

PROFESSIONAL
STANDARDS
CAREERS

Assessment Test
familiarisation booklet 2021
**For mature applicants to
pre-registration Nursing
and Midwifery degree
programmes 2021**

May 2021 (2nd Edition)



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Contents

01

Candidate pre-test checklist 03

02

Contact us 04

03

About us 05

04

About this booklet 06

05

About the test 06

06

Before the test 07

07

Take the test 13

08

After the assessment test 15

09

GDPR privacy notice 17

Candidate pre-test checklist

- | | | |
|---|--|--------------------------|
| 1 | Prepare for the 'Understanding of Basic Instructions' test by reading our test familiarisation booklet May 2021 (undated for the retake of the 'Understanding of Basic Instructions' test), available from our website | <input type="checkbox"/> |
| 2 | Access the 'Understanding of Basic Instructions' practice video on the Aon website | <input type="checkbox"/> |
| 3 | Complete all technical checks (see page 09) | <input type="checkbox"/> |
| 4 | Receive your unique login ID from Aon the test provider by email on 27 May 2021 | <input type="checkbox"/> |
| 5 | Read the instructions and practice the two examples given before the test | <input type="checkbox"/> |
| 6 | Choose a quiet, comfortable space to take the timed 'Understanding of Basic Instructions' test | <input type="checkbox"/> |
| 7 | Complete the 'Understanding of Basic Instructions' test by the deadline: 1.00pm on 2 June 2021 | <input type="checkbox"/> |

Honesty Contract

This booklet, including the Honesty Contract below, will form part of the binding agreement between you and the NMBI if you retake the 'Understanding of Basic Instructions' test. You should make sure that you fully understand and are familiar with the contents of this booklet (including the Honesty Contract) before you retake the 'Understanding of Basic Instructions' test. When you take the online test, you will be required to confirm that you have read this booklet and agree to the terms of the honesty contract.

Integrity and honesty are key values within the nursing and midwifery professions. As an applicant and potential future nurse or midwife, you are expected to honour these values, both in how you approach this competition and by agreeing to follow the rules and procedures laid down. By taking part in the selection process, you are confirming that you are the person named on the application and you agree to complete the tests honestly and without assistance. A third party must not impersonate you at any stage of the process. By accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out.

Contact us

Please contact us by email on matters concerning the assessment test. All communications from our test provider Aon Assessment Solutions will be via email.

To ensure that your email provider does not flag important emails from Aon Assessment Solutions as spam, please save its email address (nmbi.support@aon-assessment.com) to your list of safe senders. Aon Assessment Solutions will not answer queries relating to the content of the test.

General queries about your application: CareersInformation@nmbi.ie

Online assessment test queries only: NMBI.Support@aon-assessment.com

About us

The Nursing and Midwifery Board of Ireland (NMBI) is the regulator of the nursing and midwifery professions in Ireland. Our legal obligation is to protect the public in its dealing with nurses and midwives and to protect the integrity of the practice of nursing and midwifery.

Since the late 1990s, we are responsible for managing the selection process for mature applications to pre-registration Nursing and Midwifery degree programmes. We are also responsible for determining the minimum entry criteria to these degree programmes. These admission criteria are set out in SI 501/2020, Nurses and Midwives (Education and Training) (Amendment) Rules 2020.

For mature applicants this means that all applicants over 23 years applying for admission to an undergraduate Nursing or Midwifery programme must sit an assessment test.

Mature applicants testing

In April 2021, applicants were invited to complete the assessment, which included three separate tests:

- **Understanding of basic instructions (also called verbal reasoning):** this test measures your ability to understand information and how you evaluate that information.
- **Numerical reasoning:** this test measures your ability to interpret, understand and use numerical information.
- **Job simulation:** this test attempts to identify your likely response when presented with scenarios typical of what could occur in a job situation. It measures a range of skills and qualities required of a student nurse/midwife, ranging from taking care of someone through to taking responsibility in a situation.

These tests were delivered on our behalf by Aon Assessment Solutions (Aon). Following the close of the testing window on 28 April, a technical issue was discovered by Aon in relation to the 'Understanding of Basic Instructions' test. This error related to the way that information was presented to candidates on screen. As the administrator of the assessment, Aon accepts full responsibility and accountability for this error. Aon acknowledges that it is unacceptable to include an assessment with a technical error in any assessment process and apologise unreservedly.

All candidates are now being asked to retake the 'Understanding of Basic Instructions' test to ensure that the testing process is fair and robust and that all candidates are given an equal opportunity to perform to the best of their ability. The technical error has now been fixed and there are no additional issues evident within the instrument. In addition, both the job simulation and numerical assessments have been rigorously examined and are robust assessment tools containing no errors.

IMPORTANT: All candidates must now retake the 'Understanding of Basic Instructions' assessment to ensure that all results are comparable. If you fail to do so you will have an incomplete set of assessments and you will no longer be eligible to meet the qualifying standard for mature application to pre-registration Nursing and Midwifery degree programmes, 2021. Please note if there are extenuating circumstances which prevent you from retaking the assessment during the testing window, please contact Aon as soon as possible at nmbi.support@aon-assessment.com.

About this booklet

NMBI developed this booklet (2nd edition) for those who are retaking the 'Understanding of Basic Instructions' test. The purpose of this booklet is to update you on the 'Understanding of Basic Instructions' test that will be used for selecting mature applicants. It aims to ensure that you are comfortable with the testing format and are aware of how to do your best in the test situation. By preparing for the test, you will be able to perform to the best of your ability on the test day.

About the test

You are required to complete the 'Understanding of Basic Instructions' test again. This test measures your ability to understand information and how you evaluate that information.

To pass, you must reach a minimum score on this assessment test. The minimum score for each assessment test will not be decided until the results of all the assessment tests have been analysed.

There will be a set period (a 'testing window') during which you must complete the test. We strongly advise you to complete the test early in the testing window.

Testing window

You must retake the 'Understanding of Basic Instructions' test between **1.00pm on Thursday, 27 May and 1.00pm on Wednesday, 2 June 2021**

Before the test

CAO application

Most applicants for the assessment test will have provided their CAO number when they registered. For those who did not provide a number and have since applied to the CAO using the “Late application” facility, please input your CAO number on the personal details page when retaking the test. See below.

AON
Empower Results*

Privacy Notice Language Help Logout

Personal details

Thank you for filling in the requested information. All required data is marked with *.

Title: Ms

First name *: Sample

Last name *: Sample

E-mail *: sample@sample.ie

CAO ID*: 1234

LOGIN ID

Login ID: gu4-u37-6dn

STATISTICAL INFORMATION

The following data will be used to evaluate this instrument. Be assured that your data will be handled in the strictest of confidence. Any later usage or publication of this information will be only in anonymous form with no connection to your name or any other personal identification data whatsoever. We appreciate your help.

Gender: --- Please select ---

Date of birth: --- Please choose ---

What is your ethnic or cultural background?: --- Please select ---

Please note: If you have not applied to the CAO by 1 May 2021, you are no longer eligible to proceed further in this competition.

Registering to retake the 'Undertaking of Basic Instructions' test

You are not required to register again for this test. Instead, you will receive an email directly on Thursday, 27 May that will contain your login details for completion of the 'Understanding of Basic Instructions' test.

You are not required to re-submit a copy of your photo identification. You will be required to take a reference photo for the virtual proctoring, which requires you to have a webcam enabled device.

Please ensure you use the same email address you used in your CAO application. Aon will use this email address to communicate with you. Please note that you must **not** change your email address during the selection process. Aon or NMBI will not be responsible for non-delivery of messages to any new/revised email addresses you may provide.

Virtual Proctoring

The retaking of the 'Understanding of Basic Instructions' test will be delivered virtually and Aon will validate your identity through proctoring. 'Proctoring' is another word for exam supervision, and in this instance it involves photos being taken of you via your webcam while you are taking the test from a remote location.

When you log in to retake the test, you will be asked again to provide consent for photos to be taken throughout the retake of the test so that Aon can verify that you:

- are completing the tests without assistance;
- match the photo identification you provided.

You will be required to take a reference photo for the virtual proctoring, which requires you to have a webcam enabled device.

This virtual proctoring is mandatory for the online testing process. If you do not consent to virtual proctoring, you cannot proceed with the test and your application will be invalid.

Technical requirements

A link to retake the 'Understanding of Basic Instructions' test will be sent to you by email on 27 May. To take the test you will need:

- a reliable internet connection
- a PC, laptop, smartphone, mobile or tablet device.

The following are the minimum technical requirements you will need to successfully take the tests. Most devices will meet these requirements.

Webcam

You will need a functioning web camera to facilitate virtual proctoring of your assessment test. You may need to provide permission for your browser to access this. You will be unable to proceed with the test if you do not have a webcam on your device.

Internet

You will need a broadband internet connection with a download speed of at least 768 Kbps.

Browser and operating system

You must close down all other applications except for your browser window and internet connection, and stop all other activity on your computer, e.g. printing could cause the test to terminate.

Supported browser and operating system combinations:

- Internet Explorer 11.0 (and higher) on Windows 8.1/Windows 10
- Edge on Windows 10
- Firefox 30.0 (and higher) on Windows 8 (and higher)/MacOS X (and higher)
- Chrome 36.0 (and higher) on Windows 8 (and higher)/MacOS X (and higher)
- Safari 8.0 (and higher) on MacOS X 10.10 (and higher)
- Android 4.4 (and higher)
- iOS 8.0 (and higher)

The system and assessment test may run with lower versions than those listed above but are not actively supported in case of problems. Aon recommends that you use the latest browser versions and operating systems.

Mobile devices

- Android device starting with version 4.3
- iPhones starting with iPhone 5
- Safari 6.2+
- Chrome Version 30+
- Firefox 30+
- Internet Explorer 11+

Additional software

- Adobe Flash Plug-in – we recommend the latest version (for instruments)
- Adobe Acrobat Reader version 9 – we recommend the latest version (for reports)

Reasonable accommodations

If you have previously advised of a special requirement or disability (and provided your supporting medical/psychologist report), your accommodations have already been implemented and you do not need to contact Aon support team again.

If you have not previously notified Aon of a disability and require reasonable accommodations/adjustments, you should contact nmbi.support@aon-assessment.com immediately and before starting the 'Understanding of Basic Instructions' test. The deadline for notification of your request for reasonable accommodations is **6.00pm on Sunday, 30 May**. Please provide a medical/psychologist report to enable Aon to determine what accommodations you might need.

Familiarise and prepare yourself for the tests

Preparation and familiarisation material

Aon have developed a video to assist you in preparing for the 'Understanding of Basic Instructions' test. This video will give you an opportunity to familiarise yourself with the format and type of questions you can expect in the actual test.

To access the video on the understanding of basic instructions test, go to the Aon website: <https://assessment.aon.com/en-us/online-assessment/practice-assessments>.

Scroll down to 'No. 6. Aptitude & Skills Tests' to see the videos. While there are multiple videos on this website, the only one relevant for the purpose of your 'Understanding of Basic Instructions' assessment is labeled Instructions (scales verbal instruct.

About the Understanding of basic instructions test

A significant part of the nursing/midwifery role involves interpreting written materials in order to understand information and instructions. This test measures your ability to understand text and evaluate information.

There are **24 tasks** within this test. You will have **8 minutes** to try to correctly answer as many of these tasks as possible. The test must be completed in one sitting. After you commence the test the remaining time will be displayed in the top right-hand corner.

When you click on 'Next' to take the test, this is what you will see on screen:

- six icons at the top of the page (each one represents a data sheet)
- a datasheet in the centre of the page with the information you need to review. You may need to scroll down to see the full details included in the data sheet. The scroll bar is visible on the right hand upper half of the screen.
- a statement at the bottom of the page with true/false button response options
- an arrow icon on the right side of the screen that you must click to move to the next task.

Task = You are required to read the data sheet, read the statement and then click true or false. When completed, click on the down arrow to move to next task.

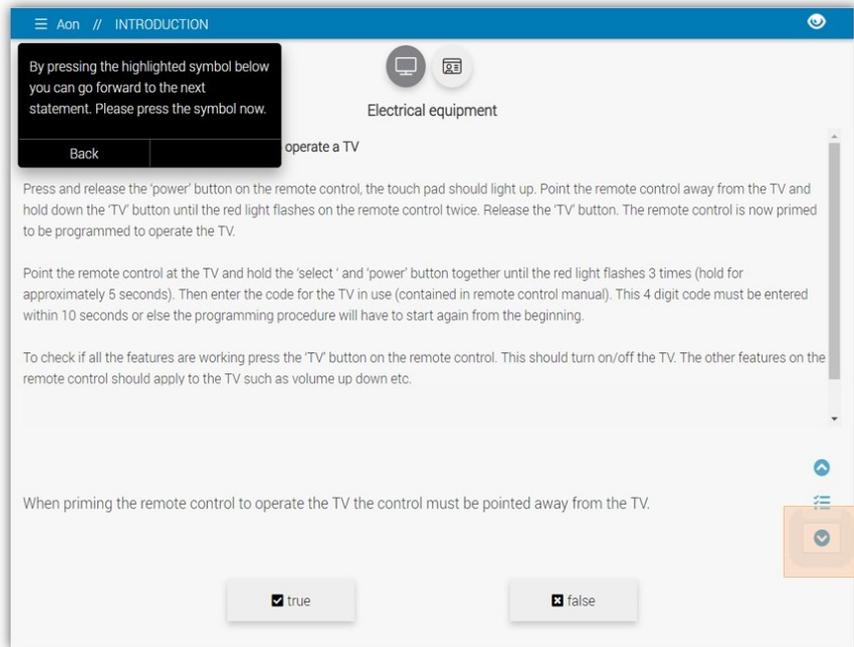
Each task in this test consists of a piece of information called a data sheet. You must read the data sheet in its entirety (you will need to scroll down to see all the information) and then evaluate the statement beneath it. There are 6 data sheets in the live test and 24 tasks. Each task is associated with one of the data sheets. Please note that there are 2 data sheets with 2 statements in the example instructions.

For each statement you will be shown the data sheet that corresponds to the statement presented. Your task is to evaluate the truthfulness of each statement based only on the information provided in this data sheet.

There are two different answer options

- Select TRUE if the statement is absolutely true given the information contained in the data sheet.
- Select FALSE if the statement is absolutely untrue given the information contained in the data sheet.

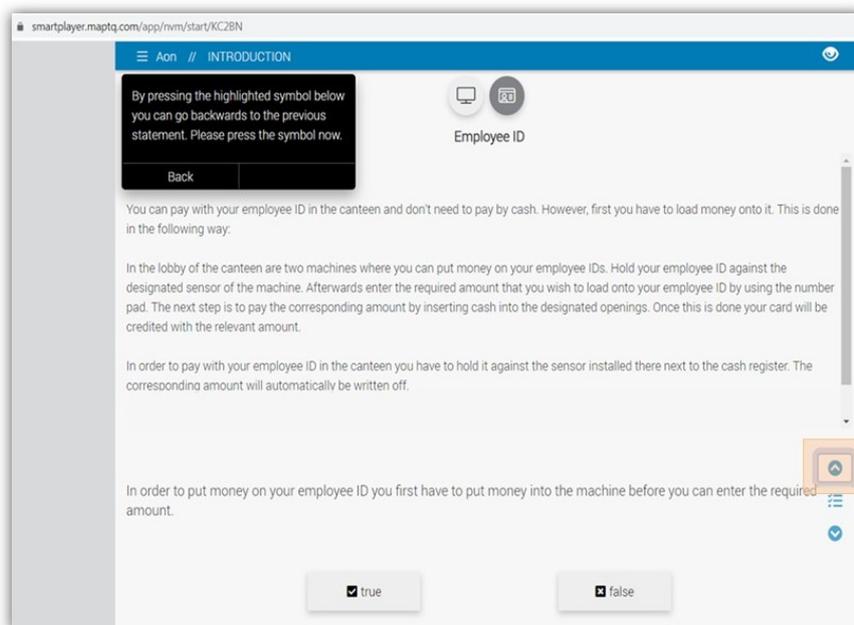
There is only one correct answer to each statement. Click on the answer that you think is correct. When you have selected your answer, click the arrow symbol on the bottom right hand of the screen to go on to the next question.



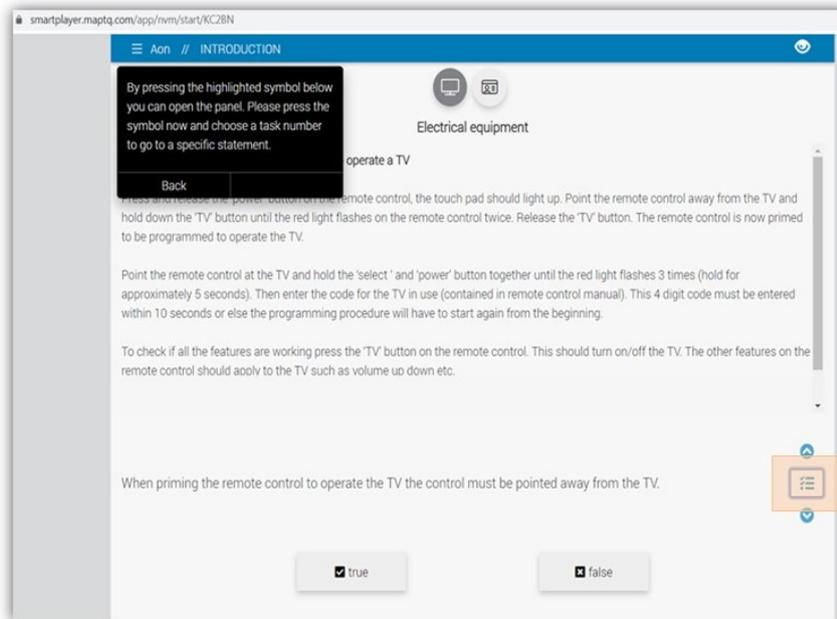
We recommend that you complete this test both quickly and accurately and avoid wild guessing.

The information provided in the data sheets remains constant and does not change throughout the test. You are asked to evaluate the truthfulness of different statements relating to each of the 6 data sheets in the test.

You can also navigate backwards to look at or change previous answers by pressing the upward arrow on the bottom right of the screen as highlighted below.



At the end of the test, you can go back and check your completed tasks by clicking on the middle icon between the two arrows, which opens a panel of the 24 tasks. See below



The data sheets can be opened by clicking on each one of the icons along the top of the screen. However, you will note if you navigate in this way the statements appearing beneath will not necessarily line up or correspond to the data sheet displayed. Therefore, we recommend you complete each of the tasks in the predefined order.

Take the test

Testing window

You must retake the 'Understanding of Basic Instructions' test between **1.00pm on Thursday 27 May and 1.00pm on Wednesday 2 June 2021**

It is really important that you fully prepare by reading our documentation and familiarise yourself with the test before completing it. The instructions at the beginning of the test outline what the various icons do on your screen and then you are required to take two practice questions before you can complete the actual test.

You can take the practice questions as many times as you wish before completing the test. You can take the test immediately following the practice questions or you can wait until another time within the testing window that suits you. If wish to leave, just close your browser or click the panel icon in the top left-hand corner and select 'cancel assessment' to resume later.

Please note that once you start the actual test, you must complete it in its entirety.

You are strongly advised to give yourself sufficient time to complete the test and not wait until the final hours of the testing deadline. No time extensions will be given.

As the test will require your full concentration, please ensure that you take it in a quiet environment where there are no distractions and where you will not be disturbed.

You may take the assessment test on a PC, laptop, smartphone, mobile or tablet device with reliable internet connection. All modern computers and laptops with modern browsers are likely to be able to run these assessment tests successfully (see Technical requirements on page 09).

- You are advised to take the tests on a device you are familiar with. Please ensure that the device is fully charged before you start the test.
- Taking these test within a secure IT network (e.g. your work or college network which may have firewalls or other security technology in place) may cause you technical difficulties. You should check these connections in advance of taking the test.
- Aon strongly recommend that you check that your internet connection is working for you as early as possible during the test window so that should you experience any problems, you can find a solution to address them well in advance of the deadline. No extensions will be granted.
- The onus is on you to ensure that you perform to the best of your ability. Therefore, issues such as tiredness, nerves, or expected results/ performance not achieved are not considered extenuating circumstances.
- Ensure that you have all required reading aids (e.g. glasses) on hand for the tests.
- Please ensure you are clearly identifiable during the test. Do not wear a face covering which might impede our ability to identify you. If we cannot clearly identify you from the images taken, your test may be deemed invalid.

Test session issues

Helpdesk support

During the assessment test period, email support facilities will be available to deal with any issues you may have in relation to the tests themselves. If you experience any problems, contact the test provider's helpdesk support immediately at nmbi.support@aon-assessment.com

**Aon provides direct technical support via email for applicants.
There is a 4-hour response time in place every day.**

Misconduct

We and Aon Assessment Solutions view any misconduct in respect of the assessment test seriously. Misconduct may have significant personal consequences for the individual involved.

The consequences for misconduct may include cancelling your registration to sit the assessment test, thereby making you ineligible for application as a mature applicant to pre-registration Nursing and Midwifery degree programmes.

After the assessment test

Scoring and results

Test results will now be released to all applicants at the end of June 2021. You will be notified of your results via email from Aon. In this email, you will be provided with a login ID to access your statement of results. This statement will let you know if you have been successful in reaching the qualifying standard. It will include your score for each test, alongside the qualifying score for each test. You will also be provided with your total score and the highest (the best) and lowest overall scores achieved by those who qualified.

You must be successful in the assessment test for the current year before being considered for an offer as a mature applicant. We will notify the CAO of the successful applicants for the purpose of selecting applicants into the programmes. You will be placed on order-of-merit lists for the programmes you have applied for (see CAO Handbook 2021 for further details). If you do not pass the assessment test or you do not take the assessment test, you cannot proceed further in the mature competition for nursing/midwifery for that year.

Please note that success in the assessment test does not guarantee you an offer of a place owing to supply and demand for places. The assessment test is year-specific and results may not be carried forward to a future year (unless a deferred entry has been granted by a HEI).

Under no circumstances will results be released over the telephone, by fax or by email. This is to protect candidate confidentiality.

Appeals

You should notify Aon of any issues or problems immediately on the day of the tests by email to nmbi.support@aon-assessment.com. All appeals must be received within seven days of taking the tests. In addition, please be aware that verification of performance in these proctored tests may be conducted in a supervised capacity at a later stage.

It is very important to note that ALL candidates must now retake the 'Understanding of Basic Instructions' assessment to ensure that all results are comparable. If you fail to do so you will have an incomplete set of assessments and you will no longer be eligible to meet the qualifying standard for mature application to pre-registration Nursing and Midwifery degree programmes, 2021. Please note if there are extenuating circumstances which prevent you from redoing the assessment during the testing window, please contact us as soon as possible at nmbi.support@aon-assessment.com.

GDPR privacy statement

Purpose of processing

NMBI conducts an assessment test for mature applicants applying for admission to an undergraduate Nursing or Midwifery Programme. To complete this, applicants are asked to provide their CAO number, name and email address. They are also asked to provide extra personal data including sensitive personal data for statistical information. This is optional.

Legal basis for processing

- Necessary for performance of a contract (Conducting an assessment)
- Verification of personal details
- Consent (Statistical information)

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
NMBI (internal)	Conducting an assessment process
Aon (external) service provider	The administration of the testing and scoring is provided by Aon. Anonymised data may be used to assess and benchmark results.
CAO	The CAO will receive your results, your CAO number and other personal data to enable them to process your application to the CAO.
PAS	Anonymised data including sensitive personal data may be provided to the Public Appointments Services to assist in future assessments.

Details of data transfers outside the EU

This does not apply to this process.

Automated decision making

This does not apply to this process.

Retention period for data

Data is held for no longer than is totally necessary, no longer than 12 months.

Your GDPR rights in relation to this process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time.
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed.
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

Contact details

Name: Data Protection Officer

Email: dataprotection@nmbi.ie

Nursing and Midwifery Board of Ireland
18/20 Carysfort Avenue, Blackrock,
County Dublin,
A94 R299.
Tel: (01) 639 8500
Email: education@nmbi.ie
Web: www.nmbi.ie



**Bord Altranais agus
Cnáimhseachais na hÉireann**
**Nursing and Midwifery
Board of Ireland**