



Enrolled Nurse

Multiple Choice Question (MCQ) Examination

Candidate Handbook

2 August 2021

Australian Health Practitioner Regulation Agency
National Boards

GPO Box 9958 Melbourne VIC 3001 Ahpra.gov.au 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

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Introduction

Following completion of the Self-check, candidates will be advised which stream they are in. Candidates assigned to Stream B* are required to complete the Nursing and Midwifery Board of Australia's (NMBA) outcomes-based assessment (OBA). The OBA includes a multiple-choice question (MCQ) examination and an objective structured clinical examination (OSCE).

Candidates seeking registration in Australia as an Enrolled nurse will sit the Enrolled nurse Multiple Choice Question Examination (EN MCQ Examination) which is a paper based MCQ examination.

This handbook has been prepared to assist Stream B candidates who are required to complete the EN MCQ Examination.

*Note: A Stream B candidate is an IQNM who holds a qualification that is relevant to the profession, but is not substantially equivalent, nor based on similar competencies to an approved qualification (and who can demonstrate they meet the mandatory registration standards), will be required to successfully complete an outcomes-based assessment (OBA) prior to being eligible to apply for registration.

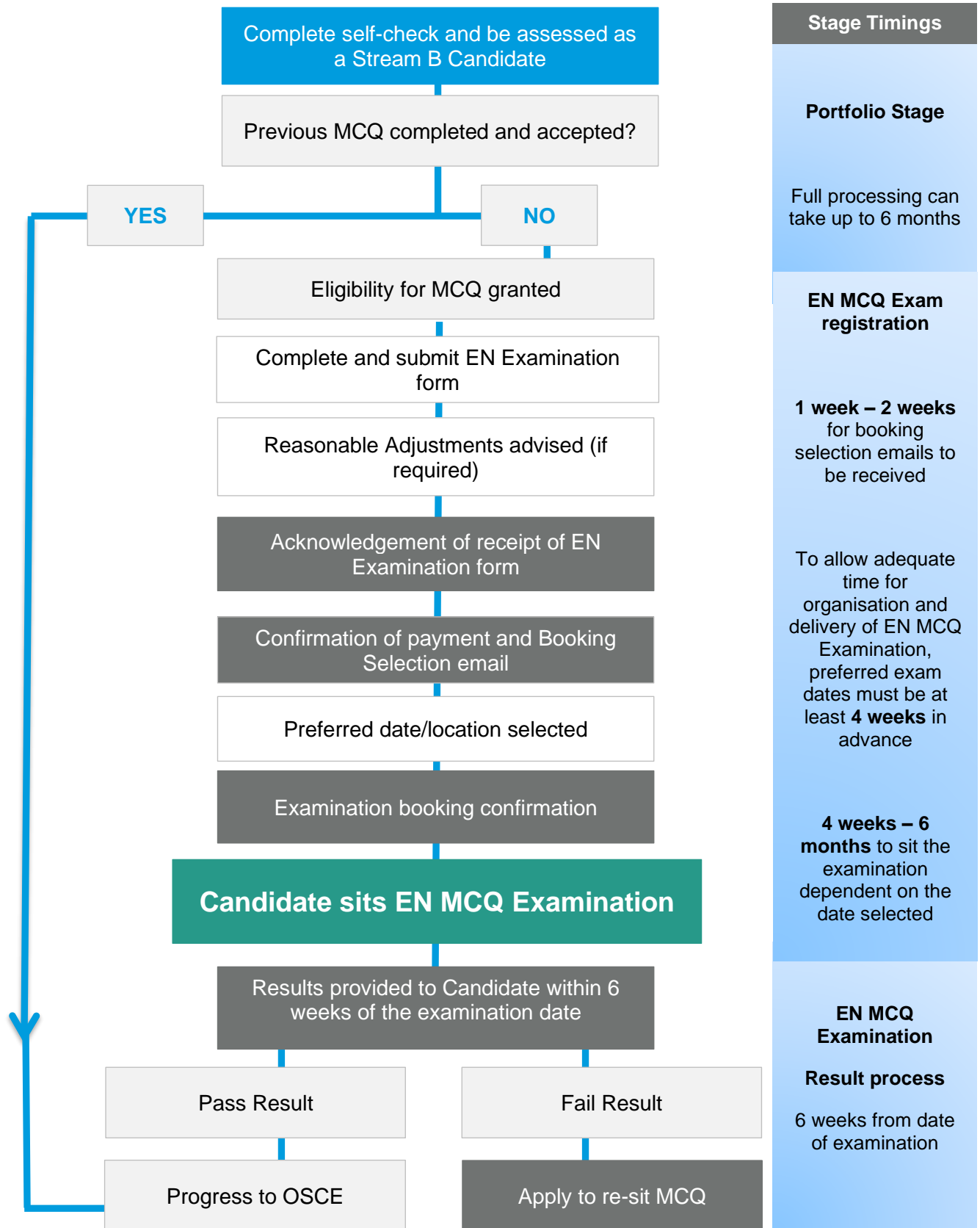
Overview of the EN MCQ Examination

The EN MCQ Examination is a paper based examination containing 90 multiple choice questions. Each question will include four answer choices for candidates to select from. The EN MCQ Examination will include questions from the below three categories:

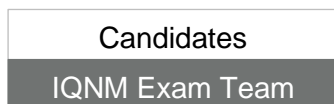
1. Physiological knowledge
2. Psychosocial / Communication
3. Clinical skills / Knowledge (including Medication Calculations)

Candidates are allocated 10 minutes of reading time and a further **1 hour and 30 minutes** to complete the EN MCQ Examination.

Enrolled Nurse MCQ Candidate Journey



Legend:



Before the Examination

Registering to sit the EN MCQ Examination

Candidates who have been confirmed as a Stream B candidate and have established their portfolio, are advised by email that their portfolio is now complete. At this time the candidates' IQNM dashboard will reflect their eligibility to sit the EN MCQ examination.

Once candidates are deemed eligible to sit the EN MCQ Examination, the IQNM exam team will email the candidates a copy of the EN Examination Form. The candidates must then register to sit by completing the form and pay the examination fee for the EN MCQ Examination. In the form, candidates must provide relevant details required to process the examination fee payment.

Examination Fee

The fee for the EN MCQ Examination is:

| Fee type | Fee Amount |
|-----------------|------------|
| Examination Fee | \$250 |

Paying the Examination Fee

Candidates will receive an acknowledgement email upon receipt of the EN Examination Form from the IQNM exam team. The payment will be processed within five (5) business days. Once payment has been processed, candidates will then receive a Booking Selection email from the IQNM exam team within ten (10) business days from processing of the payment.

Reasonable adjustments

Reasonable adjustments (also known as testing accommodations) are special arrangements for the administration of the examination to provide candidates with disabilities (physical or mental impairment) full access to the examination where possible. Adjustments must be made in line with the inherent requirements for nursing and midwifery practice in Australia and must not compromise the integrity of the examination. The expected level of competence is the same for all candidates and cannot change as part of a reasonable adjustment arrangement.

Candidates must submit a request for reasonable adjustments to Ahpra (IQNM exam team) at the time of registering for the EN MCQ Examination (at the time of submitting the EN Examination Form), as soon as practicable after registering, and no later than 14 business days prior to the scheduled EN MCQ Examination date.

Candidates should refer to the [Reasonable adjustment and special consideration for examination candidates](#) policy when submitting their request. Candidates must provide appropriate documentation supporting the request for adjustments and include results of appropriate diagnostic testing, submitted by a qualified professional with expertise in the areas of the diagnosed disability.

For more information on reasonable adjustments, please contact the IQNM exam team via email: IQNMexams@ahpra.gov.au

Selecting, confirming and/or changing the examination

Booking Selection email

The IQNM exam team will send the Booking Selection email (requesting the preferred date and location to sit the EN MCQ Examination), within ten (10) business days from processing of the payment.

The Booking Selection email will require candidates to confirm their preferred Australian capital city location and preferred date/s to sit the EN MCQ Examination. Preferred examination dates should be chosen in advance (approximately 6 – 8 weeks in the future) to allow the IQNM exam team time to make necessary arrangements for candidates to sit the EN MCQ Examination.

Examination locations

The EN MCQ Examination is delivered in the Ahpra state and territory offices and can be coordinated in the following Australian capital city locations:

1. Adelaide
2. Brisbane
3. Canberra
4. Darwin
5. Hobart
6. Melbourne
7. Perth
8. Sydney

The IQNM exam team will try to accommodate candidates' requests, however specific dates/times/locations may not be available. Approval of requests will be dependent on the date/location selected. The IQNM exam team will liaise with candidates directly to arrange a suitable time, date and location upon receipt of the candidates' response to the Booking Selection email.

Confirming the examination booking

Candidates will receive a Booking Confirmation email within 4 weeks from the date that their response to the Booking Selection email was received by the IQNM exam team.

The Booking Confirmation email will include a PDF attachment that confirms the candidate's EN MCQ Examination booking and will detail the venue location, date and time of the examination and process of registering for the examination. The candidate must bring a printed copy of the PDF attachment to the EN MCQ Examination.

The Booking Confirmation email will also include details of the expectations of candidates presenting to the examination. A candidate is only confirmed for a particular examination date and time when they have received the Booking Confirmation email with the PDF attachment from the IQNM exam team.

Candidates must ensure they read and understand the details of this email before arriving at the Ahpra office location on the confirmed examination day. The IQNM exam team will send a reminder email to the candidate two (2) weeks prior to the scheduled examination date.

Attached to the Booking Confirmation email will also be a copy of the EN MCQ Examination Terms of Agreement which requires compliance with the EN MCQ Candidate Rules (including confidentiality) set out on pages 9-10. The EN MCQ Examination Terms of Agreement must be agreed to and signed on the day of the examination prior to the candidate sitting the exam.

Candidates who have not received their Booking Confirmation email and the PDF attachment within five (5) weeks of sending their response to the Booking Selection email from the IQNM exam team, should immediately contact the IQNM exam team via IQNMexams@ahpra.gov.au

Changing the scheduled examination

If candidates need to change their examination date or time, they will need to contact the IQNM exam team at IQNMexams@ahpra.gov.au or on 1300 419 495 at least **five (5) full business days** before the scheduled exam date and time. Australian national and state holidays should also be considered when deciding whether to reschedule an examination as Ahpra offices may be closed.

NOTE: Leaving a message on an answering machine does not constitute giving the required notice for rescheduling or cancelling an examination. Scheduled examinations should only be considered rescheduled or cancelled when confirmation has been received of this being completed by the IQNM exam team.

Missing a scheduled examination

If candidates fail to arrive at the scheduled examination or fail to reschedule/cancel without giving the appropriate notice, the examination fee will be forfeited, and the booking confirmation will be invalidated. Candidates will be required to complete and submit a new EN MCQ Examination Form to pay another examination fee and to schedule a new examination date, should they wish to sit the EN MCQ Examination in the future.

Refunds

There will be no refund of examination fees for any reason, including but not limited to:

1. Failure to reschedule and/or cancel a scheduled examination more than five (5) business days before the confirmed examination date, and
2. Failure to appear for a scheduled examination.

Examination Preparation

The NMBA and Ahpra do not coordinate or endorse any preparation programs for the EN MCQ Examination.

The following reading materials may be useful to candidates:

1. Australian Commission on Safety and Quality in Health Care. (2017). *National Safety and Quality Health Service Standards: Guide for Hospitals*. (2nd ed.). Sydney, NSW: Australian Commission on Safety and Quality in Health Care.
2. The National Safety and Quality Health Service Standards - <https://www.safetyandquality.gov.au/standards/nsqhs-standards>
3. Australian Medicines Handbook. Purchase from: <https://shop.amh.net.au/products/digital>
4. Tabbner's Nursing Care, Theory and Practice 7E, (2017) Koutoukidis, G Stainton, K, Hughson, J, Elsevier
5. Essential Enrolled Nursing Skills for person centred care workbook, (2nd ed). Koutoukidis, G & Stainton, K, Elsevier.
6. Estes Health Assessment & Physical Examination, (3rd Ed) (2020), Calleja, P, Theobald, K, Harvey, Cengage learning.
7. Foundations of Nursing, Enrolled Nurses, (2nd ed), (2019), Gray, S, White, LE, Baumle, W, Ferris, L, Duncan, G. Cengage Learning.
8. Essential Clinical Skills Enrolled Nurses, (4th ed), (2016), Tollefson, J, Watson, G, Jelly, E, Tambree, K. Cengage Learning.
9. Australian Resuscitation Council <https://resus.org.au/>
10. ISBAR tools <https://www.vmia.vic.gov.au/tools-and-insights/tools-guides-and-kits/isbar>
11. Hand Hygiene Australia - <https://www.hha.org.au/>
12. Intelli Learn <https://www.intellilearn.com/>
13. Therapeutic Guidelines – eTG Complete. Purchase from: <https://tgdcdp.tg.org.au/products>
14. NMBA [professional standards](#)
 - a. [Enrolled Nurse Standards for Practice](#)
 - b. [Enrolled nurses and medicine administration](#)
 - c. [Code of Conduct](#)
 - d. [Code of Ethics](#).

EN MCQ Examination Candidate Rules (including confidentiality)

Candidates must understand the below EN MCQ Examination Candidate Rules (including the requirement of confidentiality) which apply at **all stages** of the EN MCQ Examination.

At registration for the EN MCQ Examination, candidates will be required to sign and agree the EN MCQ Examination Terms of Agreement which includes reference to the EN MCQ Examination Candidate Rules (including confidentiality). This confirms that candidates agree to comply with the EN MCQ Examination Candidate Rules.

1. Candidates may not disclose or discuss with anyone, including instructors, information about the items or answers seen in the examination (this includes posting or discussing questions on the internet, social media, and any other online forums).
2. Candidates may not reconstruct examination items using the memory of their exam or the memory of others. Candidates may not copy or reconstruct examination items during or following their examination for any reason.
3. Candidates must not assist other candidates, including taking any action that gives or attempts to give them or another candidate an unfair advantage in the examination.
4. Candidates must not seek help from any other party in answering items (in person, by phone, text or by email) during the examination (including breaks).
5. Candidates must not allow, induce or assist any other person to present for examination in their place.
6. Candidates must not present for the examination in another candidate's place.
7. Candidates must obey and observe all proper instructions or directions given by the Examination Invigilator.
8. Candidates must provide reasonable assistance to any investigation by the IQNM exam team in relation to a suspected breach of EN MCQ Examination candidate rules or any other investigation that needs to be conducted.
9. Candidates attending an EN MCQ Examination will be provided with the necessary materials and equipment.
10. Candidates must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during an EN MCQ Examination.
11. Candidates detected with any device defined in rule 10 must, upon the direction of an Examination Invigilator, surrender that device for inspection.
12. Candidates must not bring into or possess in the examination room any drinks or food, except under special circumstances as approved and directed by the IQNM exam team.
13. Candidates must not communicate with any other candidate while the EN MCQ Examination is being conducted.
14. Candidates must not cause any nuisance, annoyance or interference to any other candidate during an EN MCQ Examination.
15. Candidates must not remove examination items and/or responses (in any format) or notes about the examination from the testing room except where permitted.
16. Candidates must not remove any response material, used or unused, from the examination room.
17. Candidates must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by an Examination invigilator that writing may commence.
18. Candidates must raise their hand if they wish to communicate with an Examination Invigilator.
19. Candidates must not leave their place until permitted by an Examination Invigilator.
20. Candidates will not be permitted to leave the EN MCQ Examination room until 30 minutes have elapsed from the start of writing time.
21. Candidates will not be permitted to leave the examination room in the last fifteen minutes of the EN MCQ Examination.

22. Candidates must cease writing when instructed to do so by the Examination Invigilator.
23. Candidates must remain silent and seated at the end of the EN MCQ Examination until response materials have been collected, checked, and an announcement is made permitting candidates to leave the examination room.
24. If candidates witness any of the above behaviour, irregular or unprofessional behaviour that is in violation of the EN MCQ Examination Candidate Rules, candidates are required to report it to the Ahpra IQNM exam team and comply with any follow up investigation. Suspicious behaviours may be reported to Ahpra IQNM exam team by emailing IQNMexams@ahpra.gov.au

On Examination Day

Examination rules

1. Candidates must comply with the EN MCQ Examination Candidate Rules (including confidentiality) (pages 9-10), at **all stages** of the EN MCQ Examination.
2. Prior to sitting the EN MCQ Examination, candidates will be required to agree and sign the EN MCQ Examination Terms of Agreement. Candidates that do not comply with requirements of the EN MCQ Examination Terms of Agreement including EN MCQ Examination candidate rules (including confidentiality) or the instructions of the Examination Invigilator (whether this is determined on the day of the examination, before or after), may have their examination results withheld or cancelled, and the Examination fee may not be refunded. The Examination Invigilator will inform the IQNM exam team if a candidate does not comply with the EN MCQ Examination Terms of Agreement and/or EN MCQ Examination Candidate Rules which may lead to a misconduct investigation (Refer to [IQNM assessment process misconduct policy](#))

Reasonable Adjustments on examination day

Candidates scheduled to sit the EN MCQ Examination but who are ill, are involved in an accident or have other serious circumstances that may impair their attendance or performance as detailed in the [Reasonable adjustment and special consideration Policy](#), should notify Ahpra through the Examination Invigilator or via emailing a full transcript of the issue to the IQNM exam team on IQNMexams@ahpra.gov.au

Examination Invigilator

Each EN MCQ Examination will be supervised by an Ahpra EN MCQ Examination Invigilator. The role of the Examination Invigilator is to:

1. Register candidates who attend the EN MCQ Examination.
2. Assist candidates with any questions they have prior to entering the examination room and during the examination.
3. Set-up and oversee the EN MCQ Examination room.
4. Implement and maintain examination conditions within the examination room.

Examination Invigilator **will assist candidates throughout the examination with the following:**

1. Candidates will be supplied with everything they will need to complete the examination by the Examination Invigilator (refer list page 13). Should candidates need anything further they should raise their hand and request it from the Examination Invigilator.
2. Candidates can request additional blank notepaper during the examination by raising their hand. Examination paperwork, including any notes taken during the examination, is not authorised to be removed from the examination room during the examination except by the Examination Invigilator. These items will be collected by the Examination Invigilator at the end of the examination.
3. Writing on any materials other than the examination paper or the blank note paper is strictly prohibited.
4. Earplugs may be available from the Examination Invigilator upon request. Candidates are not allowed to bring their own earplugs.

At the Test Location

Examination Day Registration

1. Candidates should ensure they know the location of the Ahpra office (test location) and how to get there prior to the Examination day. Candidates must present the printed copy of the PDF attachment found in the Booking Confirmation email to the Examination Invigilator at registration on the examination day.
2. Candidates should aim to present at the test location a minimum of 30 minutes prior to the start of their examination and are advised to follow the instructions provided in the Booking Confirmation email.
3. Photo Identification on Examination day

The PDF attachment in the Booking Confirmation email will include the details of the Examination Invigilator and where to meet them. It is expected of candidates to provide photo identification that matches the photo identification submitted at IQNM portfolio stage.

- a) Candidates should ensure they provide an original, valid (not expired) passport for identification purposes that includes name, photograph and signature.
 - b) At registration, the Examination Invigilator will confirm the candidate's eligibility to sit the examination based on the photo identification provided. The first and last names printed on the photo identification must match exactly the first and last names found on the PDF attachment found in the Booking Confirmation email. If the name on the ID does not match with the name provided at registration, the candidate will not be allowed to sit the EN MCQ Examination.
4. EN MCQ Examination Terms of Agreement

At registration, candidates will be required to sign and agree the EN MCQ Examination Terms of Agreement including EN MCQ Examination candidate rules (including confidentiality), which confirms that candidates agree to comply with the EN MCQ Examination Candidate Rules and conditions.

5. Items not permitted in the EN MCQ Examination

Candidates will be required to surrender the following items at registration:

- mobile telephones,
- computer related devices,
- smart watches,
- any educational, test preparation or study materials

At registration, these items should be surrendered and will be placed into an opaque plastic satchel which will be sealed and kept with the Examination Invigilator until the end of the examination.

Candidates are advised to only bring items that are of absolute necessity with them to the testing location. Items which are not allowed in the examination room are:

- Bags/purses/wallets/non-smart watches,
- Coats/hats/scarves/gloves - however, provisions have been made for specific religious/cultural apparel,
- Medical aids/devices, (unless previously approved via a reasonable adjustment application)
- Food or drink, gum/candy, (unless previously approved via a reasonable adjustment application)
- Lip balm of any kind.

During the examination, candidates will have no access to their belongings. Items will be placed in a location away from the candidates and only returned to the candidates at the end of the examination.

If candidates refuse to surrender their electronic devices or personal belongings as requested by the Examination Invigilator, they will not be allowed to undertake the EN MCQ Examination. These

candidates will be required to re-register and pay another examination fee to reschedule the EN MCQ Examination.

Exam Day Personal Support

Friends, relatives or children are not allowed to wait in the test location or contact the candidate while they are taking the examination.

In the Testing Room

1. Items provided to Candidates in the examination room

Candidates will undertake the EN MCQ Examination under formal standardised examination conditions. Candidates will be provided with all the items required to sit the examination this includes but is not limited to;

- a) Pens and pencils
- b) Eraser
- c) Pencil sharpener
- d) Basic Calculator
- e) Blank paper to make notes
- f) Water
- g) Desk and chair
- h) Earplugs

2. Water and Food consumption

- a) NO FOOD OR DRINKS will be allowed into the Examination Room (except water as provided on request).
- b) Candidates will **not** be provided with food on the day – candidates may bring food for consumption during the examination registration period and post the examination. However, this will not be accessible during the examination.

3. Breaks during the examination

Candidates are not able to leave the examination room during the first 30 minutes and the last 15 minutes of the examination. Should the candidate need to leave the room for any reason they should request assistance from the Examination Invigilator. Candidates will not be given extra time to compensate for any breaks taken during the examination session.

4. Examination process

- a) The Examination Invigilator will provide candidates with blank note paper at the beginning of the examination. If more pages are required during examination, candidates may raise their hand and ask the Examination Invigilator.
- b) Candidates will have 10 minutes of reading time and 1 hour and 30 minutes to complete the EN MCQ Examination.
- c) Candidates will not be permitted to leave the examination room, even if they have completed the exam, within the last 15 minutes of the examination.
- d) If candidates complete the examination earlier than the last 15 minutes, candidates should raise their hand and the Examination Invigilator will collect and account for all examination documentation including notes pages and dismiss the candidates when all the required items have been provided.

Grounds for Dismissal or Cancellation of Examination Results

Candidates who violate the EN MCQ Examination Terms of Agreement including EN MCQ Examination candidate rules (including confidentiality), or engage in irregular behaviour, misconduct and/or does not follow the Examination Invigilator's warning to discontinue inappropriate behaviour will be dismissed from the test location and their examination fees will not be refunded. Additionally, the candidate's examination result may be withheld or cancelled, Ahpra may take other disciplinary action such as refusal of registration and/or disqualifying the candidate from future EN MCQ Examinations.

After the Examination

Examination Results Release

Results for all candidates will be emailed directly from the IQNM exam team to the candidates' email addresses as supplied in the IQNM dashboard, within 6 (six) weeks from the date of examination.

How are the examination results calculated?

To pass the EN MCQ Examination, candidates must gain a 60% pass in each of the following three key categories:

- Physiological knowledge
- Psychosocial / Communication
- Clinical skills / Knowledge (including Medication Calculations)

Examination results are issued on a pass or fail basis only.

Pass Candidates

Candidates that pass the EN MCQ Examination will receive their result notification in which information about the next steps relating to the EN Objective Structured Clinical Examination (OSCE) will be provided. Candidates' IQNM dashboards will reflect their results, and this will be uploaded within 24 hours of receiving the result notification by email.

Fail Candidates

Candidates who have failed the EN MCQ Examination and wish to re-sit the examination will be required to wait a minimum of 45 days between each examination in accordance with the [NMBA Examination Repeats policy](#).

Candidates choosing to re-sit the EN MCQ Examination after receiving a fail examination result should:

1. Candidates should contact the IQNM exam team to notify them of their plan to re-sit the EN MCQ Examination.
2. Candidates should complete a new EN Examination Form and submit via email: IQNMexams@Ahpra.gov.au to the IQNM exam team
3. Wait to receive the Booking Selection email
4. Reply to the Booking Selection email with a preferred new examination date and location.