



Hong Kong College of Midwives

Advanced Practice in Midwifery Certification

EXAMINATION POLICY HANDBOOK

The First Version

Approved by Education Committee: 7th November 2015

Endorsed by Council of HKCMW: 16th December 2015

The Second Version

Revised on: 30th April 2016

The Third Version

Revised on: 15th June 2016

The Fourth Version

Revised on: 15 February 2017

Table of Contents

Mission statement and objective of the College Examination Committee Term of Reference	p. 3
I. Examination and Assessment	p. 4
A. Admission Criteria to Member	p. 4
B. Eligibility of Candidate for Examinations	p. 4 – 6
- For Ordinary Membership Examination	
- For Fellow Exit Assessment	
II. Examination Dates	p. 6
III. Examination Fees	p. 7
IV. Examination Application Process	p. 7
V. Process of Setting Examination Questions and the Approval Process	p. 8
VI. Examination Panel	p. 9
VII. Examination Arrangement	p. 9 – 10
- Preparation of Examination Materials	
- Confirmation of Seating Arrangement	
- On the day of Ordinary Membership Examination /Fellow Exit Assessment	
- At Examination Venue	
- Integrity of the candidates	
VIII. Post Examination Arrangement	p. 11
IX. Appeal Process	p. 11
X. Grading of Examination	p. 11
XI. Review and Disposal of the Marked Examination Papers	p. 12
XII. Award of Certification	p. 12
XIII. Reschedule and Cancellation of Examination	p. 13
Work Group Member List	p. 14

THE HONG KONG COLLEGE OF MIDWIVES

Mission statement and objectives of the College

Mission Statement:

The Hong Kong College of Midwives (HKCMW, here below called the College) is dedicated to maintaining the highest possible standards in midwifery practice in Hong Kong.

Objective:

The College is the advancement of the provision of education and training. That include to promote evidence based studies and advancement of the science and practice of midwifery in Hong Kong; to develop and maintain the good practice of midwifery by ensuring the highest professional standards of competence and ethical integrity.

Examination Committee

Examination Committee is an independent committee to govern all examination and assessment activities of the Hong Kong College of Midwives. The Committee consists of the Chairman and 3 members nominated by the Council of HKCMW and report to the Education Committee.

Terms of Reference

1. To set up Examination Panel for every Ordinary Membership Examination and Fellow Exit Assessment.
2. To ensure validity and reliability of the examination questions / assessment.
3. To ensure equality and fairness the delivery of assessment.
4. To review and update examination guidelines and assessment criteria.
5. To ensure that examination guideline and assessment criteria have been applied consistently
6. To report results and make recommendations to the HKCMW Council through Education Committee.

EXAMINATIONS AND ASSESSMENT

Examinations and assessment are the core activities of the Examination Committee of HKCMW. After the Associate Members completed four years of ordinary membership training, they are required to undergo the Ordinary Membership Examination. The successful candidate will become the Ordinary Member of the College. Then, with the subsequent three years of higher specialist training and logbook requirement being fulfilled, they are required to sit for Exit Assessment. The candidates who have passed the assessment are eligible to be nominated by the College for admission to Fellowship of The Hong Kong Academy of Nursing.

I. Admission Criteria to Member and Eligibility of Candidates for Examinations

A. Admission Criteria to Member

1. Trainees must be nurses who are eligible to register with the Hong Kong Nursing Council.
2. Trainees must be also registered as Associate Member with the College.

B. Eligibility of Candidates for Examination

For Ordinary Membership Examination

1. Candidate has accumulated 4 years in the midwifery practice in the most recent 6 years.
2. Candidate must have completed the four years of ordinary membership training.
3. Candidate must be a holder of a valid license as a Registered Nurse certified by the Nursing Council of Hong Kong.
4. Candidate must pass the assessment and examination as stipulated by the Midwives Council of Hong Kong; acquired the requisite qualifications to be registered and / or legally registered to practice midwifery.
5. Candidate should present the clinical logbook and relevant documents that demonstrate the satisfaction of required competence in the 500 hours of theoretical input which includes 480 hours in module 1 and not less than 20 hours in module 2 & 3.
6. Candidate should present the clinical logbook and relevant documents that demonstrate a minimum of 500 clinical hours have be accomplished within a 4 years' time span with at least 50% under supervision as follow:
 - a) 50% - 100% supervised practice* (for module 2 & 3)
 - b) 0% - 50% work placement* (for module 1, 2 &3)

7. Candidate should achieve 60 CNE points within a 3-year Continuing Nursing Education (CNE) cycle, of which at least 45 points should be Post-registration Education in Midwifery (PEM).
8. Candidate must be a holder of Master's Degree in Nursing or relation to Midwifery from recognized university.
9. The Examination is to be held once every year.
10. Format of the Examination shall be 150 MCQs on Midwifery in 3 hours.
11. Candidate is request to make a self-declaration on whether there is criminal conviction / professional misconduct.
12. Candidate should apply to the College to be assessed and have paid the assessment and examination fees.

The definition of **supervised practice:*

Refers to the experience in which there is an on-site designated appointed mentor who is an Academy Fellow in current practice.

The definition of **work placement experience:*

The situation in which there is no on-site designated appointed mentor. However, the experience is recognized as a learning component with explicit learning objectives and evidence of learning assessed by a recognized supervisor/mentor.

The evidence of learning can compose one or more of the following outputs –

- Case studies
- Student portfolio (learning progress review)
- Reflective paper
- Practice project
- Midwifery round (on-site / simulation)
- Group project (should compose less than 10% of the total marks)

For Fellow Membership Examination

1. Candidate must be a holder of a valid license as Registered Nurse certified by the Nursing Council of Hong Kong.
2. Candidate must be a holder of a valid license as Registered Midwife certified by the Midwives Council of Hong Kong.
3. Candidate must be a holder of Master's Degree preferably in relation to Midwifery from recognized university.
4. Candidate must register as an Ordinary Member of the College.
5. Candidate has accumulated 7 years of clinical experience in midwifery practice in the most recent 9 years of which the current 3 years must be working in the related subspecialty.
6. Candidate must have completed the three years of higher specialist training and logbook requirement being fulfilled.

7. Candidate should achieve 60 CNE points within a 3-year Continuing Nursing Education (CNE) cycle, of which at least 45 points should be Post-registration Education in Midwifery (PEM).
8. Candidate is required to sit for Exit Assessment**.
9. The Exit Assessment will be held once every year.
10. Candidate is request to make a self-declaration on whether there is criminal conviction / professional misconduct.
11. Candidate should apply to the College to be assessed and have paid the assessment fees.

****Fellow Exit Assessment**

- The aim of the Assessment is to assess whether the candidate is suitable and capable of practicing as a specialist in Midwifery.
- It will include a viva assessment of the candidate together with the submission of professional portfolio / research / dissertation / project.
- The professional portfolio / research study / dissertation / project work should be related to the selected area and submitted prior to the viva assessment. The candidate must be the first author.
- Prior to the viva assessment, candidate would also be assessed on the significant contributions to midwifery profession which are stated in the Manual of Advanced Practice Midwives Training.
- Oversea or local external expert(s) will be invited as external assessors.
- The duration of the viva assessment should be no less than 30 minutes.

II. Examination Dates

Exact dates of Examination and Exit Assessment to be confirmed in March each year through HKCMW web site <http://hkcollegeofmidwives.org>.

For Ordinary Membership:

Opening Month for Examination Application:	May
Closing Month for Examination Application:	End of June
Examination Month:	August / September
Submission to HKAN	3 rd week of October
Results Announcement:	1 st / 2 nd week of December

For Fellow Membership:

Opening Month for Assessment Application:	September / October
Closing Month for Assessment Application:	Depend on the date of assessment
Exit Assessment Month:	November - January
Submission to HKAN	2 nd / 3 rd week of February
Results Announcement:	1 st week of April

III. Examination Fees

- The fee for the Ordinary Membership Examination is HK\$ 1,000 and for the Fellow Exit Assessment is HK\$ 2,000, which covers the cost of processing candidate's application.
- Cheque should be made payable to "Hong Kong College of Midwives Limited". Post-dated cheque will not be accepted.
- All fees must accompany the completed application form for HKCMW to proceed with the application. Fees are subject to change without notice.
- Fees, once paid, are neither refundable nor transferable. Exceptional conditions are:
 1. A charge of half of the examination fee would be requested for deferral cases.
 2. In the event of extreme weather or unforeseen emergencies on the day of examination, the College will determine the need to cancel and reschedule the examination. Fee will be refunded for candidate who cannot attend the rescheduled examination.
 3. An additional HK\$ 100 will be charged for a bounced cheque.

IV. Examination Application Process

1. Candidates are advised to ensure that they are an eligible candidate before processing the application procedure for examination.
2. The Education Committee is responsible for
 - Notifying the candidates the written examination 6 months prior to the examination date.
 - Notifying the candidates to make registration to the College 3 months prior to examination date.
 - Vetting the applicants.
 - Making confirmation to candidates of eligibility of sitting for the examination 1 month before examination.
3. Application Form can be download from <http://hkcollegeofmidwives.org>
4. The candidates are required to sign the Exam Application Honor Statement for self-declaration.
5. Candidates must fill in the required documents and mail back to HKCMW together with the payment cheque before deadline of submission.
6. The soft copy, hard true copy and one verified hard copy of the required documents should be submitted for the examination application.
7. Candidates will be notified via email for incompleteness of application form or when clarification is required, or if they are not eligible for examination/assessment.
8. An examination / assessment confirmation letter will be sent to the candidates upon approval of application. The process normally takes 3 – 4 weeks from receiving of application.

V. Process of Setting Examination Questions and the Approval Process

1. Grandfather Fellows shall be engaged to contribute to the design and validation of the examination questions.
2. International reference and local experts will be consulted to ensure the questions are properly constructed.
3. The examination questions are pilot tested and validated before they can be used for the examination.
4. Strict confidentiality is maintained in the whole process.
5. Ordinary Membership qualifying examination consists of 150 MCQs and to be completed in 3 hours. Area of examination can be referred to the Competency Framework for Advanced Practice Midwives which has been stated in the Manual of Advanced Practice Midwives Training and endorsed by HKCMW in December 2015. Detail topics of framework domain are available at HKCMW Website: <http://hkcollegeofmidwives.org>. The ratio of MCQ is criterion based, with 30 – 60% of the MCQs are scenario-based and 40 – 70% are independent questions. The questions cover all the competence domain listed in the framework. Taxonomy for examination questions is at 3 levels of cognitive ability at the ratio of:

1. Knowledge / comprehension	20 – 30%
2. Skills application	20 – 30%
3. Critical thinking	40 – 50%

The cognitive level of examination items is based on the advanced development of midwifery practice. The examination questions target at the recall of knowledge and skills, majority of the questions are written to test candidates for their abilities at the levels of application, integration, synthesis and evaluation. Test for the competence at higher cognitive levels provides a better indication of the candidates' critical thinking abilities when managing for the complicated pregnancies and caring for the complex health care needs of childbearing and their families.

6. For the qualifying assessment of Fellowship Members, not less than 30 minutes viva examination as Exit Assessment will be conducted by at least a pair of examiners coming from different training units or institutions. Trainee should not be examined by her designated supervisor / trainer (supervisor / trainer to whom a trainee was assigned in the parent training site). College must give justification to and get approval from the Education Committee when they need flexibility on this guideline.

VI. Examination Panel

1. An examination panel is under the Examination Committee and appointed by the Council Committee of the College.
2. The examination panel shall be responsible for the:
 - 2.1. Ordinary Membership Examination
 - To set, mark and review examination questions.
 - To report results and make recommendations to the Examination Committee
 - 2.2. Fellow Exit Assessment
 - To vet the portfolio / dissertation / research study / project work for the candidates
 - .To set Viva Assessment questions base on candidates' submission.
 - To finalize Viva Assessment questions for Fellow Assessment.
 - To report results and make recommendations to the Examination Committee.
3. The Panel consist of no less than 3 members who are experienced in education and examinations:
 - A Chief Examiner (from HKCMW Examination Committee)
 - At least 2 members (may include one External Examiner)
 - A renowned professionals (oversea or local) who are respectable leaders in obstetrics / midwifery academic field shall be invited to serve as External Examiner)
4. External Examiner is an expert in particular specialty with following duties:
 - To scrutinize examination paper to ensure quality and fairness, identifying possible areas of overlap or ambiguity.
 - To conduct the viva assessment and scrutinize the process of Exit Assessment.
 - To ensure an appropriate standard of marking.
 - To make a report and recommendation on the assessment.

VII. Examination Arrangement

1. Examination is administered by the Examination Panel supervised by the Chief Examiner.
2. Preparation of examination materials:
 - The preparation of examination must be handled by the examiners.
 - All typing must be carried out in a restricted area of the office and the computers used for typing must not be accessible to potential examination candidates.
 - Softcopies of all examination materials must be encrypted or password-protected and should be kept in a detectable storage device under lock and key.

- Drafts and final version of examination materials in printed form should be kept in sealed envelopes under lock and key.
 - All printed examination materials must be wax-sealed or tape-sealed in envelopes and stored in a secure location which only the Chief Examiner or authorized personnel have access.
 - Retrieving materials or removing materials to examination center must only be carried out at the presence of the Chief Examiner or authorized personnel.
3. Confirmation of seating arrangement:
- Four weeks before the examination / assessment, an official confirmation letter / e-mail will be issued to all qualified candidates.
 - The confirmation letter / e-mail indicates exact venue, date and time of the examination.
4. On the day of Ordinary Membership Examination / Fellow Exit Assessment:
- Candidates are advised to arrive at the examination / assessment venue 15 minutes prior to the commencement of the examination / assessment.
 - Candidates are request to bring the examination confirmation letter / e-mail and her Identity Card for identity verification.
5. At the examination venue:
- Candidates are not allowed to communicate with each other in the examination venues.
 - No books, papers, other reference materials are allowed the candidates to bring in the examination venue. All personal belongings include purses, valuable items, briefcase and coats should be placed under the seat and kept as self-responsible.
 - Mobile phones must be switched off throughout the examination.
 - Recording (sound or image) or other electronic devices that can enable communication outside the venue are NOT allowed to carry.
 - All distribute papers and collect papers must be checked with sealed cover.
 - Candidates are not allowed to carry away any paper notes from the venues.
6. Integrity of the candidates:
- Individual who removes or attempt to remove materials from the examination / assessment site by whatever means, or who receives, discuss, discloses, produces, distributes, displays or otherwise misuses an examination question or any part of an examination question will be subject to legal action or monetary damages.

VIII. Post Examination Arrangement

1. For Ordinary Membership Examination:
 - The Chief Examiner will distribute the papers to the examination panel members for marking of paper.
 - Each examination paper will be marked and the result will be verified by 2 individual markers.
 - 10% of the highest and lowest marks examination papers will be checked by the Examination Panel randomly.
2. For Fellow Exit Assessment:
 - Each assessment section will be marked by 3 examination panel members.
3. Examination Panel will report the examination results to the Education Committee together with recommendations.
4. Result will be endorsed by the College Council and candidates will be informed of the result by the Secretariat Office of HKCMW at 6 – 8 weeks after the examination.
5. In case of examination failure, there is no remedial mechanism for both Ordinary Membership Examination and Fellow Exit Assessment. Candidate can re-apply to sit for the next examination if applicable.

IX. Appeal Process

1. Any appeal should be made in writing within 4 weeks upon the release of examination results.
2. Review Committee will review the paper and report to the Council of the College with recommendation made.
3. The Council will make the final decision.

X. Grading of Examination Results

- For marking of the examination papers, anonymity of candidates must be maintained to ensure all are treated fairly and objectively.
- The passing mark of MCQ is 70%. The marking is on criterion base.
- Distinction for marks over 85%

XI. Review and Disposal of the Marked Examination Papers

1. Request for reviewing examination paper must be submitted to the College in writing no later than 3 months after the result notification.
2. HKCMW will inform the candidate the arrangement for examination paper review. Proof of identity is required.
3. Candidate is not permitted to take a copy of the paper or take any notes.
4. Examination paper review should be under supervision.
5. Administrative fee HK\$500 will be charged for each request.
6. All examination papers with marks will be destroyed by the College three years after the examination.

XII. Award of Certification

1. Certification (appendix) will only be granted after all the formalities are completed.
2. Subsequent to successful completion of the Ordinary Membership Examination and application of the Ordinary Membership*, candidates will be conferred to becoming an ordinary member of HKCMW. Certification will be issued directly by the Hong Kong College of Midwives.
3. After passing the Fellow Exit Assessment and successful application of the Fellow Membership*, candidates will be conferred to becoming a Fellow Member of HKCMW upon the approval by Hong Kong Academy of Nursing.

*Application form for Academy Ordinary Member / Academy Fellow Member can be downloaded from HKCMW website: <http://hkcollegeofmidwives.org>

XIII. Reschedule and Cancellation of Examination

1. For special or unpredictable circumstances:
 - In the event that candidate **cannot** sit for the scheduled examination due to reasons that are beyond her control such as illness or emergencies, she should inform and apply to the College for re-scheduling of examination date.
 - Such application must be supported by sound reason(s) with evidence document(s), e.g. medical certificate for illness.
 - Supporting document of the event must be submitted to the College **no later than 7 days** after the scheduled examination.
 - The College reserves the right to approve or disapprove for the request on re-schedule of the examination.
 - Administrative fee of HK\$500 will be charged.
 - Second request for examination re-scheduling would not be entertained.
2. For deferment request:
 - The request must be submitted the College in writing 30 days prior to the scheduled examination date.
 - The request should be supported by sound reason(s).
 - The College reserves the right to approve or disapprove for the request of re-scheduling examination.
 - Administrative fee of HK\$500 will be charged.
 - Second request for examination re-scheduling would not be entertained.
3. For extreme weather or unforeseen emergencies on the examination day:
 - The College will determine the need to cancel and reschedule the examination.
 - Fee will be refunded for candidates who cannot attend the rescheduled examination.
 - The rearrangement of examination will be announced as soon as possible.
 - Candidates are advised to check the latest announcement at the HKCMW website: <http://hkcollegeofmidwives.org>

Remarks for the Adverse Weather: *If the Typhoon No. 8 or the Black Rainstorm signal is / will be (as advised by the Hong Kong Observatory) hoisted on or after the following times, examination will be cancelled:*

- 06:30 – all examinations before 14:00 will be cancelled.
- 10:00 – all examinations at 14:00 – 18:00 will be cancelled.
- 14:00 – all examination in that evening will be cancelled.

Work Group Member List (1st – 4th Version)

Ms. SHAM So Yuen, Alice (Advisor)	President of HKCMW
Ms. SIU Sau Mei, Esther (Chief Editor)	Education Committee
Ms. CHAU Mo Ching, Macy	Education Committee
Ms. CHEUNG Mei Yee, Daisy	Education Committee
Ms. MAU Lai Fun, Elaine	Education Committee
Ms. LAI Chit Ying	Examination Committee
Ms. POON Miu Ho	Examination Committee