ASKHAM BRYAN COLLEGE

University Centre ASKHAM BRYAN YORK

Independently assessed Objective Structured Clinical Examination (OSCE) Policy 2025 - 2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

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2. POLICY STATEMENT

2.1. Askham Bryan College is committed to:

a) define the purpose of the independently assessed Objective Structured Clinical
    a. Examination (OSCE) for students on the FdSc Veterinary Nursing;
b) outline the roles and responsibilities of college staff, examiners (internal and external) and the regulatory body (Royal College of Veterinary Surgeons) in relation to the OSCE;
c) provide guidance on the OSCE structure, conditions and marking scheme for both examiners and students;
d) define the quality assurance mechanisms and security arrangements associated with the OSCE.

2.2. Within the Foundation Degree (FdSc) Veterinary Nursing programme there is a requirement to assess the clinical skills and competences of nurses against the Royal College of Veterinary Surgeons (RCVS) Day One Skills, Competences and Professional Behaviours for Veterinary Nurses. This assessment is featured within the assessment plan that is contained within the level 5 modules on the Foundation Degree Veterinary Nursing programme.

2.3. All programmes leading to an application to apply to enter onto the RCVS professional register of veterinary nurses must include "summative assessment must be in the form of an Objective Structured Clinical Examination (OSCE), or similarly robust, objective and evidence-based form of examination" (RCVS, 2024). The form of examination included in the FdSc Veterinary Nursing is the OSCE.

2.4. The OSCE consists of 'multiple mini-stations'. Students rotate around all stations completing a series of clinical tasks aligned to the RCVS Day One Skills, Competences and Professional Behaviours for Veterinary Nurses. The use of the OSCE as an assessment tool, determines what a student can 'do' rather than 'discuss or write about'.

2.5. This policy relates to the OSCE only and supersedes the examination guidance articulated in the HE Assessment Policy and Procedure. This policy should be read in conjunction with OSCE Procedure.

3. DEFINITIONS

3.1. This policy and procedure refer to:

- **RCVS Day One Skills, Competences and Professional Behaviours for Veterinary Nurses:** These are a list of essential clinical skills based on the RCVS Day One Competences for Veterinary Nursing.

- **Blueprint:** A plan of tasks mapped to the Day One Skills for Veterinary Nurses to ensure coverage of all expected areas.

- **Purpose:** The purpose of the policy is to provide an outline of the structure and procedural requirements for the transparent and effective delivery of the OSCE for FdSc Veterinary Nursing programmes.

4. PURPOSE

4.1 The College aims to provide and is committed to providing high quality of assessment in a fair and equitable manner whilst adhering to the principles within the RCVS VN Registration Rules. (RCVS, 2017).

4.2 The OSCE forms part of the assessment strategy of the FdSc Veterinary Nursing programme. The intended purpose of this assessment is to predict the future performance of student nurses in the workplace. The reasons for this are to:

- Ensure animal welfare and the safety of their treatment;
- Maintain the public trust;
- Maintain the integrity of the profession and its members;
- Safeguard the interest of the public, colleagues and the Professional Statutory Regulatory Body.

4.3 The OSCE is part of a process of determining a minimum set of clinical skills (RCVS Day One Skills and Competences) that a student nurse must be assessed against to be awarded the FdSc Veterinary Nursing and be eligible to apply to enter the professional register held by the Royal College of Veterinary Surgeons.

5. SCOPE AND LIMITATIONS

5.1 The policy applies to students studying the RCVS-accredited FdSc Veterinary Nursing course as validated by Royal Agricultural University and as validated by Askham Bryan College at any Askham Bryan College Campus.

6. RESPONSIBILITIES

In addition to the roles and responsibilities stated within the Askham Bryan College Higher Education Assessment Policy and Procedures the following responsibilities for the OSCEs are described as follows:

6.1 The Assistant Principal Higher Education will:

- Have overall strategic responsibility for ensuring that this policy is implemented across all sites delivering higher education programmes.
- Communicate with the validating University (where applicable).

6.2 The Head of Centre and Head of Vet Nursing (if different people) will:

- With the Veterinary Nursing OSCE Co-ordinator, determine the stations to be used for the OSCE.
- With the Veterinary Nursing OSCE Co-ordinator, write the OSCE stations.
- Ensure the timely quality assurance of documentation pertaining to the OSCE examinations.
- Respond to requests and actions made by the University (where applicable) and the RCVS Examination Manager after quality review processes.
- Liaise with the Veterinary Nursing OSCE Co-ordinator, University (where applicable) and the RCVS Examination Manager and arrange attended external audit of examination periods.
- Act as a key contact with the appointed External Examiner.
- Ensure the effective budgeting to include the successful delivery of the OSCE examination.
- Liaise with the appointed Senior Examiner (if a different person) in regards to layout of the OSCE examination at the centre.
- Manage mitigating circumstances and alternative forms of assessment requests.
- Share with the Senior Examiner (if different person) alternative assessment requirements.
- Coordinate with the administrative team to ensure the successful circulation and dissemination of student facing communication.

- Ensure the secure electronic storage of examinations scripts, associated mark sheets, Senior Examiner reports, Examiner Station Review sheets and the central storage of examination results.
- Coordinate the timely communication of OSCE results after each exam board.
- Liaise with the Senior Examiner (if a different person) to determine the format of examiner standardisation training and invite delegates.
- Liaise with the HE Academic Registrar regarding any academic appeals.
- In the case of a global pandemic, liaise with the RCVS in regards to adjustment to assessment planning, and provide reporting documentation to RCVS for approval.
- The Head of Centre and the Veterinary Nursing OSCE Co-ordinator will determine the stations that are to be used within the OSCE examination. These individuals will write the stations and pass to the examiner team for review. Provide the date of examination to the estates team and other stakeholders to ensure a suitable environment for examination security and any additional resources are in place.

6.3 The Veterinary Nursing OSCE Co-ordinator will:

- With the module leader, devise the examination timetable.
- Set-up the examination stations prior to the examination date.
- With the Head of Centre, determine the stations to be used for the OSCE.
- With the support of the Head of Centre, write the OSCE stations and ensure clear and effective mapping of the RCVS Day One Skills, Competences and Professional Behaviours on the assessment documentation.
- Maintain the blueprint documentation.
- Review and update associated risk assessment documentation.
- Collate with the module leader assessment documentation and send materials for external scrutiny.
- Determine with the module leader the alternative assessment requirements for individual students, and where necessary, take advice from the University and the RCVS Examinations Manager.
- Liaise with the VN administrator in preparing stations and the associated documentation linked to the assessment of students.
- Ensure equipment and materials for OSCE examinations are in place.
- Ensure that notices are in place to preserve examination conditions in the room and the vicinity.
- Collate the examination paperwork whilst maintaining security.
- Co-ordinate with the Senior Examiner and the Module Leader for the effective and efficient marking of examination mark sheets.
- With the Senior examiner, advise examiners of dates for standardisation and training.
- With the Senior examiner, the planning and delivery of OSCE standardisation and training.
- With the Senior examiner, the training for new and existing examiners.
- With the Senior examiner, manage and supervise examination mark recording, checking and processing.

- With the Senior examiner, conduct post assessment evaluation processes, taking action where required.
- Compile reflective feedback to students and from student's post-examination.

6.4 The Head of HE Academic Services and Quality Assurance will:

- Consult with Head of Centre on any amendments to be tabled to the UCAB HE Assessment Policy.
- Communicate to the Head of Centre any amendments made to the UCAB HE Assessment Policy.
- Communicate to external examiners any amendments made to the UCAB HE Assessment Policy.
- Communicate to the University (if applicable) any amendments made to the UCAB HE Assessment Policy.
- Liaise with the awarding institution (where appropriate).

6.5 The Senior Examiner will (where it differs from the RCVS Head of Centre):

- Ensure, where possible, the smooth running of the OSCE examination event.
- Hold details of the stations to be used at each examination sitting, which will include:

    - Timetable of students with details of any alternative forms of assessment requests
    - Student briefing slides
    - Examiner briefing slides
    - Confidentiality agreements
    - Awarding institutions Academic Regulations for Assessments
    - OSCE Procedure
    - Copies of Senior Examiner Reports

- Assist the Head of Centre and the Veterinary Nursing OSCE Co-ordinator (if a different person) to determine the stations to be used for the OSCE.
- Allocate examiners to the stations.
- Review the Examiner Station Review sheets to inform the completion of the Senior Examiner Report (Appendix *I – Senior Examiner Report).*
- Liaise with the Head of Centre in regard to layout of the OSCE examination at the centre.
- Coordinate with the Veterinary Nursing OSCE Co-ordinator and the Module Leader the effective and efficient marking of examination scripts.
- Review the OSCE examination to inform the quality review processes.
- Provide verbal guidance to students at the start of each OSCE session *(Appendix II – Student Guidance Handbook*).
- Provide the OSCE examiner guidance at the start of each OSCE examination session *(Appendix III – Examiner Guidance Handbook).*
- Liaise with examiners regarding anomalies from the examination.

- Review documentation relating to the quality assurance and marking of the OSCE examination component. This list is not exhaustive and will include all written examination scripts, pre- and post-internal moderation, module handbooks and coursework related assessments for all levels.

6.6 The External Examiner will:

- Provide quality assurance of associated assessment materials pre and post issue.
- Provide feedback and guidance on relevance, accuracy and suitability of assessment materials.
- Moderate a sample of the work of no less than 10% of total students, subject to a minimum of 5 students, post-completion. This audit will be desk-based where the external examiner is unable to attend the examination. In this case, the external examiner would receive the completed mark sheets of student performance plus any additional documentation for the stations, e.g. calculation sheets/hospitalisation forms.
- Along with key stakeholders, provide feedback on currency and quality of associated OSCE stations.

6.7 The Module Leader will:

- With the OSCE Veterinary Nursing OSCE Co-ordinator, prepare associated assessment schedules that include the OSCE.
- Liaise with the Head of Centre, Section Administrator and OSCE Co-ordinator regarding the student facing communication for the OSCE.
- Liaise with the Head of Centre, Section Administrator and OSCE Co-ordinator regarding the issue of student results for the OSCE.
- Liaise with the Head of Centre and OSCE Co-ordinator regarding the marking of OSCE students mark sheets.

6.8 The Veterinary Nursing Administrator will:

- Undertake administrative activities aligned to the quality review processes.
- Ensure sufficient copies of OSCE examination materials.
- Produce registers of attendance, and student examination stickers.
- Facilitate effective exam security.
- Ensure the security of examination materials held securely on central electronic systems.
- Dissemination of examination feedback sheets to students.
- Post examination, quality check the inputting of the completed results spreadsheet and the associated completed documentation.

7. MONITORING AND REVIEW

7.1 Head of Veterinary Nursing will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed every 2 years by the Head of Veterinary Nursing.

7.2 In the case of a global pandemic or epidemic and/or the subsequent closure of the college site(s), the Head of Centre will liaise with the RCVS and where possible adjust assessment strategies to meet current government guidance and potential social distancing requirements. All plans for adjustment to assessments will be sent to RCVS for approval, and students will be counselled around such adjustments. Dependant on the government and regulatory advice, postponement of assessment may be required as a temporary measure.

8. SUPPORTING/RELATED DOCUMENTS

- OSCE Procedure
- HE Assessment Policy

9. RELEVANT LEGISLATION

9.1 In all aspects of this policy the College will comply with the following legislation:

- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

10. APPENDICES

Appendix I: Senior Examiner Report
Appendix II: Student Guidance Handbook
Appendix III: Examiner Guidance Handbook

Appendix I

Senior Examiner Report

Senior Examiner Name **Date of Examination**

1. **Examination Structure, Layout and Equipment.**

Please comment on the environmental conditions for the examination.
Please comments on the equipment provided for the examination tasks.
Please comments on any incidents that may have impacted the candidates and could lead to appeals.

2. **Candidates**

Please comment on anything that could have impacted the candidates, or any circumstances that involved the candidates during the examination window. Please note any trends in student performance noted by the examiners.

3. **Examiners**

Please provide some comments on how the examiner performed during the examination period.

INDEPENDENTLY ASSESSED OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) POLICY 2025 - 2027

Appendix II: Student Guidance Handbook for Independently Assessed Objective Structured Clinical Examination (OSCE) Introduction

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Introduction

This document is designed to provide guidance for students on the FdSc Veterinary Nursing programme in relation to the Objective Structured Clinical Examination (OSCE). Reference is made throughout this document to the Askham Bryan College OSCE Policy and Procedure. Definitions of the terminology associated with the OSCE plus staff roles and responsibilities are outlined in the OSCE Policy and Procedure.

Overall Assessment Strategy

The independently assessed Objective Structured Clinical Examination (OSCE) fits within the assessment components of the Professional and Reflective Nursing module, which is part of the overall assessment strategy for the Foundation Degree Veterinary Nursing programme. It is identified within the module as a P credit. All components of the P credit must be achieved to gain the overall professional accreditation component of the module. The components of this P credit are:

- Completion of the mandatory regulatory training hours
- Completion of the RCVS Nursing Progress Log (NPL).
- Successful achievement of the OSCE.

Alternative Assessment

If you have agreed alternative forms of assessment requirements (reasonable adjustment) your tutor will have requested that you complete the associated form. Please ensure this is completed and submitted to your module tutor by the deadline provided by them. You will be required to include supporting documentation. The link to this policy can be found within your course handbook and on the team's pages for Higher Education students.

Issue of OSCE Stations

You will be provided with the list of all potential OSCE tasks that you could be examined on well in advance of your examination date. You will be provided with details of any amendments to the tasks a minimum of five weeks prior to your mock examination. All stations will be available via teams. Each task will be referenced to the RCVS Day One Skills for Veterinary Nursing and will last for six minutes. You will be required to pass Seven of the Ten stations presented.

For quality assurance purposes some stations may be audio or video recorded.

Mock Examination

A mock examination will be arranged prior to the date of the examination, and you will be provided with feedback within Ten working days. This feedback will comprise of reflective feedback of good and bad student practise observed during the mock examination day. These may be generic themes that arose for a number of students. The feedback will aim to be supportive and constructive and provide you with assistance for the formal assessment period. You will be advised the total number of stations achieved and which stations these were. Attendance at the mock examination is compulsory. Availability of an alternative mock examination will not be provided.

Examination Day

Prior to the examination day you will be issued with a dedicated time that you are required to attend the examination. Students must arrive 30 minutes prior to this time for a briefing. You will not be asked to bring any equipment with you for the examination, although, you will be asked to bring photographic identification with you on the day.

Please ensure this shows a clear photograph. Acceptable identification includes your college identification badge, a passport or a driver license. To ensure examination security and that favourable conditions are met; the examination may be scheduled on a weekend date but still during the cross-college examination window. All assessment dates will feature within your assessment schedule issued to you at the start of the academic year.

On the examination day, you will be met by the Senior Examiner who will escort you to a classroom where an informal briefing session will take place. You will be asked to submit your identification and sign into the examination register at this time. You will also be asked to sign a confidentiality agreement, preventing you from discussing the contents of the examination. This protects the integrity of the examination components. The room is secure, and your personal items can be left here. You are not permitted to enter the examination room with your mobile phone, smart phone or electronic. Students with alternative forms of assessment requirements (reasonable adjustment), will be counselled at this time. Please note as with all other assessment components once you enter the assessment room, you have declared yourself fit to take the exam.

You will circulate around each of the ten stations and be scored by one examiner on your practical performance at each. Your movements around the examination will be chaperoned by the staff members who will ensure you complete each station. Stations will be staffed by one examiner and in some stations an assistant will be present. A centralised timer will identify when it is time to enter and leave a station. The OSCE examination is designed to assess your practical competency, and predict future performance, in a sample of the RCVS Day One skills for Veterinary Nurses. You should prepare in advance of the examination using the tasks associated with the Nursing Progress Log (NPL) and the issued bank of examinable tasks.

Attire for the examination

- A suitable nursing uniform – comfortable nursing tunic or scrub top with plain trousers

- Comfortable, flat shoes - trainers are suitable
- No false nails or nail varnish are permitted
- No adhesive eyelash strips are permitted
- All Jewellery must be removed or covered in the case of a small piercing.

Things to Remember

•Arrive on time.
•Dress appropriately (no false nails, or coloured nail varnish permitted/adhesive eye lashes).
•Bring your photographic identification.
•Listen to the briefing that will take place before the start of the examination.
•Read the task scenario carefully.
•Show appropriate behaviour towards the model that would be expected for a 'real live' animal.
•Please try to 'move on' from each station and put any perceived poor performance out of your mind.
•Read your mock examination feedback carefully and ask questions for clarification.

Assessment Results

As with all other assessment components the marks awarded for your overall OSCE examination will be presented at the Askham Bryan academic assessment board hosted at the college. These are during May/June and September. Students are issued with results in the college wide assessment notification window. Where students fail the OSCE, you will be eligible for re-assessment at the next assessment window but may not be eligible to join the Askham Bryan College graduation ceremony.

Indeed, if successful, you will be able to attend the graduation ceremony the following year. As with all assessment components, students can sit the OSCE on four separate occasions. Where a student has failed their reassessment opportunity, they are permitted to restudy this assessment component and be reassessed in the following academic year. These will be the final Two assessment opportunities. If a student fails the fourth occasion, they will not achieve the accredited P component of this module and as such will not be eligible to apply to enter the RCVS professional register of veterinary nurses.

In this instance and where students have achieved the necessary assessment outcomes, they may be awarded the Foundation Degree in Animal Health and Management.

Appeals

Students who have valid reasons for appeal may do so through the Appeals Procedure. HE Academic Appeals Policy (accurate at the time of writing). Details of Askham Bryan procedures are available via the student UCAB Hub.

For programmes validated by university partners, please refer to the policies of the validating University. Academic policies and procedures | Royal Agricultural University

Typical OSCE Room Layout.

Table 2. Student Movements through the Stations (example schedule)

	Station Number									
Student Times (Approx.	1	2	3	4	5	6	7	8	9	10
9.45am	A (student)	B	C	D	E	F	G	H	I	J
9.55am	J	A	B	C	D	E	F	G	H	I
10.05am	I	J	A	B	C	D	E	F	G	H
10.15am	H	I	J	A	B	C	D	E	F	G
10.25am	G	H	I	J	A	B	C	D	E	F
10.35am	F	G	H	I	J	A	B	C	D	E
10.45am	E	F	G	H	I	J	A	B	C	D
10.55am	D	E	F	G	H	I	J	A	B	C
11.05am	C	D	E	F	G	H	I	J	A	B
11.15am	B	C	D	E	F	G	H	I	J	A

This facilitates the examination of a group of Ten students every 90 mins (approximately) using one examiner per station for student marking.

INDEPENDENTLY ASSESSED OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) POLICY 2025 - 2027

Appendix III: Examiner Handbook

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Introduction

This document is designed to provide guidance for OSCE examiners for the FdSc Veterinary Nursing programme in relation to the Objective Structured Clinical Examination (OSCE). Reference is made throughout this document to the Askham Bryan College OSCE Policy and Procedure. Definitions of the terminology associated with the OSCE plus staff roles and responsibilities are outlined in the OSCE Policy and Procedure.

Exam overview

This examination forms the final clinical summative assessment for Foundation Degree Veterinary Nursing students at Askham Bryan College. This assessment features within the Professional and Reflective Practice Module (level 5) FdSc Veterinary Nursing.

Stations will be staffed by one examiner and in some stations an assistant will be present. A centralised timer will identify when it is time for students to enter and leave a station. The OSCE examination is designed to assess students practical competency, and predict future performance, in a sample of the RCVS Day One skills for Veterinary Nurses.

Each student will circulate around each of the ten stations and be scored by one examiner on their practical performance at each. Their movements around the examination will be chaperoned by the staff members who will ensure they complete each station.

All students will be issued with identification stickers. Please affix one to all student paperwork, including mark sheets and calculation sheets.

Student Exam concessions

Any student who has had an alternative assessment method request granted will be noted by the examiners at the beginning of the examination process and the Senior Examiner will run through the specific adjustments.

Examiner role and conduct

All examiners have undergone training and standardisation for Askham Bryan College OSCE's.

Ahead of each exam session each examiner will sign a confidentiality agreement as part of their contract and role. Examiners are not to discuss content of exams or student performances with anyone other than the Senior Examiner. This extends throughout the examination process, following or at any other time after the examinations unless asked specifically to do so by the examinations team. Examiners are not permitted to discuss the examination process at Askham Bryan with any third party.

Please note any anomalies on the station review form. You should raise this with the senior examiner to determine if the anomaly can be rectified. A run through of each station must be carried out with another examiner **before** the examination commences to ensure the station is ready for use.

Examiners will be expected to be professional and well dressed for the examination. Examiners are asked to avoid wearing blue jeans. Examiners must remove false adhesive nails and adhesive false eyelashes. Remove watches and jewellery (except a wedding ring). They must also tie back long hair.

Mobile phones and other electronic devices must not be taken into the examination room. Drinks such as bottles of water, may be permitted in the confines of the examination booth when stored out of sight. No fizzy or hot drinks are permitted in the examination areas.

Examiners must be mindful of wider roles they are contracted to perform with other organisations, and the confidential obligations they hold within that context.

Examiners must conduct themselves in a professional manner at all times, remaining courteous to students and colleagues. Examiners must avoid giving unintentional feedback to students via body language and mannerisms (smiling, nodding or shaking of head).

Station checks and risk assessments

Each station is set-up by the OSCE Co-ordinator and Senior Examiner. Before the exam starts, please ensure that you check all your equipment is present, and that it is in good working order. You are required to check your station and sign both and equipment check list, located on your station guidance document.

Each station has been allocated a risk assessment. Please sign the risk assessment once your station checks have been done.

Station examining

The examination contains ten six-minute stations. Each station consisting of a six-minute task. In addition, there is a spare task to be utilised in the event of any issues with a current station. If a student does not finish a task within this time frame, they must leave the station and the examiner will mark all uncompleted steps as not achieved. Once students have left a station they are not permitted to return, even if this is within the allocated six minutes.

Each station has a pass mark. This has been completed as part of the standardisation activity for Askham Bryan College.

Examiners are required to complete all parts of the documentation to include examiner comments and a global score for each student. Please complete **ALL** sections of the mark sheet. If there is nothing to write in a section please add, **'nil of note'.** Where a student does not achieve a step, please comment of the detail around this.

When the student enters the station, examiners should read the standardised station introduction and instructions (these are found in the examiner pack) and show the student where the equipment for each task is set out. All equipment must be set-up as per the image on the guidance sheet, so the examiner has best visibility of the student performing the task at all times and so the student has best access to it for ease of use.

Examiners must use their examiner guidance for each student, this includes students who have achieved each step. Please ensure all comments are professional and appropriate. These may be viewed in the case of appeal.

The examiner must decide about each of the criteria. A 'Y' for yes or 'N' for no should be added in the box if the student has either achieved the step or not. For any mark not awarded i.e. 'N', please comment and give a reason in the comments box for why this was not achieved. Where a global score of unacceptable is given, the reason should be explained in the comments section.

A central timer is used to manage the exam station timings; however, all exam stations contain a manual timer in the event of the recorded timer failing or an issue where the station has been disrupted. If this happens then examiners are to start the timer to record the period disrupted. This time can then be allocated back to the student for that station.

All students must be treated equally, and examiners must avoid excessive communication. Examiners should follow the advice as detailed in each of the examiner guidance sections of the task.

Should a student make a mistake they should be allowed to start again. If the student does not have time to start again, they should be marked accordingly as not achieved. Indication of remaining time can be provided before and after the 2 minute central timer.

Student calculation sheets must be returned to the Senior Examiner, with the mark sheet. The Senior Examiner will recheck all calculations and sign the bottom of the sheet to indicate they agree. Where a student has not provided the correct answer for calculations the examiner should make a note on the mark sheet. The examiner should indicate on the calculation sheet if they agree or disagree with the student answer with a tick ( )or a cross (X).

Other evidence such as a pharmacy label will be collected by the examiner and held securely until after the appeal window.

If the fire alarm sounds the examiner should vacate the building immediately, with the student, and assemble at the meeting point at the front of the building, students should not be allowed to speak to each other until a conclusion regarding continuation of the assessment has been formed and should remain with their examiner.

If an examiner has a concern regarding a student, their station or any other matter pertaining to the exam this must be reported to the Senior Examiner immediately and they will record the details on the Senior Examiner Report.

Station flag system

A flag system is operated throughout the exam. When a student enters the station each station flag will be turned to 'white' by the coordinator to indicate the station is in use. If there is a problem and assistance is needed the examiner must turn the flag to 'Red'. Once the student has left the station the examiner is required to re-set the station. Once re-set and ready to receive the next student the flag is turned to 'Green'.

Quality assurance measures

Examiners will be observed by the lead examiner to support the quality assurance process's for the examination. Some examiners will be observed more than others depending on their risk rating which is updated each year and based on criteria such as length of examiner experience.

Emergency Evacuation Procedure:

i. In the event of an emergency evacuation of the examination room (e.g. when a fire alarm sounds) candidates must obey the instructions of the examiners which shall give priority to the safety of the candidates.
ii. Candidates remain subject to examination procedures during the evacuation and therefore should not communicate with other students
iii. Candidates will be led to the designated assembly area by Invigilators (examiner) and must remain there until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the HE Examinations Officer (after appropriate consultation) to abandon the examination.
iv. If it is possible to resume the examination, Examiners shall endorse their scripts with the words 'examination interrupted' and the reason for the interruption at the appropriate place. And the senior examiner will log this on the exam report form.
v. Where it is logistically possible, compensatory time shall be allowed to candidates equivalent to the period from the time the alarm sounded to the resumption.

OSCE Station Introduction

Examiner Script

Hello and welcome to the station.

Everything you need for the task is in front of you, including a copy of the scenario.

If you have any questions throughout, please don't hesitate to ask, and if I can answer that question I will do so.

When you have completed your task, you are free to leave the station but once you have left the station you cannot re-enter.

Please wait for the timer to start before you begin.

Typical OSCE Room Layout.

Table 2. Student Movements through the Stations (example schedule)

	Station Number									
Student Times (Approx)	1	2	3	4	5	6	7	8	9	10
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10.05am	I	J	A	B	C	D	E	F	G	H
10.15am	H	I	J	A	B	C	D	E	F	G
10.25am	G	H	I	J	A	B	C	D	E	F
10.35am	F	G	H	I	J	A	B	C	D	E
10.45am	E	F	G	H	I	J	A	B	C	D
10.55am	D	E	F	G	H	I	J	A	B	C
11.05am	C	D	E	F	G	H	I	J	A	B
11.15am	B	C	D	E	F	G	H	I	J	A

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