
Instructor Candidate Briefing and Verbal Instructions

At the beginning of the examination, please read the following statements:

“Good morning/afternoon. On behalf of _____ we would like to welcome you. As NIC certified examiners, we have been directed to read the instructions for each area of the examination. All candidates participating in the performance examination will be given the same instructions.

Once the examination has started, you will only be able to leave the testing area with the permission of your examiner.

Restrooms are located _____; drinking water is located _____.

In the event of an emergency, the emergency exits are located _____.

Talking with the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the national practical examination. If you have an emergency situation please ask to speak with the examination coordinator.

During all sections of the practical examination you will be expected to follow all safety and infection control procedures. You will also be scored for proper draping and proper care and handling of implements. You are evaluated at all times.

You are responsible for having all the needed supplies.

Please take notice that the NIC Health and Safety Standards are posted and a first aid kit is available in the event of a blood spill.

Please turn off all cellular phones, pagers, and electronic devices while in the examination room.

You will be given 10 minutes to setup for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.

The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.”

THEORY LESSON PLAN
(10 minutes)

Verbal Instructions:

“Please hand the examiner 1 copy of the lesson plan that you have prepared for today’s lecture, you may retain one copy.”

“You will have 10 minutes to set-up your classroom for the lecture.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”* **(2)** *“You may begin.”*

Note to examiners: Please read the following statement if the candidate has stepped back to indicate that they have completed the section before the timing has elapsed:

“We will now proceed to the next section of the examination.”

THEORY LECTURE
(20 minutes)

Verbal Instructions:

“Now that you have completed your set-up you may begin your theory lecture.”

“You will be evaluated for proper implementation of the assigned theory lesson topic.”

“You will be evaluated for content, presentation and communication skills.”

“You will be expected to use appropriate teaching methods and instructional teaching aids.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

(1) *“The instructions will be repeated.”* **(2)** *“You may begin.”*

Verbal Instructions after Instructor has concluded the Theory Lecture:

“Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set-up.”

DEMONSTRATION LESSON PLAN

(10 minutes)

Verbal Instructions:

“Please hand the examiner 1 copy of the lesson plan that you have prepared for today’s demonstration lecture, you may retain one copy.”

“You will have 10 minutes to set-up your classroom for the demonstration lecture.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”* **(2)** *“You may begin.”*

Note to examiners: Please read the following statement if the candidate has stepped back to indicate that they have completed the section before the timing has elapsed:

“We will now proceed to the next section of the examination.”

DEMONSTRATION LECTURE

(30 minutes)

Verbal Instructions:

“Now that you have completed your set-up you may begin your demonstration lecture.”

“You will be evaluated for proper implementation of the assigned demonstration lecture lesson topic.”

“You will be evaluated for proper procedures, content, presentation and communication skills.”

“You will be expected to use appropriate teaching methods and instructional teaching aids.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

(1) *“The instructions will be repeated.”* **(2)** *“You may begin.”*

CANDIDATE SUMMARY AND FINAL CLEANUP

At the conclusion of the examination, please read the following statements:

“This concludes the National Practical Examination, please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”