

PROFESSIONAL
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Assessment Test
Familiarisation Booklet 2022
**For Mature Applicants to
Undergraduate Nursing
and Midwifery Degree
Programmes 2022**



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 before registering with Aon's Assessment Solutions
- 2 Have your photo identification ready for registration
- 3 Have your CAO number ready for registration
- 4 Complete all technical checks (see pages 6 and 7 for requirements)
- 5 Register for the tests using the link on our website from 1.00pm on Monday, 11 April until 1.00pm on Tuesday, 26 April 2022
- 6 Notify Aon's Assessment Solutions of Reasonable Accommodations' request including supporting paperwork by deadline of 1.00pm on Tuesday, 26 April 2022
- 7 Receive your unique login ID from the test provider after you register. You will receive your unique login ID on Thursday, 5 May 2022
- 8 Access the practice tests using the link provided from 1.00pm on Thursday, 5 May 2022
- 9 Choose a quiet, comfortable space to take the tests
- 10 Complete your tests by the deadline: 1.00pm on Thursday, 12 May 2022

Honesty contract

This booklet, including the honesty contract below, will form part of the binding agreement between you and the NMBI when taking the tests. You should make sure that you fully understand and are familiar with the contents of this booklet (including the honesty contract) before you take the tests. When you take the online tests, 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's Assessment Solutions will be via email.

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

Both the NMBI and Aon's Assessment Solutions will not answer queries relating to the content of the test.

General queries: 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 undergraduate 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 assessment tests. The tests were administered on our behalf by the Public Appointments Service (PAS) for many years but we now have a new provider, Aon's Assessment Solutions.

Aon's Assessment Solutions helps to predict success by identifying the right candidates for the selection of mature applicants to undergraduate 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 undergraduate nursing and midwifery degree programmes in 2022. 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 tests, you will be able to perform to the best of your ability on the test day.

About the tests

To be eligible for an offer of a place as a mature applicant, you must pass the assessment tests for the current year. However, passing the tests does not guarantee that the CAO will offer you a place in a nursing or midwifery degree programme this year. The assessment tests are year-specific and your results will not be carried forward to a future year, unless an education body has granted you a deferred entry.

The current assessment comprises of three separate tests:

- understanding of basic instructions
- numeracy
- job simulation exercise

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

You will be required to complete the following three tests:

Test 1: Understanding of basic instructions test

This test measures your ability to understand information and how you evaluate that information.

Test 2: Numeracy test

This test measures your ability to interpret, understand and use numerical information.

Test 3: Job simulation exercise

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. In this test you will be required to read through a number of scenarios and then choose which action you would take, based on the information presented in the scenario. You will be given a list of possible actions and you must select only one.

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 during which you must complete the three tests. We strongly advise you to complete all of your tests early in the testing window.

Registration window

Registration for the assessment tests is open only from
1.00pm on Monday, 11 April to 1.00pm on Tuesday, 26 April 2022

Before the tests

CAO application

All applicants for the assessment tests must provide their CAO application number when they register.

Registering for the assessment tests

The assessment tests registration link will be available on our website between 1.00pm on Monday, 11 April and 1.00pm on Tuesday, 26 April 2022. The link to register for the assessment tests will appear on the [Mature Applicants](#) page of NMBI's website at 1.00pm on Monday, 11 April.

When registering, 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.

Please have your CAO number to hand as you will need this to complete your registration.

Please note that you will be asked to upload a scanned copy (clear photo) of your photo identification when registering. **We will only consider your completed assessment if you have uploaded your photo identification by the registration deadline of 1.00pm on Tuesday, 26 April 2022.** 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 tests.

After you have registered, you will receive an email from the test provider (nmbi.support@aon-assessment.com) on Thursday, 5 May 2022. This email will contain the link and unique login ID that you will need to access your assessment tests. Please keep an eye out for this email and check your junk or spam folder if you have not received it on Thursday, 5 May 2022. It is your responsibility to ensure that you follow these instructions and we will not be held responsible for any omissions on your part.

Virtual proctoring

The tests will be delivered virtually and Aon's Assessment Solutions 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 tests from a remote location.

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 Aon's Assessment Solutions can verify that you:

- are completing the tests without assistance
- match the photos being taken to the identification material 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 or give the testing platform access to the camera on your device, you cannot proceed with the test and your application will be invalid.

Technical requirements

A link to the assessment tests 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 tests. You may need to provide permission for your browser to access this. You will be unable to proceed with the tests 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 tests to terminate.

Supported browser and operating system combinations:

- Edge on Windows 10
- Firefox 69.0 (and higher) on Windows 8 (and higher)
- Chrome 45.0 (and higher) on Windows 8 (and higher)
- Android 4.4 (and higher)

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

Mobile devices

- Android device starting with version 4.3
- Chrome Version 36+
- Firefox 30+

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. It is your responsibility to contact the above address about any reasonable accommodations/adjustments and it is important that you do so after you have registered, but before the deadline. The team can only support you once you have registered.

The deadline for notification of your request for reasonable accommodations is 1.00pm on Tuesday, 26 April, 2022. Please provide a medical/psychologist report to enable us to determine what accommodations you might need.

Should you fail to submit a report by 1.00pm on Tuesday, 26 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's Assessment Solutions have developed 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.

Scroll down to 'No. 6. Aptitude & Skills Tests' of the link below to see the videos.

<https://assessment.aon.com/en-us/prepare-your-assessment>

While there are multiple videos on this website, the only two relevant for the purpose of your assessment tests with us will be the following,

To access the practise video on the understanding of basic instructions test:

- Instructions (scales verbal instruct)

To access the practice video on the numeracy test:

- Basic numerical comprehension (scales eql)

These videos will give you an overview of what is being assessed, how to navigate the testing 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 to understand what you have to do before you take the actual tests.

We do not use videos to illustrate the job simulation exercise. Examples of this test are provided below as Test 3.

Test 1: Understanding of basic instructions

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 testing window.

When you log into the testing platform an estimate of the time it will take to complete each test will be shown beside the test name. This time includes the time it usually takes to move through the instructions, as well as completing the actual test itself. This estimate is not the time you have for the actual test.

It is possible that negative marking may be used, therefore it is recommended that you complete this test both quickly and to the best of your knowledge.

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 numerical reasoning.

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 testing window.

When you log into the test platform an estimate of the time it will take to complete each test will be shown beside the test name. This time includes the time it usually takes to move through the instructions, as well as completing the actual test itself. This estimate is not the time you have for the actual test.

It is possible that negative marking may be used, therefore it is recommended that you complete this test both quickly and to the best of your knowledge.

Test 3: Job simulation exercise

In the job simulation exercise 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 task 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 read through the following two sample scenarios and then choose which one of the five possible actions you would most likely carry out based on the information presented in the scenario. You might want to do all five actions in some scenarios and in others you might not want to do any of the suggested actions. However, you are asked to choose **one** action only in each case. Each answer option presented is a realistic course of action. **There are marks available for each answer option presented**, with the marks varying in relation to the appropriateness of the action for each particular 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. Remember, there are marks available for all of the options, so do not spend too much time on any one scenario.

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

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

When you log into the testing platform an estimate of the time it will take to complete each test will be shown beside the test name. This time includes the time it usually takes to move through the instructions, as well as completing the actual test itself. This estimate is not the time you have for the actual test.

It is possible that negative marking may be used, therefore it is recommended that you complete this test both quickly and to the best of your knowledge.

Job simulation practice questions

We do not provide answers to the job simulation exercise in the familiarisation material. 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.

Scenario 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.

Scenario 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.

Remember: Each of the five answer options presented is a realistic course of action. There are marks available for each answer option presented, with the marks varying in relation to the appropriateness of the action for each particular scenario.

Endorsement

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

Take the tests

Testing window

You must complete the assessment tests between
1.00pm on Thursday, 5 May and 1.00pm on Thursday, 12 May 2022

Practice questions first

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 tests. 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 1.00pm on Thursday, 12 May 2022.

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 tests 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 (see technical requirements on page 7 for the list of supported devices and browsers).

- 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 testing 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 Aon's Assessment Solutions' helpdesk support immediately at nmbi.support@aon-assessment.com. If you do not contact the helpdesk at the time of experiencing an issue, they may not be able to support you at a later stage.

Aon's Assessment Solutions provides direct technical support via email only for applicants. **Telephone support is not provided.**

Any contact with Aon's Assessment Solutions office outside of email contact via nmbi.support@aon-assessment.com will not be registered as official communication as part of this campaign.

Aon's Assessment Solutions' aims to respond within 4-hours on weekdays and within 24-hours on weekends.

Misconduct

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

The consequences for misconduct may include cancelling your registration to sit the assessment tests, thereby making you ineligible for application as a mature applicant to undergraduate nursing and midwifery degree programmes.

After the assessment tests

Scoring and results

Test results will be released to all applicants at the end of June 2022. You will be notified of your results via email from Aon's 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 tests 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 2022](#) for further details). If you do not pass the assessment tests or you do not take the assessment tests, you cannot proceed further in the mature competition for nursing/midwifery for that year.

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

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's Assessment Solutions 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 the tests closing. In addition, please be aware that verification of performance in these proctored tests may be conducted in a supervised capacity at a later stage.

GDPR privacy statement

The Nurses and Midwifery Board of Ireland (NMBI) is a regulatory body for nursing and midwifery in Ireland. NMBI works with the public, nurses, midwives and key stakeholders to enhance patient safety and care.

NMBI is the data controller under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The purpose of this statement is to provide information regarding:

- How we handle and use your personal data,
- The third parties we share your personal data with,
- Your rights in relation to your personal data

Purpose of processing

NMBI conducts assessment testing 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.

You are not required to disclose your information to us as part of the admission to our undergraduate nursing or midwifery programme. However, failure to do so may prevent us from allowing you to be admitted to our undergraduate nursing or midwifery programme.

Legal basis for processing

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

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
NMBI (Internal)	Conducting an assessment process
Aon's Assessment Solutions (external service provider)	The administration of the testing and scoring is provided by Aon's Assessment Solutions 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, normally 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.
Restriction	You can request the right to restrict the processing of your personal data if you deem it to be inaccurate.
Withdraw	You can withdraw your consent where consent is the legal basis for processing your personal data.

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**
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