

Title: POL020 - Council Policy for NQEMT Examination Viewings and Rechecks – V – 3		Page: 1 of 4
Owner: JE	Approved by: Council	Approval Date: 12/07/2018

Extract from Establishment Order (S.I. No 109 of 2000)/ Amendment Order (S.I. No 575 of 2004)

Article 4. The functions of the Council shall be to:-

- b) conduct examinations leading to the award of the N.Q.E.M.T. at the level of competence of emergency medical technician, paramedic or advanced paramedic, as the case may be.
- c) award the N.Q.E.M.T to such persons as have completed a recognised course under sub-article (h)(i) in a recognised institution and have passed the relevant examination conducted by the Council pursuant to sub-article (b) of this Article.

Article 31. The Council may charge such fees as may, from time to time, be determined by the Council, with the consent of the Minister, for:-

- a) the admission for any person to an examination conducted by the Council pursuant to Article 4(b) of this Order.

Examination results

The Director will approve NQEMT examination results which will then be made available to candidates within four weeks of completing the examination. The Director will award the NQEMT to successful candidates.

Unsuccessful Candidates

Should a candidate not meet the required standard he/she shall be deemed to have been unsuccessful in the examination.

Viewings and Rechecks at EMT and Paramedic level

Unsuccessful candidates will be facilitated with:

- A Viewing of the unsuccessful portion of the most recent examination or examination component only, for educational purposes, and/or
- A Recheck if a candidate wishes to challenge a results score. The recheck procedure exists to ensure that the answer matrix was fully and properly applied to the examination script (MCQ or SWA), be it electronic or paper.

A notification email of examination results, for unsuccessful candidates, will contain details and instructions in relation to viewings and rechecks.

Viewing and Recheck procedures

1. Students are required to read the [NQEMT Examination Handbook](#) before initiating a viewing or recheck.
2. All viewings and rechecks will be organised by a PHECC Officer
3. Viewing sessions will be supervised by a PHECC Officer at all times.
4. Applications for viewings and rechecks must be made in writing to the PHECC examinations co-ordinator, Beech House, Millennium Park, Osberstown, Naas, Co Kildare W91 TK7N.
5. Application forms are available on the [PHECC website](#).
6. Applications must be received as follows:
 - Viewings - within **ten (10)** calendar days of receipt of the results email.
 - Rechecks - within **twenty-eight (28)** calendar days of receipt of the results email.

Candidates must submit the appropriate fee, details are outlined in the [current schedule of fees](#). Payment can be through [Paypal](#), cheque, bank draft or postal order, made payable to the Pre-Hospital Emergency Council.

7. Viewing sessions are carried out in the PHECC Office, Beech House, Millennium Park, Osberstown, Naas, Co Kildare W91 TK7N.
8. Candidates must sign the appropriate application form to certify that they are aware and understand the rules and penalties in line with **Viewing Undertaking FOR035**
9. The following will be provided by a PHECC Officer to candidate at the viewing and or recheck session:
 - **MCQs**
 - A printed report of incorrectly answered questions.
 - A copy of the CPGs relevant to the NQEMT exam level sat by the candidate.
 - A calculator.
 - **OSCE**
 - A printed report of the incorrect OSCE
 - A calculator.

- **SWAs.**
The candidate's answer book and exam paper.
A copy of the CPGs relevant to the NQEMT exam level sat by the candidate.
A calculator

10. Viewing session:

- Will be restricted to 1 hour per section of the examination. This session will be divided into: ten minutes administration and 50 minutes viewing.
- A candidate and any person accompanying him/her, must submit to the direction of a PHECC Officer. This may include being asked to leave the viewing centre, if his/her behaviour is such as to jeopardise the successful conduct of the viewing session.
- A member/s of the Exam Quality Panel will adjudicate on the outcome of the Viewing session as required within 14 days following the Viewing.
- A PHECC Officer will inform the candidate by email of the outcome of the Viewing as required within 28 days.
- If a complaint by a candidate is upheld by Exam Quality, the candidate and all candidates affected, will be awarded mark/s as appropriate. The fee will be refunded to the candidate who attended the Viewing session.

11. Recheck

- A recheck of the MCQ result score will be managed by a PHECC Officer and carried out by the MCQ test centre provider.
- The recheck of SWA script will be carried out by a PHECC examiner who will independently review and remark the script.
- A recheck of the OSCE score will be carried out by the Examinations IT Officer and the Examinations Coordinator.
- It is possible for a student to be 1 or 2 marks off the required pass mark. However, it is possible that marks could be deducted (as well as added) as a result of the recheck procedure as the same answer matrix is applied.
- Deducting marks. This may arise when there is either an error in the calculation of results or incorrect inclusion of marks e.g. more marks allocated than permitted on the answer matrix.
- Addition of marks. This may arise when there is an error in the calculation of results or when there has been an incorrect exclusion of marks e.g. when a student answered correctly in accordance with the answer matrix.
- The results of a recheck will be final.
- If a recheck by a candidate is upheld, the candidate will be awarded or deducted as appropriate. The recheck fee will be refunded to the candidate if mark/s are awarded to the candidate.
- The Director will approve the results of a recheck.
- The Examinations Coordinator will inform the candidate by email of the final results after the recheck within 28 days.
- The Director will award the NQEMT if the candidate is now successful.

For information; Council Policy and procedures for appeals POL019 is available on the [PHECC website](#). See [Appendix 1](#), pertaining to NQEMT examinations.

General Rules and Penalties for Violation of Procedures

Penalties for Violation of Procedures

Any candidate, or any person accompanying him/her*, found breaching or attempting to breach the conditions in this policy for the purpose of obtaining an examination result to which the candidate is not entitled, shall be deemed unsuccessful in all sections of the exam. The conditions include:

- Write on any examination script or part thereof.
- Furnish or attempts to furnish any material not originally furnished for examination.
- Alter or attempt to alter the examination material returned to him/her for viewing.
- Remove, attempt to remove or copy an examination script or any part thereof from the viewing session.
- Use or attempt to use any form of an electronic communication device during a viewing session.

In addition, the Council may exclude the candidate from applying for any Pre-Hospital Emergency Care Council examination, for any period as determined by Council.

* In the event of misconduct by an accompanying person Council will consider sanction as appropriate.