

PROFESSIONAL
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**Assessment Test
familiarisation booklet 2021**

**For mature applicants to
pre-registration Nursing
and Midwifery degree
programmes 2021**



Bord Altranais agus
Cnáimhseachais na hÉireann

Nursing and Midwifery
Board of Ireland

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Candidate pre-test checklist

- 1 Apply to the **CAO** by 1 February 2021 (Late application by 1 May 5.15pm)
- 2 Download and read our assessment test familiarisation booklet available from our website on 15 April 2021
- 3 Have your photo identification ready for registration
- 4 Have your CAO number ready for registration
- 5 Complete all technical checks (see page [09])
- 6 Register for the test on our website 22-28 April 2021
- 7 Receive your unique login ID from the test provider after you register
- 8 Access the practice tests on the test provider's platform
- 9 Choose a quiet, comfortable space to take the test
- 10 Complete your test by the deadline: 1.00pm on 28 April 2021

IMPORTANT

Please read the Honesty Contract at the end of this booklet. This booklet, including the Honesty Contract, will form part of the binding agreement between you and the NMBI if you register to take the mature nursing/midwifery assessment test 2021. You should make sure that you fully understand and are familiar with the contents of this booklet (including the Honesty Contract) before you register for the assessment test 2021.

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 degree programme must sit an assessment test. The test was administered on our behalf by the Public Appointments Service (PAS) for many years but we now have a new provider, Aon Assessment Solutions, who will deliver the test in 2021.

Aon Assessment Solutions helps to predict success by identifying candidates for the selection of mature applicants to pre-registration Nursing and Midwifery degree programmes. It provides online psychometric assessments and expert advice to assist us in making objective decisions on selection.

About this booklet

We developed this familiarisation booklet for mature applicants to pre-registration Nursing and Midwifery degree programmes in 2021. The purpose of this booklet is to introduce you to the assessment tests we use 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 assessment test, you will be able to perform to the best of your ability on the test day.

About the test

To be eligible for an offer of a place as a mature applicant, you must pass the assessment test for the current year. However, passing the test does not guarantee that the CAO will offer you a place in a Nursing or Midwifery degree programme this year. The assessment test is year-specific and your results may not be carried forward to a future year, unless a higher education authority (HEI) has granted you a deferred entry.

The assessment test comprises three separate tests:

- **verbal reasoning** (also called ‘Understanding of basic instructions’): 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.

The tests will be delivered remotely online in 2021. This allows you to take them at your preferred location and time, making them more accessible.

To pass, you must reach a minimum score on each 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’ – see details below) during which you must complete the three tests. We strongly advise you to complete all of your tests early in the testing window.

Testing window

You must complete the assessments between

10.00am on Thursday 22 April and 1.00pm on Wednesday 28 April 2021

Before the test

CAO application

Most applicants for the assessment test will have applied to the [CAO](#) before 1 February 2021 and will have received their CAO number.

Late applications to the CAO are those received after 5.15pm on 1 February 2021. The online facility for late applications opens on 5 March 2021 at 12.00 noon and closes at 5.15pm on 1 May 2021, subject to the restrictions listed in the CAO Handbook 2021. Late applications are not available to those applying to the Adelaide School of Nursing programme.

If you do not have a CAO number when completing the test, please enter the digits 0000 where it requests your CAO number at registration.

Registering for the assessment test

Assessment test registration will be available on our website between 10.00am on 22 April and 1.00pm on 28 April 2021. The link to register for the assessment test will appear on this webpage: <https://www.nmbi.ie/Careers-in-Nursing-Midwifery/How-to-apply/Mature-Applicants>. The access code you will need to input to complete your registration will also be listed on the same webpage.

The link will take you to the Aon testing platform where you can register your personal details. Please ensure you use the same email address you used in your CAO application. The test provider will use this email address to communicate with you.

When you have registered, you will receive an email by return from the test provider (nmbi.support@aon-assessment.com). This email will contain the link and unique login ID that you will need to access your assessment test. Please keep an eye out for this email and check your junk or spam folder if you have not received it within approximately one hour of registering. It is your responsibility to ensure that you follow these instructions and we will not be held responsible for any omissions by you.

Please have your CAO number to hand as you will need this to complete your registration. If you do not have a CAO number please insert the digits 0000 (see form in image below).

If you wish to apply for reasonable accommodation, you must do so by 6pm on Sunday 25 April. See instructions on page 10.

You will notice that you have an option to respond to some statistical questions before you move on to the actual tests. This information is used to monitor the fairness of the tests. Neither the manner in which you respond to this request for information nor the answers you provide will have any bearing on how your application is considered.

The screenshot shows the Aon registration interface. At the top, there's a header with the Aon logo and navigation links for 'Login', 'Language', and 'Help'. Below this is a 'Registration' section with instructions: 'You need to register yourself in order to be able to use this service. After the registration you immediately receive a personal loginID via e-mail which allows you to enter the system. Therefore, you need to provide a valid e-mail address.' It also states that registration is confidential and data is solely used for system usage.

The 'PERSONAL DETAILS' section contains fields for Title (Mr), First name, Last name, E-mail, and Access code. The 'PRIVACY NOTICE' section includes a detailed text about Aon's commitment to privacy, a 'What does this Privacy Notice do?' section, and a 'Who are we?' section. It also lists the company address: Aon Assessment GmbH, Großer Bursch 18-32, 20457 Hamburg. There's a checkbox for accepting the privacy notice and a 'Print' button. At the bottom, there's a note about mandatory fields and a 'Save' button.

Please note that you will be asked to send a scanned copy (clear photo) of your photo identification to nmbi.support@aon-assessment.com. We suggest taking a photo with your smart phone and email it to nmbi.support@aon-assessment.com with your CAO number. **We will only consider your completed assessment if you have sent your photo identification to this email address by the test deadline of 1.00pm on 28 April**. We strongly advise you to prepare this scanned photo identification in advance of the testing window to avoid undue delay.

We only accept the following forms of photo identification:

- Your current passport
- Your current photo-bearing driving licence or learner permit

You must register only once for this assessment test. If you register more than once, we will only accept your first completed assessment test. All subsequent assessment tests will be deemed invalid.

Test delivery

In 2021 the assessment test will be delivered virtually and we 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 assessment test.

When you log in to your online assessment, you will be asked to provide consent for photos to be taken throughout your completion of the tests so that we can verify that you:

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

This virtual proctoring is mandatory for the online testing process. If you do not consent to virtual proctoring, your application will cease. Please see the next section ‘Technical requirements’ for further information on webcam requirements.

Technical requirements

A link to the assessment test will be sent to you after you register. To take the tests 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.

Internet

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

Browser and operating system

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 Assessment Solutions 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 a disability and require any reasonable accommodations/adjustments, you should contact nmbi.support@aon-assessment.com immediately after you register.

The deadline for notification of your request for reasonable accommodations is 6.00pm on Sunday 25 April. Please provide a medical/psychologist report to enable us to determine what accommodations you might need.

Should you fail to submit a report by the 25th April we will not be able to provide you with a reasonable adjustment.

Familiarise and prepare yourself for the tests

Preparation and familiarisation material

Aon have developed some videos to assist you in preparing for the tests. These videos will give you an opportunity to familiarise yourself with the format and type of questions you can expect in the actual tests.

To access the videos on the 'Understanding of basic instructions test' and the 'Numeracy test', go to the Aon website: <https://assessment.aon.com/en-us/online-assessment/practice-assessments>. These videos will give you an overview of what is being assessed, how to navigate the test platform and provide guidance on how to complete the tests. We strongly recommend that you review the information available through the above link. This will help you understand what you have to do before you take the actual tests.

We do not use videos to illustrate the job simulation test. Examples of the test questions are provided below (See test 3).

When you are ready to access the familiarisation videos, please click on this link: <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 two relevant for the purpose of your assessments with us will be labelled:

- Instructions (this relates to the 'Understanding of basic instructions test')
- Basic Numerical Comprehension (this relates to the 'Numeracy test')

Examples of question types can be seen in these videos.

Details of the tests

Test 1: 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. The underlying information texts are simple instructions or instruction manuals respectively.

Each task in this test consists of a piece of information called a data sheet. You must read each data sheet and then evaluate a statement beneath it. Each statement relates only to the information in the given data sheet. Your task is to evaluate the truthfulness of each statement based only on the information in the data sheet.

- 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.

Base your answers only on the information given in the data sheets. After each question there are two different answer options: TRUE or FALSE. There is only one correct answer to each question. Click on the answer that you think is correct. When you have selected your answer, click the 'next' button/arrow symbol on the bottom right hand of the screen to go on to the next question.

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. Your remaining time will be displayed in the top right-hand corner of the test window.

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

Test 2: Numeracy test

The ability to interpret, understand and use numerical information is a key part of the nursing/midwifery role. This test measures basic numeracy.

Each task in this test consists of an equation with gaps and a given result. Your task is to fill the gaps with numbers so that the given result is correct. The equations use only addition, subtraction and multiplication.

You will have **5 minutes** to try and correctly answer as many of these tasks as possible. This assessment uses Adaptive Assessment Technology. This means you will receive questions tailored to your performance as you progress through the test, getting harder or easier based on your cumulative performance thus far on the test. It also means that there is no fixed number of tasks to complete. You will continuously be provided with new tasks until the time runs out. Your remaining time will be displayed in the top right hand corner of the test window.

It is recommended that you complete this test both quickly and accurately and avoid wild guessing.

Test 3: Job simulation test

In the job simulation test you are presented with a range of questions on a variety of work-related scenarios, which attempt to identify what you would most likely do in a situation you could face as a student nurse/midwife. These situations may involve taking responsibility, caring for and helping others, communicating and dealing with others, teamwork, motivation to do things well and your ability to make decisions. This test consists of **28 questions** with 5 possible answer options for each question. You will have **30 minutes** to complete this test. Please complete as many questions as you can.

This exercise does **not** attempt to measure your knowledge of hospitals or their procedures nor does it attempt to measure your knowledge of what a student nurse/midwife does. It attempts to identify what you would most likely do when presented with a scenario typical of what could occur in a work situation. The scenarios have been chosen to reflect the variety of work found in the different areas of nursing/midwifery.

Each question in this test consists of a scenario. Your task is to choose the course of action you would most likely carry out based on the information presented in each scenario.

Please be as honest as you can when selecting your responses. You should not select an answer on the basis that it seems the right thing to say. The questions are concerned with determining your preferred course of action given a certain scenario. Choose what you think you would do based on the information provided.

Indicate your choice of action by ticking the appropriate answer button.

Job simulation practice questions

Below we have provided two practice questions. You need to read and then choose which one of the five possible actions you would most likely carry out based on the information presented. You must choose one action only in each case. There are marks available for each answer presented, with the marks varying in relation to the appropriateness of the action for each particular scenario.

The most appropriate answer options are dependent on the particular skills or quality being assessed within the specific situation (scenario), and what may be a good thing to do in one scenario may not necessarily be a good thing to do in another scenario. Therefore, we do not give you the answer as this may impact on how you answer other scenarios and may impair your performance on the day of the test.

You should give yourself about two minutes to do these two practice questions.

Practice question 1

You are a student midwife in a delivery room with a midwife. Your patient is very unwell after having her baby. The midwife you are working with asks you to go directly to get the senior midwife to come and assist. As you are looking for the senior midwife, you notice a student midwife colleague, Carla, crying and upset in the corridor. She acknowledges you as another midwife walks by. What do you do?

- A. Go over to Carla and ask her quickly what is wrong with her.
- B. Ignore Carla and focus on finding the senior midwife.
- C. Acknowledge to Carla that she seems upset but explain that you are dealing with an emergency and you will catch up with her as soon as you are free.
- D. Ask Carla to help you find the senior midwife.
- E. Explain the situation to the passing midwife and ask them to find the senior midwife for you. Go over to Carla and try to find out why she is distraught.

Practice question 2

You are a student nurse working in a day centre for people with intellectual disabilities. Yesterday you were caring for five service-users in the grounds of the centre. One of the service-users, Ellen, fell and when you went over to assist her, she said she was fine and she didn't need any help. You are aware that all falls need to be reported to the Staff Nurse and recorded on an incident report form but you were so busy helping everyone back into the centre, you forgot to do this before finishing your shift. On returning to work this morning, you notice that Ellen has bruising on her cheek. What do you do?

- A. Complete the incident report form immediately and take this to the Staff Nurse.
- B. Ask Ellen how she is, and see if she needs any treatment for the bruising.
- C. Report the incident immediately to the Staff Nurse, apologising for the error in not following protocol.
- D. Ask Ellen about the bruising and how she is feeling, then immediately report to the Staff Nurse both what she says and about the previous day's fall.
- E. Keep an eye on Ellen and only bring the fall to the Staff Nurse's attention if she seems unwell.

Endorsement

Please note that neither we nor Aon recommend or endorse any commercially available preparation courses for these tests. Neither we nor Aon have any association with commercial courses.

Take the test

Testing window

You must complete the assessment test between
10.00am on Thursday 22 April and 1.00pm on Wednesday 28 April 2021

Practice questions first!

When you have completed registration, you can now take the three assessment tests. Once you click on the “start” button, you will first be required to complete some practice questions. You can take the practice questions as many times as you wish before completing the assessment test. You can take the tests immediately following the practice questions or you can wait until another time within the testing window that suits you. If wish to leave, just click the log out button and resume later.

Please note that once you start the actual assessment test, you must complete it. However, you do not have to take all three assessment tests together in one sitting. You can take them individually at different times if you wish, but you must have them all completed by the deadline at 1pm on 28 April.

You will only be able to access these practice questions after you register for the online tests between 10.00am on 22 April and 1.00pm on 28 April 2021.

You must attempt all three tests. If you do not take all three tests, you will be deemed to have withdrawn from this competition. You should set aside sufficient time to read the instructions, do the practice questions and take the actual tests.

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

Please note that you must **not** change your email address during the selection process. We will not be responsible for non-delivery of messages to any new/revised email addresses you may provide.

As the tests will require your full concentration, please ensure that you take them 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 tests.
- Taking these tests 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 tests.
- We 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.
- 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 assessment/tests to terminate.
- The onus is on you to ensure that you perform to the best of your ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews 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.
- You may use blank paper, a calculator and pens, so please ensure these are also to hand for the tests should you require them.
- Please ensure you are clearly identifiable during the tests. 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 Assessment Solutions provides direct technical support via email for applicants. There is a 4-hour response time in place from Monday to Friday and a 24-hour response time in place on Saturday and Sunday.

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.

To be clear: As Aon is a service provider to us for its administration of the assessment, Aon may seek our input about any misconduct and any consequence to be applied. Misconduct (whether occurring prior to, during or after the test session) means any unacceptable conduct or any conduct that might result in unfairness or inaccurate results such as without limitation: breach of any of the security arrangements for the test and impersonation.

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 tests

Scoring and results

Test results will be released to all applicants in early June 2021. You will be notified of your results via email from Aon Assessment Solutions. 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 attend 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

Please note that if you do not notify Aon Assessment Solutions of any issues or problems on the day of the tests by email to nmbi.support@aon-assessment.com, we will not be able to address these after the fact. 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.

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 personate 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.

Nursing and Midwifery Board of Ireland

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**Bord Altranais agus
Cnáimhseachais na hÉireann**

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Board of Ireland**