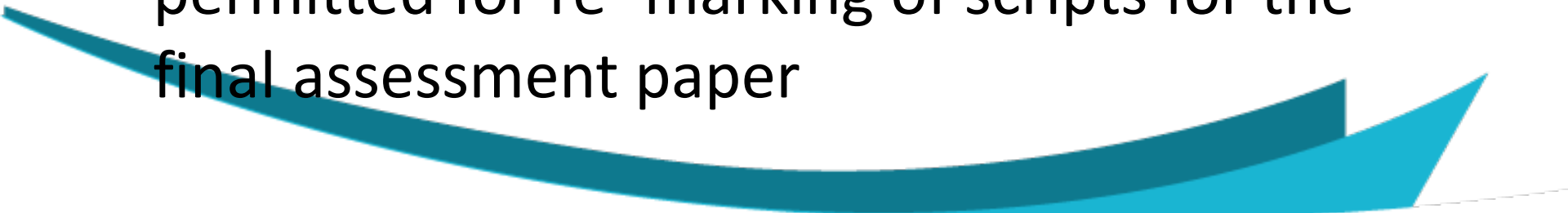
- The Professional Entrance Examination results are published on the SANC website only with the candidates' examination numbers
  - Results are also communicated to NEIs through emails
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# Remarking of examination scripts

- A candidate may apply for re- marking/ re- assessment for a failed assessment paper at a prescribed fee
  - Only candidates can initiate the remark
  - The application for re- marking/re- assessment and the prescribed fee must reach the Council within twenty- one days after the publication of the assessment results
- 


# Remarking of examination scripts cont.

- A re- marker shall be an independent person who did not mark or moderate the scripts
  - The re- marking period allocated to the re- marker will depend on the number of assessment scripts
  - A period of 5-10 working days will be permitted for re- marking of scripts for the final assessment paper
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# Remarking of examination scripts cont.

- Results of the outcome of the re- marking/ re- assessment and re- marker's report will be sent to the candidate
  - The re- marker's mark/ results shall be final for the assessment paper (s)
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# Viewing of examination scripts

- SANC has the criteria that allows candidates who failed an assessment to have access to their assessment scripts, which are:
  - Candidates view their scripts by appointment
  - Candidates should have paid their re-marking fee; having been informed of the outcome, and studied the comments of the external re-marker
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# Viewing of examination scripts cont.

- Candidates will be responsible for paying their own travelling and subsistence costs
- Only candidate(s) are allowed to view their script(s)
- The date and time to view the answer book should be confirmed by the SANC
- Viewing of scripts is in line with the SANC approved procedures

# Conclusion

- The Professional Entrance Examination Guidelines for undergraduate programmes will be effective following Stakeholders' inputs and subsequent approval by the Council
  - The SANC will appreciate all inputs from all participants in this workshop.
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**THANK YOU!!!**

**ANY QUESTIONS?**