

**PCL NURSING  
EXAMINATION GUIDELINE**

**&**

**TOOLS**

for

**PRACTICAL EXAM**

**(FINAL)**

**Third Revision 2076**

**Prepared by**

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Curriculum Division

CTEVT

Sanothimi, Bhaktapur

# Practical Final Examination

First Year

Examination scheme

*Pass mark -50 % of total mark*

S.No	Subjects	Final Examination	Marks
	<b>Fundamental of Nursing (Practical)</b>	<b>Evaluation Method</b>	<b>150</b>
		Procedure Evaluation-	120
		Viva	20
		Attitude/Behaviour	05
		NNC Logbook evaluation ( External Examiner )	05
	<b>Community Health Nursing (Practical)</b>	<b>Evaluation Method</b>	<b>50</b>
		<b>Viva</b>	<b>25</b>
		<b>Simulation</b>	<b>25</b>

## Placement and method of Examination for Final Practical Examination

S.N.	Year	Subject	Area	Total Mark	Types of Exam and mark distribution
1	<b>First Year</b>	1. Fundamental of Nursing	Hospital setting • Medical Ward • Surgical Ward	150	• Procedure -----120 • Viva----- 20 • Attitude and Behavior----- 10
		2. CHN – I	Institutional setting (College)	50	• Simulation-----25 • Viva-----25
2	<b>Second Year</b>	1. Medical Surgical Nursing –I	• Hospital setting - Medical Ward - Surgical Ward	75	• Procedure-----50 • Viva-----25
		2. Medical Surgical Nursing-II	Institution set up (College)	50	• OSCE -----40 • Viva-----10
		3. Nursing Care of Children	• Hospital Setting up • Med/Surgical Ward	50	• Procedure-----35 • Viva-----15
		4. Geriatric Nursing	• Institutional setting	25	• Viva-25
		5. Community Health Nursing II	Institutional setting • (College)	50	• Simulation-----40 • Viva-----10
		6. Mental Health Psychiatric Nursing	• Institutional • (College)	25	• Viva-----25
3	<b>Third Year</b>	1. Leadership & Management	• Institutional setting	50	• Simulation-----40 • Viva-----10
		2. Midwifery – I	• Hospital setting ANC clinic or Institutional setting (College)	50	• ANC procedure/ OSCE-----40 • Viva ----- 10
		3. Midwifery – II	• Institutional (College)	50	• OSCE/Simulation--40 • Viva -----10
		4. Midwifery – III	• Hospital setting Postnatal ward or Institutional setting	50	• Postnatal Procedure/OSCE-----40 • Viva -----10

**Note:** Simulation of the Leadership Management will be conducted in two group (20\*20=40) One group for CHN and other for Hospital) .This procedure will be held at last of the clinical Practicum and the marks will be secured for final examination.

### 1. Who will be responsible for conducting examination ?

Examination controller, Council for Technical Education and Vocational Training (CTEVT,) will be responsible for the management of final examination. The school and the Nursing Desk,(Nursing Committee). Forum for Health & Technical Science (FHTS) will help the CTEVT in line of preparing to conduct the final Practical Examination

The concerned School/Institution will arrange for the examination in their particular clinical /institutional setting. They will provide the environment of examination and arrangement of the material needed for examination and nomination of the examiners and receive approval from the CTEVT.

### 2. Arrangement of Examiners & Supervisors

Two examiners Internal and External will be appointed by the CTEVT in nomination of the institution and the examination will be conducted jointly with them.

- a. Internal Examiner ----Concerned Subject
- b.External Examiner-----Nursing Administrator(Matron/Nursing Director of the clinical areas (hospital) where the students are exposed to practice or the Ward In-Charge or Supervisor as nominated by the Nursing authority . But it is require to have at least the Bachelor of Nursing to be a examiner.

### 3. Persons involved in the examination and their role

S.N	Responsible persons	Area of appointment	Role and Responsibility
1.	Internal Examiner	Concerned Subject Teachers	<ul style="list-style-type: none"> <li>• Arrangement of the students and examination area as per the subject.</li> <li>• Conduct examination jointly with the external examiner.</li> <li>• Keep the mark securely /confidentially</li> <li>• Packing the mark as examination rule and regulation and submit it to the authority (examination section or chief of the program.</li> </ul>
2	External Examiner	- Matron or supervisor or sister in charge from the area of clinical placement as appointed by nursing authority of concerned area.	<ul style="list-style-type: none"> <li>• Conduct examination jointly with the internal examiner.</li> <li>• Keep the mark securely /confidentially</li> <li>• Packing the mark as examination rule and regulation and submit it to the authority( examination section or chief of the program</li> </ul>

3	Invigilator	- Teachers from concerned faculty	<p>Help the students and examiners for the completion of the examination at time honestly and properly.</p> <p>Manage all the equipment and material needed for the examination.</p> <p>Keep the record of the students and examiner securely and properly.</p>
3.	External Observer	- Senior person from concerned senior faculty as appointed by CTEVT / FHTC if necessary	As per guideline provided by the CTEVT/FHTS
4	Exam Superintendent	- Principal of concerned School / Institution	<p>Arrangement of the examination as per demanded by the curriculum</p> <p>Maintains the ethic of the examination keeping confidential of the mark obtained by the student by using proper method</p> <p>Submit the mark to the examination controller office, CTEVT at time.</p>

## 4. Process of Examination

### A. Guideline for Examination in Hospital setting

1. Call 4-6 students at a time
2. Check the Roll No. and take students signature on **attendance list**.
3. Make choose a paper telling which procedure to perform and which patient.
4. Inform the student when to start.
5. Show the paper with assignment to the person supervising the student.
6. Allocated time for performance ½ and hour.
7. Tell where the equipment and trolley or trays are collected for use.
8. Equipment may be placed in Supervisors'
9. Discuss the problem with **invigilator** if some equipment is not available.
10. Decontaminate/clean the used equipment and replaced properly.

## I. Information to be provided to the students and examiners

1. The college will inform the students about the practical examination schedule which is prepared
2. Jointly with CTEVT and FHTS
3. Arrange the examination as guided by the examination guideline (2071) and manage jointly with
4. The team as mentioned.
5. Facilitator will be responsible for supporting the students and examiners to make available
6. Necessary material for exam and release the students in group. After preparing the practical examination she should.
7. Call the students in group (4-6 at a time)
8. Ensure the symbol number and Admit Card and verify with student's list.
9. Register the name of students in examination sheet.
10. Distribute the assignment for examination by lottery system (Procedure / case for total care) as per demand of the subject
11. Inform the students about total time allocation for exam (20-30 units)
12. Inform the students and examiners
13. Where the equipments are collected that may be procedure room or separate if the examination is in the clinical site otherwise the room arrangement in the institution.

## II. The students 'Preparation

- : Students are required to present in examination with :  
Full Uniform  
Roll No. (Symbol number given by the CTEVT)

- Equipment
- Pen, red/blue
- Scissors
- Scale
- Nail cutter
- Copy book
- Watch

- **Transportation** :The college /school will be responsible for the students in **hostel** to provide transportation to reach at sharp time in examination spot Other Students themselves are responsible to be present in practical area according to time given time **sharp**. After arrival stay in given place until called.

## Points to REMEMBER

**Wash Hand before and after procedure and as per needed. Put special towel for this on trolley.**

**Use gloves for “universal precautions” wash hand before returning to bucket.**

**Don not forget charting – write in note book and show to supervisor before writing in the pt’s chart.**

## **B. Guideline for Examination for Viva and Simulation**

### **I. Simulation**

The examiner gives a topic for examination creating an artificial scenario like a Client or Family member as per the topic and the student will be play a role of nurse and perform accordingly as the assigned topic.

- Health teaching
- Taking history
- Physical examination etc.

The Student must will use available resource selecting as need as per appropriate to the topic for the performance. Therefore the facilitator should assemble the material needed as asked by the subject for simulation in examination location

#### **Materials needed**

Flip chart, Family Planning devices, instrument used drugs, forms and other material as per the subjects

### **II. Viva**

- Oral examination will be held in nursing campus.
- 10 to 15 minutes will be allocated for each student
- Five questions will be asked to each student by examination team.
- Questions should be related only to practical, field areas as per subject
- Oral Examination and simulations should be evaluated according to given evaluation criteria
- Discuss and divide the questioned to ask between two examiners to avoid the duplication and repetition of the similar question for a student.
- Marks should be divided according to guideline

- Examinees should ask at least **5 questions** to each student, each question contains 2 marks.
- Examiner should write students obtained marks in given format.
- Make total obtained mark in combination of **external** and **internal examiners** compile, write the total mark in given format and submit the final students' obtained marks in given format by CTEVT.
- Remember to pack both format of making **as external/ internal** mark and Total Obtained mark format.

**Note:**

Viva portion in the hospital setting examination can be conducted during the performance or at last. The examination may be related to the actual procedure or other procedures needed by the patient, e.g.; about procedure, rationale, evaluation, etc.

### **C. Guideline for Examination for OSCE (Objective Structural Clinical Examination)**

- Internal examiner is responsible for OSCE and external examiner will conduct viva
- Divide the mark as guided by guideline
- The internal examiner should set the skill based questions previously and make ready

**Remember**

Question should be skill  
/Psychomotor domain based

- Arrange 5 to 10 tables for setting the station ,each station should be labeled of slip with station number
- Display the questions to be asked in each station
- Display the material in particular station as per the question to be planned in that station
- Call the student as per the number of station set at a time and distribute them the number of station by lottery system.
- The students will select & sit in the station chair and write the answers as per the question asked in station.
- The each students gets 2 -5minutes for each station
- The invigilators should observe whether the students completely took round all station or not.
- The invigilators will observe the students and time and ring the bell to indicate the time.



- Students will leave the question in station and take round only the answer sheet.
- The student will change the station accordingly takes around up to all station and leave their answer sheet to internal examiner.
- The internal examiner or combined with external examiner will check all the answer sheets and mark the copy.
- External examiner can take responsible of viva

### **Tea Break**

Before or after examination as told by invigilator

Students who have finished exams are not allowed to mix with group wait for their turn.

### **D. Tools and Formats used in examination**

Evaluation Tools and Marking Formats should be used as indicated by the guideline. The type of formats and sample tools are shown in the annex.

### **Sample Formats included:**

- Criteria for Evaluating Final Practical Performance( Rating Scale) for **Fundamental of Nursing, Medical Surgical Nursing and Midwifery III**
- Formats for Oral Examination
- Formats for Simulation Exam
- Mark Calculation Sheet for External and Internal Examiner
- Format for Total Mark (Internal examiner and External Examiner) obtained by student to be dispatch to the CTEVT ,Office of Examination Control will be receive from CTEVT

## Summary of Practical Examination

### I. Internal Assessment and Final Examination

#### PCL Nursing

SN	Subjects	Internal Examination		Final Examination		Pass marks
		<ul style="list-style-type: none"> <li>• Total marks= 150</li> <li>• Pass marks = 60 (40%)</li> </ul>		<ul style="list-style-type: none"> <li>• Total marks=150</li> <li>• Pass marks = 75 (50%)</li> </ul>		
			<b>Total marks</b>		<b>Marks</b>	
	<b>Fundamental of Nursing (Practical)</b>	<b>Evaluation Scheme</b>	<b>150</b>	<b>Evaluation Method</b>	<b>150</b>	<b>50</b>
		1. Patient Assessment: (20)		Procedure Evaluation-	120	
		* History taking	10	Viva	20	
		* Physical Assessment	10	Attitude/Behaviour	05	
		2. Nursing care plan	20	NNC Logbook evaluation ( External Examiner )	05	
		3. Health Teaching	20			
		4. Procedure Log Book	10			
		5. Clinical Performance Evaluation	50			
		6. Procedure evaluation Surgical Ward	10			
		7. Procedure evaluation Medical Ward	10			
	8. Drug card	10				
	<b>Community Health Nursing (Practical)</b>	<b>Evaluation Scheme</b>	<b>(50)</b>	<b>Evaluation Method</b>	<b>50</b>	<b>50</b>
		1. Log Book	5	Viva	25	
		2. Observation visit /Report Presentation	5	Simulation	25	
		3. Community Survey	10			
		4. Health Teaching	2.5+2.5 =5			
		5. Case Study of High Risk Family	10			
		6. Data Presentation	5			
		7. Health Action	5			
		8. Community Performance Evaluation	5			







S.N	Criteria	Rating			Number of students												
		2	4	6	1	2	3	4	5	6	7	8	9	10			
18	Health teaching the patients	Give health teaching to the patient but not according to his/her needs	Give teaching to the patient according to his need but not at the level of his understanding	Use opportunities to provide relevant health information to patient													
19	Professionalism	Shows professionalism only in few times and few of points of behaviour	Shows professionalism some time and in some points of behaviour.	Show professionalism always and in all of behaviour.													
20	Evaluation of own Performance	Try to evaluate but in not aware of own strength and weakness of behavior	Evaluate own performance but not in a realistic way	Give proper and good evaluation of own performance													
<b>Total Marks = Performance =20*6=120</b>																	
<b>Viva (4 questions* 05 = 20</b>																	
<b>NNC Logbook Evaluation= 05</b>																	
<b>Attitude and behavior = 05</b>																	
<b>TOTAL = 150</b>																	

**Signature of Examiners.....**

**Date:.....**

**III. Location and Possible procedure / Care assignment to be included in examination**  
**Performance evaluation in HOSPITAL setting**

S.N.	Year	Subject	Examination Assignment	Location for examination
1.	First Year	1. Fundamental of Nursing	<p>Any procedure within the curriculum procedures like</p> <ul style="list-style-type: none"> <li>- Mouth care</li> <li>- Back care</li> <li>- Hair wash and other as the curriculum</li> <li>- Hair wash</li> <li>- Back care</li> <li>- Bed making/positioning of pt.</li> <li>- Dressing</li> <li>- N/G tube feeding</li> <li>- Management of pt. with Foley's catheter</li> <li>- Tepid sponge</li> <li>- Medicine /injections</li> <li>- Vital signs, etc.</li> </ul> <p>Even though you have been given a <u>specific procedure</u> you must look at the pt's needs as a whole, e.g. I/V infusion, I/O record, feeding, etc.</p>	Medical and Surgical ward
2.	Second Year	1. Medical Surgical Nursing-I 2. Nursing Care of the children	<ul style="list-style-type: none"> <li>- Total care of the assigned patient as curriculum</li> <li>- Total care of the assigned patient as curriculum</li> </ul>	Medical and Surgical ward
3.	Third Year	1. Midwifery – I	- Procedures of Antenatal Examination / OSCE	Antenatal care clinic/ College
		2. Midwifery – II	- OSCE	Hospital/College
		3. Midwifery-III	<ul style="list-style-type: none"> <li>- Any procedure within post natal care of mother e.g. Cord care, examination of baby, or mother</li> <li>- Perineal care, Postnatal Examination of mother, Complete or partial and others</li> </ul>	Hospital/College

**Council for Technical Education and Vocational Training**  
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**FORMAT FOR OSCE EXAMINATION**

Name of Institute:

Full Mark: 40

Subject:

Pass mark: 20

Date:

**Direction:** This format should be used by internal/ external examiners who conduct the OSCE. Each station covers for 2 (Two) mark.

**Mark Score**

SN	Roll No.	Station (1- 10)											
		1	2	3	4	5	6	7	8	9	10		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

Name of the examiner:

Date:



**Council for Technical Education and Vocational Training**  
**Sanothimi, Bhaktapur**

**FORMAT FOR VIVA EXAMINATION**

**Name of Institute:**

**Subject:**

**Date:**

**Full Mark: 10**

**Pass mark: 5**

**Direction:** This format should be used by external examiners who conduct the Viva. Each station covers for 2 (Two) mark.

**Mark Score**

SN	Roll No.	Question/Mark					Remarks
		1	2	3	4	5	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**Name of the examiner:**

**Date:**