TANZANIA NURSING AND MIDWIFERY COUNCIL

NURSES AND MIDWIVES LICENCING EXAMINATION

GUIDELINE

The Tanzania Nursing and Midwifery Council
P.O. Box 6632, Dar es Salaam
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Samora Avenue, Dar es Salaam
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<td>EN</td>
<td>Enrolled Nurses</td>
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<td>RN</td>
<td>Registered Nurses</td>
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<td>NACTE</td>
<td>National Council for Technical Education</td>
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<td>TCU</td>
<td>Tanzania Commission for Universities</td>
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<td>TNMC</td>
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TO BE COMPLETED AFTER TYPE SETTING
TNMC is a Professional Regulatory Authority established in 1953 under “The Reviewed Nursing and Midwifery Act, 2010” with the mandate to develop standards of proficiency and scope of practice, conduct and regulate nursing and midwifery registration and licensing register and enroll duly qualified applicants by examination, endorsement and reinstatement.

In Tanzania, the exercise of conducting licensure examination started way back in 1953 with the vision to excel in the nursing profession and delivery of high quality midwifery care for public safety. Reviewed records show that these examinations were set and administered to students after they have passed mock examinations prepared by respective schools of nursing. The qualifying nursing examinations throughout years were also used as licensure examinations and were prepared by Ministry of Health and Social Welfare under the Directorate of Human Resource (DHR) in collaboration with Tanzania Nursing and Midwifery Council.

Currently, licensure examination is a global trend. In East Africa licensure examinations are conducted in Uganda, Kenya, Burundi, and Rwanda. The Nursing Councils are responsible for upholding the values of professionalism, commitment, integrity, and legitimate power on public health assurance through provision of quality nursing and midwifery care. In addition, they are also responsible for advocating the effectiveness and efficiency of nursing and midwifery practice. The Licensure examination in Tanzania therefore is inevitable.

The Licensure examinations will be conducted to all pre-service and in service nursing students in certificate and diploma in their final year after their qualifying examinations. The results will be released by the Council to all students who have passed their qualifying examinations. Those who qualify from certificate level education program will be registered and licensed as Enrolled Nurses while these who qualify from Diploma up to degree levels will be registered and licensed as Registered Nurses.

These guidelines therefore give directives and instructions to all stakeholders within and outside TNMC, Nursing training institutions including Nursing trainers on how the examinations will be conducted in the country. It is therefore expected that all stakeholders will adhere to these guidelines to ensure effectiveness and efficiency in executing the LE examinations.

Dr. Khadija I. Malima
Chairperson; TNMC
EXECUTIVE SUMMARY

The Tanzania Nursing and Midwifery Council (TNMC) is a professional regulatory body. It was established and mandated to ensure that welfare of the public health is protected promoted, and preserved through safety and quality services provided from competent nurses and midwives. Currently there are two categories of roll and register of nurses and midwives in the country namely Enrolled Nurses (EN) and Registered Nurses (RN). TNMC provides two minimal competency examinations; the Tanzania Nursing and Midwives Council Licensure Examinations for Enrolled Nurses (TNMCLE-EN) and Tanzania Nursing and Midwifery Council Licensure Examination for Registered Nurses (TNMCLE-RN). The development, administration and future direction of these examinations are based on TNMC values derived from core concepts of nursing as provided in the Tanzania Nursing Practice Model which include competence, compassion, collaboration, and respect. In addition, transparency in management is another core value.

Licensure Examinations (LE) are progressively employed in most parts of the world but in Tanzania, such examinations are a recent comer. These Examination Management Guideline are therefore intended to provide direction on the procedures and processes of Tanzania Nursing and Midwives Council Licensure Examination (TNMCLE).

The LE Guidelines have therefore been prepared to direct TNMC and stakeholders in:

1. Improving registration, enrollment and licensing of Nurses and Midwives in Tanzania;
2. Improving assurance of legal practice of Nursing and Midwifery in the country;
3. Updating custody of register and roll of Nurses and Midwives;

4. Improving security and safety management of nursing examinations;
5. Strengthening multi sectoral collaboration on the strategies to improve education and practice of Nursing and Midwifery services; and
6. Improving quality of Nursing and Midwifery education in the country.
ACKNOWLEDGEMENT

On behalf of Tanzania Nursing and Midwifery Council (TNMC), I would like to thank the facilitators, namely Mr. Noel G. L. Kasanjala of Dar-es-Salaam School of Nurse Teachers; Mr. Albert Mkasimongwa of Peaceful Start Company Ltd., and Said Ally of the Open University of Tanzania for their commitment and efforts that have made these Licensure Examination Management Guidelines came into operation. Their expertise and knowledge in education and management of examinations, continual support and constant availability for wise advices provided a strong base for the document development.

TNMC also acknowledges with gratitude a panel of nurse tutors from different institutions who processed the piloting licensure examinations. We honor them and we hope that they will value this text and will use it in their nursing education teaching and practice.

I would like also to express my gratitude to TNMC secretariat which has worked tirelessly throughout the process of developing is guideline and its regulations.

Last but not least, I acknowledge the TNMC Secretary and all other staff members who in one way or another have worked tirelessly towards accomplishment of this work. May God bless them all.

Lena Mfalila
Registrar- TNMC
TNMC PROFILE

PURPOSE OF ESTABLISHMENT

The establishment of Tanzania Nursing and Midwifery Council aimed at making provisions for protection, promotion and preservation of the public health, safety and welfare through regulations and control of nursing and midwifery education, practice, management and research. The nursing and midwifery professions are regulated because they possess risk of harm if practiced by incompetent respective professionals.

VISION

The Vision of Tanzania Nursing and Midwifery Council is to become the best autonomous body in the health care system of Tanzania in providing for protection, promotion and preservation of the health of the public.

MISSION

Tanzania Nursing and Midwifery Council regulates nursing and midwifery education, service, management and research through collaborative leadership and management for quality nursing and midwifery deliveries, promotion and preservation.
According to “The Tanzania Nursing and Midwifery Act, 2010” the functions of TNMC are stated as to:

- Register and enroll duly qualified applicants by examinations, endorsement, reinstatement of fulfilling any other requirement.
- Evaluate nursing training programs and approve such programs to ensure they meet the council requirements.
- Advise the Minister for Health and Social Welfare on matters concerning nursing and midwifery practices.
- Develop, conduct and regulate nursing and midwifery registration and enrollment examinations.

Other functions include:

- Developing the Tanzania Nursing and Midwives Council Licensure Examinations for Registered Nurses (TNMCLE-RN) and Tanzania Nursing and Midwives Council Licensure Examinations for Enrolled Nurses (TNMCLE-EN).
- Performing policy analysis as related to nursing and health care system in total.
- Promoting uniformity in relationship to the regulation of nursing practice.
- Disseminating data related to TNMC purpose.
- Serving as a forum for information exchange for TNMC members.
CHAPTER ONE: BACKGROUND

1.1 ESTABLISHMENT OF TNMC LICENSURE EXAMINATION

TNMC is a Professional Regulatory Authority. Established in 1953 under “The Reviewed Nursing and Midwifery Act, 2010”, TNMC was mandated to develop standards of proficiency and scope of practice for a person/part for Register or Roll, conduct and regulate nursing and midwifery registration or enrolment examinations, register and enroll duly qualified applicants by examination, endorsement and reinstatement.

In Tanzania, the exercise of conducting registration started back in 1953 with the vision to excel in the nursing profession, delivery of high quality nursing and midwifery care for public safety. Reviewed records show that this examination was set and administered to students after they have passed mock examinations prepared by respective schools of nursing. Currently, Registration examination is a common trend across East African countries including Uganda, Kenya, Burundi, and Ruanda where the Council’s accountability to uphold the values of professionalism, commitment, integrity, and legitimate power on public health assurance through provision of quality nursing and midwifery care by nursing profession and advocate for the profession by effectively and efficiently regulating the practice of nursing. Throughout the years qualifying nursing examinations in Tanzania were used as registration examinations and were prepared by the Ministry responsible for health and Social welfare under the directorate of human resource and development in collaboration with Tanzania Nursing and Midwives Council.

1.1.1 CURRENT NURSING LICENCING AND REGISTRATION EXAMINATION STATUS

Since 2008 government, through MOHSW, adapted National Technical Award (NTA) system. The system is designed to testify award for the graduates who qualified with competency on the prescribed knowledge and skills according to occupational sector. Accreditation of institutions and the program and awarding mandate was under National Council for Technical Education (NACTE) as an educational authority. Teaching and Learning approach adopted in this system is modularized, students have to be assessed on module (Module Assessment System) Since the system is modularized, generation of nurses is by end of module examinations at NTA level 5 with qualification as certificate award and at Level 6 with Diploma award qualifications. Under this system Nursing Council faced many challenges in
assessment of qualified students competencies for licensing and registration in the register roll in accordance of the stipulated scope of practice. Global and Regional practice of professional regulatory body are mandated to execute its functions for public protection through licensure examination. Therefore, by 2013 TNMC found the necessity to conduct Licensure Examinations to all nurses and midwives qualified from various nursing education schools.

1.1.2 STATEMENT OF NEED
Nursing service is a public interest and nursing profession is an enterprise that has been established to meet this public interest. Experience shows that quality of nursing services provided in Tanzania is declining to an unacceptable level of toleration. There are many complaints against nursing services from various of public population in Tanzania. Many nurses and midwives demonstrate behaviours indicating that compassion, attire, dignity, and professional values are all declining. There is a progressive fall of knowledge, skills, attitudes, values and appreciations of nursing career in the country. In addition, ethics, and etiquettes are violated by many nurses. Besides other factors, apparently, preparation of current nursing graduates in various professional competencies including relationship with patients and clients, relationship with colleagues, teaching skills, good practices, working within the health care system, professionalism, clinical skills, and professional knowledge did not prepare them enough to meet professional needs. Nursing culture and dignity is at terminal fall a situation that may land on the public to eventually refrain from seeking attention from health care services and the system will go into confusion. The country through low quality of nursing services is progressively getting a tremendous loss. This is not the time for blaming each other but it is time for retreat. There is a need to revive the reputation of nursing profession and its position in health care system of the country. To ensure public protection, TNMC requires candidates for licensure to meet set requirements that include passing an examination that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level practical/vocational nurse.
The general roles of the Council are to foresee the overall management, operations of licensure examination and approval of results.
1.3 CONCEPTS OF TNMC LICENSURE EXAMINATION

An individual is supposed to undergo an educational program for the stated period and has to undergo qualifying examination and get certification. Thereafter he or she must sit for licensure examination before practice.

There are differences between the educational, qualifying examination and licensure examinations concepts as described below:

Educational examinations including University/College/School admission examination, test preparation examinations and course progression examinations, are developed fundamentally for different purposes from licensure or certification examinations. Educational examinations are generally developed for the purpose of making judgment about the status, progress or accomplishments of a nurse related to specified course level of study. They are conducted by individual public and faith based or private-sector entities including schools, institutions, colleges and universities.

Certification/qualifying is the process by which the Ministry responsible for public health and autonomous training institutions grant recognition to an individual who has met predetermined nursing qualifications. It is the vehicle that a nursing profession uses to differentiate among its members, using standards, and policy guidelines.

Certification shall be included as a component of the regulatory authority’s requirement for issuance of a license. However certification alone shall not provide legal authority to practice within the profession. Similar to licensure, certification examinations are generally considered high stakes and require comparable standards related to evidence of validity.

Licensure is the act of granting a legal right to a qualified individual to practice nursing. The purpose of licensure is to protect the public from physical, mental, emotional, social and spiritual harm by practitioners who are not sufficiently competent to practice within the profession. Licensure has the inherent property of instilling trust within the public that the licensee (nurse) is competent and has met the initial requirements for entry into practice as specified by a professional regulatory body – TNMC.
In order to be licensed into nursing profession, the nurse must successfully complete an approved nursing educational programme and pass Licensure examinations.

Tanzania Nursing and Midwifery Council Licensure Examination (TNMCLE) is an examination for licensing Nurses and Midwifery in Tanzania. The examination is categorized into two levels, Tanzania Nursing and Midwifery Council Licensure Examination for Enrolled Nurses (TNMCLE-EN) and Tanzania Nursing and Midwifery Council Licensure Examination for Registered Nurses (TNMCLE-RN). These examinations shall be developed, owned and administered by the TNMC.

1.4 PURPOSE AND THE SCOPE

1.4.1 PURPOSE OF THE TNMCLE
Tanzania Nursing and Midwifery Council Licensure Examinations are administered for the purpose of validating knowledge, skills, attitudes and wide attributes essential for safe and effective practice of nursing and midwifery in Tanzania.

1.4.2 SCOPE OF THE TNMCLE
The TNMCLE intends to restore quality of nursing and midwifery services in Tanzania through quality control of nursing ethics and etiquettes in delivering nursing services in the health care system, the ongoing nursing and midwifery education development program, and of maintaining strong and accountable professional Council.

To achieve such intent the examination shall demand attainment of minimum competence in the areas of Basic Nursing, Medical Surgical Nursing, Community Health Nursing, Midwifery and Child Health, Leadership and Management, and Mental Health Nursing.

1.5 RATIONALE FOR THE TNMC LICENSURE EXAMINATIONS
The development of nursing and midwifery licensure examination is the efforts of nursing council to enhance the value and impact of the nursing profession. The Council has been on the forefront of innovative strategies and techniques to ensure the protection and safety of the public as well as efficient and effective production of nurses who will provide a high standard quality care.

1.6 TARGET GROUP FOR THE TNMCLE
Currently, graduates of Nursing and Midwifery examination are these trained from the authorized nursing schools and accredited by Ministry of Health, NACTE and TCU in Tanzania to offer nursing education at certificate, Diploma and Degree level programs. The qualifying examinees who pass from qualifying examination offered at institutional levels are designated to sit for as Enrolled Nurses or Registered Nurses licensing examination.

1.7 OBJECTIVES OF THE TNCMCL

a) Ensure the advancement of nursing and midwifery practice in Tanzania
b) Ensure the improvement in preparing proficiently nursing and midwifery professionals in the country.
c) Validate nurses and midwives competencies to compete in national and international labor market.
d) Improve nursing and midwifery care and services delivery within the health care system.
e) Ensure public safety when delivering health care.
f) Legalize graduate to practice nursing through licensing and registration.
g) Regulate, control and standardize nurses’ practice.

1.8 EXPECTED RESULTS OUTCOME FOR TNCMCL

Upon successful administration of the TNCMCL the following will be embraced:

a) Improved performance of Nurses and Midwives in the country.
b) Increased number of competent and confident Nurses and Midwives.
c) Standardized Nursing and Midwifery practice in the country.
d) Restored positive image towards Nursing and Midwifery practice.
e) Increased clients’ satisfaction towards Nursing and Midwifery care.
f) Improved nurse’s moral and motivation.
g) Improved quality of health care.
h) Enhanced Nursing and Midwifery education.
i) Improved Nursing and Midwifery practices that match with global standards.

1.9. LICENCING EXAMINATION FORMAT
The Licensure Examination format shall cover a range of competences in nursing practices. Graduate ability in discharging its maximum quality nursing services will be assessed in this examination. LE paper shall consist of 200 multiple-choice questions extracted from the learning materials and guidelines that are currently being utilized in the education system. The paper will be divided in the following sections:

**FOR ENROLLED NURSES**

*Section A: Basic Nursing.* This section will have 36 questions covering the following contents: Nutrition, Communication skills, Nursing and ethics, Infection prevention and control, Basic computer application, Anatomy and physiology.

*Section B: Medical and Surgical Nursing.*
This section will have 40 questions covering the following contents:-
Pharmacology, Emergency care HIV/AIDS, Surgical care and Medical care

*Section C: Community Health Nursing.*
This section will have 44 questions covering the following contents:-
Community Health Nursing, Information management, Management and leadership, Infection control and Health Education and counseling.

*Section D: Midwifery*
This section will have 50 questions covering competences on midwifery and child care.

*Section E: Mental Health.*
This section will consist of 30 questions covering competences related to nursing practice on managing mental health patients.

**2. FOR REGISTERED NURSES**

*Section A: Basic Nursing.*
This section will have 30 questions covering the following contents:-
Nutrition, Communication skills, Nursing and ethics, Infection prevention and control, Basic computer application, Nursing practice, Anatomy and physiology, Biochemistry.

*Section B: Medical and Surgical Nursing.*
This section will have 44 questions covering the following contents
Pharmacology, Emergency care, HIV/AIDS, Surgical care and Medical care

Section C: Community Health Nursing.
This section will have 20 questions covering the following contents Community Health Nursing, Information management, Management and leadership, Infection control, Health Education and counseling, Entrepreneurship, Parasitology, Research, Epidemiology and Biostatistics.

Section D: MIDWIFERY
This section will have 44 questions covering desired competencies on midwifery and child health care.

Section E: MENTAL HEALTH
This section will have 44 questions covering desired competencies related to mental health care.

Section F: Leadership and Management.
This section will have 18 questions directed on skills and competencies on leadership and management in nursing practice.
CHAPTER TWO: THE STATUS OF NURSING AND MIDWIFERY LICENSURE EXAMINATION IN TANZANIA

2.1 THE CURRENT STATUS

In 2008 the government of Tanzania through the MoHSW adapted National Technical Award (NTA) system. NTA was designed to testify award for the graduates to qualify with competency on the prescribed knowledge and skills according to occupational sector. Accreditation of institutions, the program and awarding mandate are under National Council for Technical education (NACTE) as an educational authority while registration of the schools to legalize in conducting professional education is under the TNMC Professional Regulatory Authority.

Teaching and Learning approach adopted is modularization-semesterized system; through which students have to be assessed on module (Module Assessment System). Since the system is modularized, generation of nurses is by end of module examinations at NTA level 5 with qualification as technician certificate in nursing and at Level 6 with Ordinary Diploma in nursing. Therefore, the aim of licensure examinations is to restore the quality of Nursing and Midwifery services in Tanzania.

2.2 SWOT ANALYSIS

2.2.1 STRENGTH

- Presence of laid down Council functions on nursing professional
- Presence of competent and experienced Nurse Tutors
- Existence of competence-based curricula scope of practice
- Presence of candidates for licensure examination
- Availability of funding revolving system through fee charges
- Availability of data base, website and newsletter
- Existence of Nursing and Midwifery Act and Regulations 2010
- Presence of laid down standards and guidelines for nurses and midwives
• Strong Governance - Council Members and Registrar who are appointed by Minister and supervisory authorities
• Availability of TNMC Strategic plan
• Presence of clear organization structure

2.2.2 Weaknesses
• Inadequate resources to finance processing, administration, and marking activities of the examination
• Limited functional database
• Inadequate knowledge of individuals involved at any stage of the examination process on the importance and effects of any sort of cheating in the examination
• Inadequate knowledge and use of modern technology and science in processing the examination
• Inadequate funds to establish permanent TNMC Examination center halls
• Inadequate monitoring and supervision on implementation of CBET curriculum

2.2.3 Opportunities
• Presence of collaborative partners and other regulatory bodies
• Presence of financial support from development partners.
• Presence of support from national health policy
• Presence of professional framework from international professional authorities
• Introduction of various vertical programs in health care system brings about task shifting and task sharing
• Harmonized East African Community Nursing and Midwifery education and practice

2.2.4 Challenges/Threats
• Public negative attitude towards CBET curricula
• Lack of legal mandate for Zonal Health Resource Centers to operate
• Inadequate knowledge on the various developed nurses standards and guidelines among stakeholders
• Lack of visibility of the TNMC to some health providers and the public at large
• Existence of multiple authorities (i.e. National Council for Technical Education – NACTE, TCU responsible for regulation of nursing education affecting decision making of the Council.
• Increased professional certificate forgeries
• Lack of sufficient financial support from the government
• Global and Regional Professional Regulatory Authority practice on licensing examination

2.2.5 Sustainability
• Networking and collaboration with partners and stakeholders through meeting and reports
• Advocate for the Council roles in various forums
• Strengthen collaboration and partnership to execute TNMC roles
• Emphasize Capacity building and awareness on the developed policies, standards and guidelines to nurses and midwives
• Create public awareness about Nursing and Midwifery practice and importance of licensing examinations
• Strengthening LE development and administration processes

2.3 Anticipated Problems and Situations
• Registration of uneligible candidates for nursing program
• Delayed applications for registration for the examination

2.4 Ways of Strengthening the Examination Processes

In strengthening the licensing examinations the TNMC Secretariat shall have the following responsibilities:
• TNMC secretariat in collaboration with parent ministry shall get modern computers and photocopying machines
• Receive and observe suggestions given by any person or team on leakage of examinations and make follow ups
• Change at any time a setter, moderator, auditor, invigilator, marker or supervisor of the examination found an outlaw
• Build capacity of all individuals involved at any stage of the examination process

• Orient all stakeholders on the total examination process and its outcome

• Establish cost sharing mechanism for sustainability

• Effective utilization of available technical personnel in all stages of Licensing Examination processes
CHAPTER THREE: MANAGEMENT OF LICENSURE EXAMINATIONS

3.1 THE TANZANIA NURSING AND MIDWIFERY COUNCIL

The TNMC shall be composed of thirteen (13) members of which one (1) shall be the chairperson who shall be appointed by the MoHSW.

3.2 TNMC LICENSURE EXAMINATION COMMITTEE

(i) The TNMC Licensure Examination Committee members shall comprise key stakeholders and the TNMC education and Professional Advancement committee members. However, the committee shall incorporate expertise on Nursing and Midwifery as additional members to the matter that may arise in the course of executing their committee roles. The tenure in this committee shall be three years and attendance shall be in person as per expertise for members of this committee.

(ii) The Committee shall be responsible for:

(iii) To receive examination reports including TNMCLE conduct and results from the secretariat before the approval of the Council.

(iv) Discuss and give advice to the Council to achieve appropriate decision on general practice and outcome of the LE

(i) To determine comparison scale or set equivalent levels of academic achievements to accommodate registration of external candidates from outside the country. In other words, the panel shall offer permission for nurses from within and outside Tanzania to sit for the Licensure Examination.

(ii) To deliberate on all cheating and irregularity cases and take appropriate actions. Any hearing of examination irregularities shall be done by the Licensure Examination Committee which shall invites some desirable people as witnesses.

(iii) Preparation of report for administration of examination, quality control and provisional results for council approval.

(iv) Ensure all LE operations are implemented as per TNMC quality standards.
THE TNMC SECRETARIAT

TNMC Secretariat is composed of the Registrar and Technical team members. Its main tasks shall include:

(i) Solicity funds for implementing LE process
(ii) Coordinate procedures and activities of the LE registration.
    - Plan schedules for LE
    - Verification of legible candidates for LE.
    - Communicate to candidates eligible for sitting for the LE.
(iii) Managing of LE question data bank.
(iv) Coordinating the preparation and administration of examinations.
    - Coordination of the LE invigilation.
    - Appointing TNMC Licensure Examination setters, moderators, invigilators and markers.
    - Preparing Identity Cards for the candidates.
(v) Identifying/enrolling/registering examination centers (Zonal, Institutional or others)
(vi) Store of worked scripts
(vii) Coordinate and dealing with LE appeals and examination irregularities.
(viii) Undertaking any other duty related to LE as assigned by the Examination Committee

3.3 OPERATIONAL PANELS

3.3.1 EXAMINATION CENTRE COMMITTEE

(i) The TNMC shall appoint the chief examiner for the centre who must be the professional nurse tutor
(ii) The committee of the examination centre shall therefore comprise of
    - The chief examiner as the chairperson
    - Head of school as coordinator of the institution responsible for hosting and facilitating examination activities at the centre.
    - Invigilators
    - Regional/District Nursing Officer (Nursing Supervisory Authority)
    - Security organ
3.3.2 DUTIES OF THE CHIEF EXAMINER

The Chief examiner shall ensure that:

(i) A candidate attempts his/her correct licensure examination.
(ii) Names of candidates entered into the Attendance List are correct and edited.
(iii) Examination is done in accordance with instructions and time table given
(iv) Attendance List with copies of required and other relevant documents are sent to the TNMC Registrar.
(v) Any malpractices observed related to the examinations are handled accordingly at the center and reported immediately to TNMC for further actions.

3.3.3 SECURITY ORGANS

(i) Monitor examinations storage (environment and facilities) and administration processes of the TNMCLE and submit report to TNMC.
(ii) Any irregularities observed during the process of transportation, storage and administration of the TNMCLE papers and documents are dealt with accordingly at the center and reported immediately to the TNMC or nearest responsible person/organ.
(iii) Ensure harmony and tranquility in all examination centers within their area of operation.

3.3.4 QUESTION SETTING PANEL

The Question Setting Panel shall comprise of experienced nurse tutors and nurse practitioners as well as Examination Experts, all appointed by TNMC Secretariat. The TNMC shall work hand in hand with the Examination Experts appointed in this activity. The panel shall be responsible for:-

- Setting questions and their answers basing on the national nursing training curriculum and guidelines and TNMC standards and scope of practice
- The panel shall ensure relevancy, applicability and level of the questions in relation to purpose and objectives of the examination as well as intended candidates.
- The panel shall provide clear and straight instructions to candidates.

3.3.5 QUESTION MODERATING PANEL

The Question Moderating Panel shall be composed of nurse tutors appointed by TNMC

Roles
• To moderate all questions and answers set by Question Setting Panel at a desired quality.
• To ensure that the questions are not copied or repeated from previous exams.

3.3.6 PAPER PRODUCTION PANEL
The task of production of the examination paper shall rest upon the TNMC secretariat. However, the secretariat may appoint not more than two (2) members from the Question Moderating Panel to enhance the paper production process.

The Paper Production Panel shall be responsible for:
• Selecting questions from the question data bank,
• Preparing examination paper according to paper format and its respective marking scheme.
• Printing and Packing prepared examination papers and arrange transportation to examination centers.
• Prepare the respective answer sheets.
• Prepare and park all necessary documents related to administration and supervision of the examination

3.3.7 EXAMINATION SCRIPTS MARKING PANEL

The examination marking panel shall constitute a group of experienced nurse tutors appointed by the TNMC from the list of setters and moderators. The Marking Panel shall be chaired by a Chief Marker appointed by the TNMC.

Roles
• To mark, score and record marks in the relevant mark sheets.
• Compile report

3.3.8 CHIEF MARKER/CHAIRPERSON OF THE MARKING PANEL

The success of the marking panel depends largely on the efficiency and effectiveness of the Chief marker. The important key duties of the Chief marker during the marking exercise includes;
• Lead panel discussion for standardization of the answer guide
• Arrange and conduct sample marking to ensure that markers mark in accordance with the agreed answer guide,
Tell and remind markers to write down brief comments on the work of candidates and report any malpractice/irregularity observed
Appoint three markers to form a checking group of the marked scripts and transfer of marks from scripts into mark sheet
Compile results
Ensure that candidates answer sheets and mark sheets are well arranged, packed and submitted to TNMC marking coordinator
Write a detailed report not only on the marking exercise but also performance of candidates
Observe and report any unethical behaviors among markers

3.5.9. ITEM ANALYSIS PANEL
After Marking, the examination TNMC shall appoint few nurse tutors and Examination Experts to form an Item Analysis Panel that shall be responsible for performing item analysis exercise for future amendments. The panel shall explore levels of difficulty for each question and give relevant recommendations on the examinations improvement.

3.5.10. CONDITIONS OF MARKING
All markers of a marking panel shall be under the leadership of the Chairperson/Chief marker. The responsibility of the marking panel is to:-

- Discuss and standardize the answer guide to be used.
- Check carefully on the number of scripts received for marking against attendance list and supervisor’s information thereon attached.
- Report any irregularity on the part of supervisors e.g. discrepancies between number of scripts indicated on the returning envelope and the actual number of scripts enclosed. All matters connected with the marking of scripts and their content, identity and personal particulars of candidates shall not be disclosed to unauthorized person (i.e. a person outside the marking panel).
- Cases of dishonest must be reported immediately to the Chairperson/Chief marker of the panel, who in turn must report the same to the TNMC.
- Markers should not communicate with examination centers in any matter related to examination.
- Marking should conform to an agreed answer guide.
• Whenever possible, marking should be conducted question – wise or section wise and not script – center wise.
• A marker should not mark scripts from his/her center.

• Each marker should be held personally responsible for the accuracy of his/her marking and for the addition of the marks and their transcription into the mark sheets.
• Markers should sign a declaration regarding the checking of additions and transcriptions of marks on worked scripts / mark sheets.
• The markers shall use a pen which writes in Red ink for marking.
• The Chief Marker and Checkers shall use a pen which writes in black ink.
• Candidates scripts shall be marked in a uniform way, to allow for a systematic checking procedure.
CHAPTER FOUR: THE TNMC LE OPERATIONAL PROCEDURES

4.1 DEVELOPMENT OF THE AUTOMATED QUESTION DATABANK

4.1.1 GUIDELINES

(i) TNMC shall ensure that two moderation workshops between January and July for redefining the examination questions based on the current curriculum (Level 5-Certificate/Level 6-Diploma) and standards of proficiencies for nursing and midwifery education are conducted.

(ii) Among the other things, the moderation shall focus on maintaining the agreed standards such as question type, question level, module, topic, and format and question code.

(iii) The TNMC shall regularly review the team of moderators and examiners and put in place a database of resource persons to ensure that proper practices are observed.

(iv) TNMC shall put in place a secured and user friendly question databank software to automate the production of examination papers.

4.2 THE ELIGIBILITY, REGISTRATION AND WITHDRAWAL FROM TNMC LICENSING EXAMINATION

4.2.1 ELIGIBILITY FOR LE

A candidate shall be deemed as eligibly for the Licensure Examination if he/she meets all the following requirements:

(i) Applicant trained in Tanzania

- Successfully undergone approved nursing and midwifery education at licensed or accredited institution
- This candidate must possess secondary education qualifications approved by TNMC for the programme
- Successfully passed the qualifying examination at certificate, diploma or degree level.

(ii) Applicant trained in a foreign country

Applicants who have undergone the nursing and midwifery education from foreign countries shall produce evidence of academic and practice achievements including:
Attended training in nursing sciences at approved nursing institution
Successfully passed the respective country’s qualifying examination
Submission of transcript showing courses with both theoretical and clinical hours
Adhere to application procedures as prescribed in the licensing regulations
Paid the non-refundable LE fees as per TNMC regulations

(iii) Applicant who are Non-citizen

Applicants who are non-citizen shall

- Present a residential permit
- Registration and license of practice from their country of origin
- Attended training in nursing sciences at approved nursing institution
- Successfully passed the respective country’s qualifying examination
- Submission of transcript showing courses with both theoretical and clinical hours
- Adhere to application procedures as prescribed in the licensing regulations
- Paid the non-refundable LE fees as per TNMC regulations

4.2.2 REGISTRATION FOR LE

The application and registration procedures shall be as stipulated in the examination regulations. In addition:

- The applicant shall be required to submit all the necessary documents as required in first application
- The registration shall take place three months prior to the scheduled date of examination
- TNMC shall provide all registered candidates with Examination identity card/ with same names as in the academic certificates.

4.2.3 POSTPONEMENT FROM LE

The candidate is allowed to postpone the LE; however the candidate shall re-apply afresh for the next LE and follow all application procedures
4.3 EXAMINATION PRODUCTION (PRINTING, PACKING AND STORAGE)

(i) The TNMC shall have a strong and secured room - with grilled doors and windows, fire extinguishers, finger print and CCTV camera installed and iron/safe cabinets for LE production purpose.

(ii) The LE production room shall be equipped with heavy duty printing facilities.

(iii) The LE production shall be centralized.

(iv) The LE question papers/booklets shall be sealed in a secure envelope wrapped with plastic bags with serial numbers and packed in labeled boxes

(v) The LE question papers preparation procedure shall be completed at least 7 days before the date of LE.

(vi) The answer sheets for the LE shall be simple single sheet

(vii) The LE packages shall be stored in strong secured rooms with 2 different keys lock and the regional intelligence officer shall hold one key and another one with chief examiner.

4.4 THE LE TRANSPORTATION

The TNMC shall be responsible for transportation of the LE examination materials to the examination centres and the centres shall be responsible for collection and transportation of worked scripts and question papers back to TNMC Marking centre.

4.5 THE LE STORAGE

(i) At TNMC the examinations shall be stored in the strong room

(ii) At examination centre the LE packages shall be stored in strong secured cabinet with 2 different locks where, the Supervisory Authority will hold one key and one for the Chief examiner.

4.6 THE LE INVIGILATION

4.6.1 GUIDELINES FOR LE CANDIDATES

A candidate:

(i) Shall sit for the examination at the centre he/she has been registered.

(ii) Shall report at the examination hall/room at least 30 minutes before examination starting time and is not allowed to leave the LE hall/room until 30 minutes after examination commencement
(iii) Who arrives more than 30 minutes after examination commencement will not be allowed to enter into examination room.
(iv) Shall present the examination identity card and sign in the attendance list
(v) Shall not be allowed to get into the LE hall/room with any unauthorized materials and cellular phones.
(vi) Shall be inspected before entering the examination room for any unauthorized materials
(vii) Shall not be allowed to smoke, use illegal drugs, alcohol, tobacco products or possess weapons of any kind at the examination environment.
(viii) Shall follow instructions of the invigilators throughout the examination. Failure to do so shall be guilty of an examination offence punishable by law.
(ix) Involved in cheating and in any sort of irregularity shall be guilty of an examination offence.
(x) Shall satisfy himself/herself that he/she has the right paper of his/her respective level.
(xi) Shall be required to write the Candidate Identification Number (CIN)/examination number, Examination Centre, and Date of Examination on an answer sheet.
(xii) Shall not be allowed to communicate with another candidate by any means during examination.
(xiii) Shall not be granted extra time after invigilation time of the examination is over even if the candidate came late into the examination room.
(xiv) Shall not leave out of the LE hall with any examination material.

4.6.2 APPOINTMENT OF LE INVIGILATORS

The TNMC Secretariat shall appoint only vetted staff to be included as invigilators. These may include qualified nurse tutor, nurse practitioner, and registered nurse with teaching or working experience in a recognized institution for not less than 3 years. Additionally:-

(i) The appointed invigilator shall not have history of causing examination irregularity before
(ii) The number of appointed invigilators per LE centre shall be based on the number of candidates and size of the LE hall.
(iii) All appointed invigilators shall receive a confidential letter and terms of references for LE invigilation.
(iv) The appointed chief invigilator shall not belong to the same institution registered as an examination centre.

(v) Both Supervisors and all invigilators shall fill in special Confidentiality Declaration Forms which shall be submitted to TNMC together with worked scripts.

4.6.3 THE ROLES OF LE INVIGILATORS

The invigilator shall:

(i) Be present in the LE hall at least 30 minutes before the commencement of the examination.

(ii) Inspect the LE hall for conduciveness of light, ventilation, spacing, warmth and absence of other distracters like noise, traffic and pictures.

(iii) Collect a master list and LE package for that particular session.

(iv) Inspect all candidates before getting into the LE hall by screening their IDs.

(v) Prepare a sitting plan prior to the start of the LE session.

(vi) Ensure that a candidate sits in the right place.

(vii) First distribute answer sheets before LE papers.

(viii) Remind candidates to observe examination rules.

(ix) Open the LE paper envelope in front of the candidates.

(x) Allow 5 minutes for candidates to read the paper.

(xi) Ensure that the LE hall has a big wall clock.

(xii) Ensure that candidates are provided with right question paper.

(xiii) Be responsible to monitor all sessions for the examination.

(xiv) Not to give clarification on how to answer questions from candidates regarding examination content, instructions or scoring.

(xv) Not admit candidates into the LE hall after 30 minutes from commencement of the examination.

(xvi) Ensure that all LE hall regulations are followed by candidates before, during and after the examination.

(xvii) Be attentive to any movement occurring outside the LE hall that may disturb tranquility of the examination progress.

(xviii) Not allow any person to enter into the LE hall without prior permission/notification from the TNMC secretariat.

(xix) Move about the LE hall as quietly as possible and at frequent intervals.
(xx) Report to chief examiner and document immediately any case of irregularity, inconvenience, or candidates’ misbehavior.

(xxi) Take appropriate measures against any reported irregularity to alleviate further problems.

(xxii) Have the power to get rid of any unauthorized material brought in the LE hall.

(xxiii) Have the power to expel from the LE hall any candidate who creates disturbance.

(xxiv) Report to safety and security organs all issues requiring their attention.

(xxv) Not be allowed to take out examination paper, answer sheet or envelopes, while the examination is still in progress.

(xxvi) Instruct candidates to stop writing when the time of examination is over.

(xxvii) Return extra question papers into the respective envelopes for collection by the chief examiner.

(xxviii) Collect serially all worked scripts from candidates and pack them into their respective envelopes.

(xxix) Not allow any candidate to leave the LE hall before their answer sheets have been collected.

(XXX) Get candidate’s feelings about the examination and include such feeling in their final report.

.xxxi) Submit a comprehensive report on the examination conduction to Registrar, TNMC.

.xxxii) Provide rough papers whenever necessary

NB: At the end of each LE session, the two invigilators (Chief Examiner and the other Examiner) shall sign on top of each LE worked script envelope.

4.6.4 EXAMINATION HALLS

(i) TNMC shall ensure that all LE halls meet at least minimum requirements to be used for examination purposes which include conduciveness for light, ventilation, spacing, warmth and absence of other distracters like noise, traffic and pictures.

(ii) During invigilation process, intelligence /security shall also be involved.

4.6.5 COLLECTION OF WORKED SCRIPTS
The TNMC shall collect the LE worked scripts within 3 days after the end of LE session using the Chief examiner and security escorts.

4.7 MARKING, RECORDING AND RELEASE OF LE RESULTS

4.7.1 THE LE MARKING

(i) The marking of LE worked scripts shall be centralized and coordinated by TNMC examination secretariat.

(ii) The LE marking shall be done in form of panel.

(iii) TNMC shall be responsible for appointing members of the marking panel based on their expertise, experience and ethical conduct

(iv) The answer guide shall be reviewed by markers and approved through panel discussion.

(v) The LE markers shall not be allowed to take scripts out of the marking premises.

(vi) The LE markers shall sign on the answer sheets she/he has marked.

(vii) The LE markers shall sign attendance sheet on daily basis.

(viii) The LE marker shall not make a tick (✓) or cross (X) directly on the candidates’ response. i.e. the candidate response shall be left visible.

4.7.2 THE LE RESULTS RECORDING

(i) The recording of the LE marked sheet shall be done instantly after marking in the standard record sheet.

(ii) The LE record sheets shall be generated from the registration data and LE attendance sheets.

(iii) The LE markers must sign the record sheet utilized.

(iv) Each marked sheet must be rechecked for correctness of marking, addition and recording the marks.

(v) If markers discover any misconduct any form of examination irregularity during LE marking period, he/she should report the case immediately to TNMC examination secretariat.

(vi) Each LE marked sheet shall be rechecked by at least one marker.

(vii) The re-marking of the appeal cases shall be coordinated separately by the TNMC Examination Committee.

(viii) All the LE candidates’ records shall be stored into both hard files and automated computer record system.
(ix) The LE markers shall discuss on the candidates overall performance and decide cut-off point for the given paper.

(x) The LE markers shall write report and submit to TNMC with key items such as performance of candidates upon the examination, level of difficulty of the LE paper, relevance of the questions in relation to TNMCLE standards of proficiencies, scope of practice and level of candidates.

4.7.3 THE RELEASE (COMMUNICATION) OF LE RESULTS

(i) The issue of results and awards shall be entirely at the discretion of the TNMC Examination Committee subject to the approval of the Council.

(ii) The TNMC committee shall discuss on the decided cut-off point for the given paper and forward to the Council for decision making.

(iii) The LE results shall be communicated to candidates only after the Council approval.

(iv) The LE results shall be released to candidates through their examination centres (Zonal Coordinators, Principals of Institutions) and through TNMC website.

(v) In the event TNMC releases examination results by publishing in the news media, notice-boards or its official website, only examination registration numbers shall be used.

(vi) Under no circumstances shall names or any other identification known to a third party shall be used for releasing the results to the general public.

(vii) Results released by news media, notice-boards or its official website shall bear certification of the Registrar.

(viii) There shall not be direct communication to the candidate on his/her results.

(ix) The TNMC shall not, (except in its absolute discretion), communicate with candidates or parents/guardians, or any other person claiming to act on behalf, on matters related to examination results.

4.7.4 The examination results shall be published immediately after the Council approval.
4.7.5 **THE AWARDING**

(i) A candidate who has passed certification examination but has failed licensure examination shall not be registered or enrolled in the roll or register of the Council.

(ii) Candidate who did not attain entry qualification for the nursing training programme he/she undergone shall not be allowed to undertake the LE

(iii) A candidate who obtains 50% or above of the total marks shall be deemed to have passed the examination.

(iv) A candidate who obtains below 50% of the total marks shall be deemed to have failed the examination.

(v) There shall be no classification of the candidates following marks attained.

(vi) The license for practice will be offered upon passing the LE examination.
CHAPTER FIVE: LE PROCESS

LE series of activity implementation involves resources, TNMC planning should reflect the process on how to obtain, allocate and effectively utilization of the resources. The process includes:

5.1 Developing, Moderation, Setting and Production of the examination paper
5.2 Storage, Safety and Security of the examination
5.3 Postage, of examination to and from examination centers and receiving
5.4 Invigilation
5.5 Marking
5.6 Licensing examination results release
5.7 Licensure examination award (Licensing and Certificates)
5.8 Management of appeals
5.9 Follow up training schools noted with poor performance in particular licensure examination
DEFINITION OF TERMS

Certification – Certification in nursing is a mechanism that recognizes minimal level of quality practice. It is the standard by which the public recognizes high quality nursing care. In our case, it is granted by the government agencies currently through Training Department, Ministry of Health and Social Welfare, NACTE and TCU. On the other hand, certification may be defined as a voluntary credentialing process—usually national in its scope and in our case sponsored by the government including its parent ministry, NACTE and TCU. Because of its voluntary nature, a certified nurse has to willingly apply for license to practice nursing.

Certificate – Certificate is an official written or printed statement that may be used as proof or evidence of somebody who has passed a qualifying nursing examination. It is awarded or granted by the Government through an approved government agency or body including NACTE or TCU or parent ministry (MoH&SW) usually after an educational and / or testing process has been met. In other words certificate is a proof of completing a program that meets nationally accepted standards, recognition of their education by their professional peers and eligibility for professional credentialing, certification or registration.

Once certified, the certificate does not expire. The owner may require additional training to maintain the currency of the certificate but it is valid until surrendered, suspended or revoked/canceled. The certified may apply for licensure from a state authority or professional organization; Tanzania Nursing and Midwifery Council (TNMC) in our respect.

License – License is an official written or printed document that may be used as proof or evidence that somebody is allowed to practice nursing in the country. It is a requirement to practice many professions. Once obtained, they shall expire when surrendered, suspended, revoked/canceled but particularly when the prescribed time has reached. They may be required to re-register as prescribed by the TNMC Regulations.

Licensure – Licensure is a mandatory credentialing process established by a government entity, usually at the state level. If a profession is licensed, it is illegal for an individual to practice the profession
without a license. The requirements and procedures for obtaining a license may vary from country to country. Therefore, unless some sort of reciprocity agreement has been forged between countries, it may not be easy for a professional licensed in one country to obtain a license in another. For nurses in Tanzania, licensure is processed by Tanzania Nursing and Midwifery Council (TNMC).

*Midwifery* – Midwifery is all services including reproductive health and child care delivered by a enrolled or registered nurse.
FORM No.1. THE LE CANDIDATE ATTENDANCE SHEET

TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENSURE EXAMINATIONS
CANDIDATES ATTENDANCE LIST

Name of Examination: ..............................................................................................................
Name of Centre..............................................................................................................................
Centre Number..........................Exam Code  Number Paper...........................................
Date of examination:
Day.............................................Month..................................Year..............................

Instruction
To be completed before candidate enters the examination room

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name of candidate</th>
<th>Examination number</th>
<th>Candidate Signature</th>
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Name of Examiner.................................Signature Date .................................
FORM No.2. INFORMATION ON MARKERS

TANZANIA NURSING AND MIDWIFE COUNCIL
LICENSURE EXAMINATIONS

INFORMATION ON MARKERS

This form shall give information on the markers of the Licensure Examinations of ……. It shall be filled in by each marker in order to provide quality services desired. In addition, the field forms shall give information pertaining identification of all people involved in the marking exercise.

This form shall be filled in capital letters

ADRESS OF PLACE OF WORK

Full name……………………………………………Home address…………………………

    Ministry/Organization………………………………………………………………………………
    Name of Institution…………………………………………………………………………………
    Postal address……………………………………………………………………………………
    Personal contact – Mobile……………… Email………………………………
    Town/Municipal/City……………………………………………………………………

PROFESIONAL INFORMATION

    Title……………………………………………………………………………………………………
    Position held at work place……………………………………………………………………
    Main duty /responsibility……………………………………………………………………

EXPERIENCES IN MARKING EXAMINATIONS

    Name of examinations involved in marked:
    (a)………………………………………………………………………………Year………………
    (b)………………………………………………………………………………Year………………
RELATIVE SITTING OR HAVE SET FOR NATIONAL EXAMINATIONS 20………..
Name of friend/relative……………………………………………………………………
Relationship………………………………………………………………………………
Name of national examination set……………………………………………………
Name of school he/she is studying or studied…………………………………………

DECLARATION
I………………………………………………………………………………………….., confirm that all information given above is true.
I understand that examinations that I am dealing with are very confidential
I promise that neither through discussion, or in writing, or in deed or in any other means disclose secret of the examination to any unauthorized person
I confirm that I am not one of the candidates of TNMC of the national examinations of …….conducted by TNMC

Signature……………………
Witness……………………
Title held………………
Signature……………………
Date……………………… Title held in TNMC…………………………
Signature……………………
Date…………………………
TANZANIA NURSING AND MIDWIFERY COUNCIL

LICENCING EXAMINATION FOR ENROLLED NURSES AND MIDWIVES
PROGRAMME: CERTIFICATE IN NURSING
EXAMINATION CENTRE- .......................... SCHOOL OF NURSING
NUMBER OF EXAMINATION PAPER ENCLOSED ..............
NUMBER OF EXAMINATION PAPER RECEIVED ..............
NAME OF RECEIVING OFFICER ............................
DESIGNATION .......................... SIGNATURE ..........................
DATE: ........................................

TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENCING EXAMINATION FOR REGISTERED NURSES AND MIDWIVES
PROGRAMME: DIPLOMA IN NURSING
EXAMINATION CENTRE- .......................... SCHOOL OF NURSING
NUMBER OF EXAMINATION PAPER ENCLOSED ..............
NUMBER OF EXAMINATION PAPER RECEIVED ..............
NAME OF RECEIVING OFFICER ............................
DESIGNATION .......................... SIGNATURE ..........................
DATE: ..........................
TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENCING EXAMINATION FOR ENROLLED NURSES AND MIDWIVES

PROGRAMME: CERTIFICATE IN NURSING
EXAMINATION CENTRE:- ..................................SCHOOL OF NURSING
TO BE OPENED ON ..........................................................
TIME: FROM .............. TO ..................

TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENCING EXAMINATION FOR REGISTERED NURSES AND MIDWIVES

PROGRAMME: DIPLOMA IN NURSING
EXAMINATION CENTRE:- ................................. SCHOOL OF NURSING
TO BE OPENED ON ..........................................................
TIME: FROM .............. TO ............
## MARKERS ATTENDANCE LIST

Name of Examination…………………………………………………………………………………………

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name of Marker</th>
<th>Address</th>
<th>Day 1</th>
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<th>Day 3</th>
<th>Day 4</th>
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Name of Assistant Chief
Marker…………………………………………………………………………………………………………..

Name of Chief Marker ……………………………………………………………………………………….
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<tr>
<th><strong>TANZANIA NURSING AND MIDWIFERY COUNCIL</strong></th>
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<tr>
<td><strong>Examination Centre No.</strong></td>
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<tr>
<td><strong>Type of Examination</strong></td>
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<td><strong>Number of Scripts collected</strong></td>
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<td><strong>Time for closure</strong></td>
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<tr>
<td><strong>Name of Chief Examiner:</strong></td>
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<tr>
<td><strong>Name of Invigilator:</strong></td>
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</table>
TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENSURE EXAMINATIONS 20……..

Name of Examination: ..........................................................................................................................
Name of Centre..................................................................................................................................................
Centre Number....................................Code of Examination Paper..............................................
Date of examination: Day......................................Month.............................Year.......................

Instructions to examiner
Place a tick (√) in the attendance record marked (AR) column against examination number of every
candidate handing in a script and write “A” against the number of any candidate who registered for the
paper but was absent.
Sign the attendance and mark sheet and return it with the script. It is important that the scripts should be
arranged in the same order as the examination numbers of the candidates on the Attendance and Mark
Sheet

<table>
<thead>
<tr>
<th>S/N</th>
<th>Examination number</th>
<th>AR</th>
<th>Basic Nursing</th>
<th>Medical Surgical Nursing</th>
<th>Community Health Nursing</th>
<th>Midwifery and Child Health</th>
<th>Mental Health Nursing</th>
<th>Leadership and Management</th>
<th>Total Marks (cumulative Percent)</th>
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Declaration
We certify that we have completed this list according to instructions and that the entries are correct.

Marks entered by........................................Signature .........................Date...................
Marks entries checked by.................................Signature .........................Date...................

Additions/Total Marks entered by........................Signature .........................Date...................
FORM No.6. EXAMINATION CONTROL SHEET

TANZANIA NURSING AND MIDWIFERY COUNCIL
LICENSE EXAMINATIONS

Instructions to examiner

Place a tick (✓) on the written total number of questions done in the examination control sheet on each column against examination number showing sections attempted.

<table>
<thead>
<tr>
<th>EXAMS NO.</th>
<th>Examinations number</th>
<th>Basic Nursing</th>
<th>Medical Surgical Nursing</th>
<th>Community Health Nursing</th>
<th>Midwifery and Child Health</th>
<th>Mental Health Nursing</th>
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Declaration

I certify that I have completed this list according to instructions and that the entries are correct.

Signature of Candidate ..................................Date......................................................

Name of invigilator....................................Signature ..........................Date..................

Name of chief Examiner...............................Signature ..........................Date..................
LE FORM No. 9: RECEIVING FORM

TANZANIA NURSING AND MIDWIFERY COUNCIL
EXAMINATION HANDING OVER FORM-

Program ……………………………………………………… Centre Name ……………………..

Examination Date: ……………………………. Number of Papers handled ………………..

Receiving Security Officer Name…………………………Signature……………………………

Date:……………………………… Time:…………………………………………

Handle over  TNMC Officer’s Name……………………Signature………………………………

Date:……………………………… Time:…………………………………………
LE FORM No. 10: HANDLING FORM

TANZANIA NURSING AND MIDWIFERY COUNCIL

Programme .......................................................... Centre Name ...........................................
Examination Date: ........................................ Number of Papers handled ......................
Handle over to TNMC Officers’ Name........................................Signature.........................

Date:.............................................. Time:........................................................
Receiving Security Officer Name........................................Signature ...............................
Date:.............................. Time:........................................................
TAMKO RASMI LA KUTUNZA SIRI

Mimi: ........................................ ............................ ........................................

(Majina matatu)

Toka: .......................................................... ...................................................

(Taasisi/Idara/Chuo)


Natamka kuwa sitatoa siri ya mitihani hii kwa njia yeyote ile; iwe ni kwa maandishi, kauli, au kielektroniki kwa mtu asiye husika bila idhini ya Baraza la Uuguzi na Ukunga Tanzania. Iwapo itathibitika kuwa nimetoa siri ya mitihani hii, kwa njia yeyote ile na kwa mtu yeyote asiye husika na mitihani hii basi nichukuliwe hatua stahili kwa MJIBU WA SHERIA NA KANUNI ZA NCHI, BARAZA LA UUGUZI NA UKUNGA, AJIRA, NA TAALUMA YA UUGUZI NA UKUNGA TANZANIA. Tamko hili limesainwa nami .......................................................... (Majina matatu) leo tarehe ................ mbele ya: ........................................... Msajili/Mwanasheria wa Serikali

EWE MWENYEZI MUNGU NISAIDIE

 ........................................  ........................................

Sahihi Sahihi ya Msajili/Mwanasheria wa Serikali
Tarehe: ......................... Tarehe: .........................

Sahihi
Tarehe: ..........................