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Owner: JE	Approved by: Council	Approval Date: 10/07/ 2014

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.

Version history

Version	Date	Details
5	13th Dec 2007	Version 5 which includes version 1 - 5
6	14 th Mar 2013	Revision to policy and title change
7	10 th July 2014	Revision to Viewing and Recheck for clarification

Eligibility to sit examinations

Applicants, for the NQEMT examinations, known as candidates, must complete the relevant practitioner level course at a recognised institution. Candidates who wish to apply to sit an examination at the level of EMT or Paramedic must submit completed applications to PHECC no later than 28 days prior to the exam date with the current fee.

Details of fees are outlined in Council policy & schedule of fees ([POL006](#)).

In February 2012 Council approved the devolvement of the Advanced Paramedic NQEMT examination to NASC/UCD and applicants who wish to apply to sit the NQEMT examination at advanced paramedic level must submit applications to NASC/UCD.

Specific Learning Difficulty/Disability

Candidates who have been certified as having a specific learning difficulty/disability may qualify for special consideration when taking the examination.

Details are outlined in the current NQEMT Examination Handbook.

Temporary Incapacity

Candidates who are unable to attend for examination, through temporary incapacity which occurs after the application has been submitted, must inform PHECC in writing enclosing a medical certificate **before** the examination date. Failure to furnish an appropriate medical certificate in advance will result in non-refund of exam fees and will be regarded as a failed exam attempt. Special consideration may be given in contingent circumstances by the Registrar.

Examination Structure and Content

The NQEMT examination shall consist of theory and practical components. The examination shall assess knowledge, behavior and skills based on current Education and Training Standards and Clinical Practice Guidelines (CPGs). The Test Item Writing (TIW) Group will provide content to meet PHECC's requirement for NQEMT examinations.

Details are outlined in the Terms of Reference for the Test Item Writing Group ([TOR011](#)).

In March 2012 the Accreditation Committee approved the NASC/UCD advanced paramedic assessment schedule. On the same date the Accreditation Committee approved the NASC/UCD paramedic assessment schedule and the devolvement of the paramedic OSCE's to NASC/UCD

Examination Validity and Reliability

The Examination Quality Group shall be responsible for ensuring the validity and reliability of the NQEMT examination content and facilitate continuous quality improvement of the OSCE.

They will review:

- i) Examination relative components and timing, content, pass mark and criteria for resits
- ii) Examiner criteria, examiner training and performance

Details are outlined in the Terms of Reference for the Examination Quality Group ([TOR005](#)).

Examiners

Examiners are responsible for assessing candidates at OSCEs and correcting short written answer (SWA) papers.

Details are outlined in the Terms of Reference for the PHECC Examiner Panel ([TOR010](#)).

Examination material security

The Registrar is responsible for security of the examination content. Access to content will be strictly controlled and confidentiality provisions will be applied.

Any candidate found breaching the security of the examination material shall be deemed unsuccessful in all sections of the examination.

Examination Administration

The Registrar is responsible for the administration and supervision of the NQEMT examination.

Examination results

The Director will approve NQEMT examination results which then will 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.

Candidates who are unsuccessful at a second attempt of the NQEMT examination must repeat the NQEMT course at a PHECC recognised institution prior to applying for a subsequent exam sitting.

Viewing and Rechecks at EMT and Paramedic level

Unsuccessful candidates, following the NQEMT examination, will be facilitated to view their examination scripts for educational purposes. In addition students who wish to challenge their results can request a recheck. The following rules apply to viewings and rechecks:

1. Students are required to read the NQEMT Examination Handbook before initiating a viewing and or recheck of an exam.
2. Viewings and rechecks apply to multiple choice question (MCQ) and short written answer (SWA) exams only.
3. The viewing and recheck procedures exist to ensure that the answer matrix was fully and properly applied to the examination script (MCQ or SWA), be it electronic or paper. In the interests of treating all students equitably, PHECC is committed to applying the answer matrices consistently and fairly for all students.
4. The viewing and recheck procedures for an MCQ exam will be organised by the exam co-ordinator.
5. The viewing and recheck procedures for a SWA exam will be organised by the exam co-ordinator and the recheck of the exam script will be carried out by a PHECC examiner who will independently review and remark the script.
6. 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 a recheck procedure as the same answer matrix is applied. This is explained in further detail below.
 - a) 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.
 - b) 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.
7. The results of a recheck will be final.
8. The Director will approve results of a recheck.
9. The exam co-ordinator will inform the student by email of the final results after the recheck.
10. The Director will award the NQEMT if the candidate is now successful.

Appeals

The Appeals panel will consider appeals of decisions of the Director and adjudicate on those appeals. The Appeals panel is appointed by Council.

NQEMT examination appeals will only be considered under the following circumstances:

1. PHECC's examination procedures were not properly employed in the conduct of the examination
2. Extenuating circumstances affected the candidate at the time of the exam. This must be supported by documentary evidence.

Details of appeal procedures are outlined in Council Policy and procedures for appeals ([POL019](#)).

Retention of Examination Materials

The retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications:

- De-identified electronic analysis of examination results will be retained indefinitely for quality improvement purposes
- All examination material will be retained for current month plus 12 months
- All examination material will be destroyed by confidential shredding
- All examination appeals material will be retained for the current year plus 3 years
- All examination appeal material will be destroyed by confidential shredding