

 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 6</p>	<p>Registration Policy</p> <p>Policy Description: Examination NCLEX-RN</p> <p>Policy Number: R13</p>
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<p>Effective Date: October 4, 2016</p> <p>Signature: <i>Shawn Schme</i></p> <p>Review Date: October 2019</p>	<p>New Policy _____</p> <p>Revision: Partial <u> X </u> Complete _____</p>
<p>Applies To: Individuals requesting to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) with the RNANT/NU.</p>	
<p>Purpose: This policy outlines the requirements for candidates wishing to write the national examination for registered nurses (NCLEX – RN). These requirements are in addition to, or in clarification of, those found in the Nursing Profession Act (2003), the Nunavut Nursing Act (1998), and RNANT/NU Bylaws.</p>	

Policy:

(1) Approved Examination

The Board of Directors recognizes the NCLEX-RN as the nursing membership examination for initial registration by examination in the Northwest Territories (NT) and Nunavut (NU). The NCLEX-RN is developed by the National Council of State Boards of Nursing (NCSBN) and delivered by Pearson Vue.

(2) Establishing Eligibility to Write Examination

Any candidate choosing to write the NCLEX-RN in the NT or NU must submit two applications, one to the RNANT/NU and one to Pearson Vue. Both applications must be received a minimum of **30 days** before the requested examination date.

a) The following must be submitted to the RNANT/NU:

- i) NCLEX-RN Application Form;
- ii) NCLEX-RN Administration Fee;
- iii) Copy of Government issued ID (must include photo, signature, expiry date, & be current); and
- iv) Evidence of program completion from candidate’s school of nursing, as follows:
A prescribed RNANT/NU Recommendation Form from the Dean/Chair of the School of Nursing to confirm the candidate’s successful completion of a nursing education program and recommend eligibility to write the examination.

Note: All candidates who graduated from a nursing program outside of the NT or NU also must provide verification the nursing program they completed was approved in the jurisdiction it was administered. This verification can be requested from the nursing regulatory body in that jurisdiction.

b) Once a candidate has applied with Pearson Vue, their application to write the NCLEX-RN will remain open for a 365-day time period.

c) Once all application requirements of the RNANT/NU and Pearson Vue have been met, the RNANT/NU will make a candidate “Eligible to Write” the NCLEX-RN.



- d) Once a candidate has been declared “Eligible”, they cannot change the regulatory body (RNANT/NU) with whom they have applied to write the examination or the language they have chosen to write the examination.
- e) An “Eligible” candidate will have 90 days to write the examination with Pearson Vue. This 90 - day period cannot be extended for any reason. If the candidate does not test within the 90 - day period, they must reapply with Pearson Vue and the RNANT/NU to write the examination.
- (3) Eligibility Period
Any individual who has written the NCLEX-RN as the entry-to-practice examination and is applying for RN registration with the RNANT/NU must have written and passed the NCLEX-RN within three years of program completion.
- (4) Writing Centers
The NCLEX-RN will be written in temporary testing centers (TTC) in Yellowknife, NT and Iqaluit, NU. The location of these TTCs is determined by Pearson Vue. RNANT/NU candidates can choose to write the NCLEX-RN at a location outside of the NT or NU, at any testing center within Canada.
- (5) RNANT/NU Applicants Writing in Other Jurisdictions
Candidates who have graduated from a nursing program in NT or NU and wish to write the NCLEX-RN outside of the NT or NU may still apply to write with the RNANT/NU. Candidates are required to indicate on their application with Pearson Vue the jurisdiction with whom they are applying (RNANT/NU) and the location they wish to write the examination.
- (6) Testing Accommodations for Candidates
Candidates wishing to have accommodations for their examination must specify, in detail, the accommodation being requested and the reason for this request. This is indicated on the NCLEX-RN Application Form. The RNANT/NU Registrar and NCSBN will determine if the accommodation can be provided for the candidate. All accommodation must be in accordance with RNANT/NU Registration Policy R14: Membership Examination Accommodations.
- (7) Identification
NCLEX-RN candidates are required to show one form of acceptable valid identification when they arrive at a test center.

The following are accepted as proof of identification:

- Passport; and
- Government issued photo identification (e.g., Driver’s License, Provincial/Territorial ID card).

Note: The name on the identification must match the name the candidate used to register with both the regulatory body and Pearson Vue. If the names do not match, the candidate will be turned away by Pearson Vue and must re-register and pay another examination fee.

Note: Candidates will be photographed and have a palm vein scan taken. If a candidate refuses to be photographed or have a palm vein scan taken they will not be allowed to test.



(8) Examination Time

The maximum time allowed for the NCLEX-RN examination is six hours. This time includes all tutorials and breaks.

(9) Arrival Time for Examination

Candidates will be admitted up to 30 minutes after their scheduled appointment time. Pearson Vue will attempt to accommodate late arriving candidates, however, if they are not able to do so, the exam fee will be forfeited and the candidate will need to submit a new registration form and fee to reschedule. This will be reported in the Pearson Vue system, an incident report will be sent to NCSBN, and it will be considered a “no-show”.

(10) No Show Candidates

Candidates who do not attend the NCLEX-RN write as scheduled will forfeit the examination fee to Pearson Vue and the administration fee to the RNANT/NU. Candidates must reapply with the RNANT/NU and Pearson Vue to write again. This no show will be recorded as an attempt to write.

(11) Self-Termination of NCLEX-RN

- a) Candidates who self-terminate their examination for any reason after receiving the first item and before completing the minimum-length examination will be reported as having failed the examination.
- b) Candidates who self-terminate their examination after completing at least the minimum-length examination will be considered to have run out of time and will be subject to the run-out-of-time rule.

Note: Circumstances surrounding any self-termination will be reported in an incident report to NCSBN.

(12) Dishonest Practices

- a) All candidates writing the NCLEX-RN are required to follow the “NCLEX Examination Candidate Rules” as outlined in the NCSBN Examination Candidate Bulletin.
- b) A candidate who violates the test center regulations or rules or engages in inappropriate behaviour may be dismissed from the test center and their Pearson Vue examination fee and RNANT/NU administration fee will not be refunded. Additionally, the examination result may be withheld or cancelled by Pearson Vue.
- c) The following behaviours of misconduct include but are not limited to:
 - Giving or receiving assistance of any kind (in person, by phone, text, or email) during the examination, including break times;
 - Using, accessing, or attempting to access any prohibited aids;
 - Attempting to take the NCLEX-RN for someone else;
 - Bringing any NCLEX-RN study aids to the testing center, or attempting to access study materials at any time after the start of the examination, including break times;
 - Creating a disturbance of any kind;
 - Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.



(13) Implications of Dishonest Practices

- a) In the case of identified misconduct, NCSBN will send a letter to the candidate identifying their violation of the candidate rules. Their examination results will be placed on hold with the intention of cancelling the examination results and notifying the RNANT/NU.
- b) Upon receipt of the letter from NCSBN regarding the misconduct, candidates will have the following options: (i) Appeal of the Results Cancellation, or (ii) Acceptance of the Results Cancellation.

(14) Confidentiality

NCLEX-RN candidates may not disclose to anyone, including instructors, information about the items or answers seen on the examination. This includes posting or discussing questions on the Internet and social media websites. Disclosure of examination items before, during, or after the examination could result in denial of registration with the RNANT/NU.

(15) Scoring of Examination Results

- a) All NCLEX-RN results are scored twice. Once by the computer at the test center and again when results are verified after the examination record has been transmitted to Pearson Vue.
- b) If the results of both exam scores do not match, Pearson Vue will contact NCLEX Administration Staff to determine if a Free and Immediate Retest (FAIR) will be issued.

(16) Release of Examination Results

- a) NCLEX-RN results will be released to the RNANT/NU from NCSBN.
- b) The RNANT/NU will attempt to telephone candidates about their results and will email candidates their results within one week following the date of the examination write.

(17) NCLEX-RN Pass/Fail Decision Rules

- a) A score of "HAS PASSED" or "HAS NOT PASSED" the NCLEX-RN is determined by NCSBN.
- b) A "HAS PASSED" score is required for RNANT/NU registration as a Registered Nurse.

(18) Retake of NCLEX-RN

NCSBN allows candidates to retake the NCLEX-RN a minimum of 45 days after the most recent test date. Candidates who wish to retake the examination must reapply to both the RNANT/NU and Pearson Vue.

(19) Examination Writing Attempts for Candidates Graduating from a NT/NU Nursing Program

- a) The RNANT/NU allows candidates who have graduated from an approved nursing program in the NT or NU after January 1st, 2015 an unlimited number of NCLEX-RN write attempts within the 3-year eligibility period to successfully pass the examination.
 - i) This applies only to the NCLEX-RN and to candidates who are writing the NCLEX-RN as the national entry examination.
 - ii) This **does not** apply to the previous registration examination, the Canadian Registered Nurse Examination (CRNE), or to any candidate who has been unsuccessful in passing the CRNE after 3 write attempts.



- b) A candidate who remains unsuccessful in passing the NCLEX-RN at the end of the 3-year eligibility period will not be eligible for registration.
- c) If a candidate had been issued an RNANT/NU Temporary Certificate and is unsuccessful in passing the examination at the end of the 3-year eligibility period, they must relinquish their Temporary Certificate to the RNANT/NU immediately upon receipt of their final examination results.
- d) An RN that has successfully written the CRNE and chooses to write the NCLEX-RN would be permitted unlimited writes.

(20) Examination Writing Attempts for Candidates Graduating from a Canadian Nursing Program Outside of the NT/NU

- a) Candidates from other Canadian jurisdictions wanting to write the NCLEX-RN in the NT or NU and who are applying with the RNANT/NU are expected to follow the same application process as candidates from the NT/NU.
- b) Candidates who have graduated from a nursing program in another Canadian jurisdiction and are applying to write the NCLEX-RN with the RNANT/NU are permitted three attempts to successfully pass the registration examination within a 3-year eligibility period. This includes any previous unsuccessful Canadian Registered Nurse Examination (CRNE) writes as well as previous unsuccessful NCLEX-RN writes.
- c) A candidate who remains unsuccessful in passing the NCLEX-RN at the end of the 3-year eligibility period will not be eligible for registration.
- d) If a candidate has been issued a RNANT/NU Temporary Certificate and is unsuccessful in their third writing attempt, they must relinquish their Temporary Certificate to the RNANT/NU immediately upon receipt of their results.

(21) Power Outage During Examination

The following applies if a power outage occurs during the administration of the NCLEX-RN:

- a) If a candidate has passed, the original results are released.
- b) If a candidate has failed, Pearson Vue will review the exam record and determine if irregularities exist.
 - i) If no irregularities are found, the examination result will be released.
 - ii) If irregularities are found, Pearson Vue will contact NCSBN to determine if the results were affected and if a Free and Immediate Retest (FAIR) will be issued.
- c) If the power outage results in more than a 30-minute delay before the examination can be restarted, the NCLEX Administration Staff will determine if a FAIR will be issued.
- d) Any time an exam is restarted three or more times and a candidate fails, a FAIR is issued.

(22) Natural Disaster

If a natural disaster (e.g., earthquake, flood, blizzard) is verified by the RNANT/NU, Pearson Vue will permit candidates who had been scheduled to test in an affected area to reschedule their exam



appointments without penalty, provided the candidate follows the guidelines outlined in the NCLEX-RN Administration Manual.

Conditions and Exceptions:

None

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003) s11(1)(zd) and s22 (2)(b)(iii) and (c)(iii); Nunavut Nursing Act (1998) (2); and RNANT/NU Bylaws. The Board of Directors has the authority to revise this Policy as required.

The Registrar is accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy replaces:

Registration Policy R13: Examinations – General Provisions issued in May 1996.

Registration Policy R14: Examination – CRNE issued October 14, 2004.

Registration Policy R13: Examination NCLEX-RN issued January 2015.