

# Certificate in Advanced Veterinary Practice A-FAVP.1 Foundations of Advanced Veterinary Practice

## **Module Outline**



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## Introduction

The objective of the CertAVP programme is to provide a modular route to achievement of an advanced level of practice and to prepare candidates for lifelong learning and professional development. Advanced veterinary practice is not simply characterised by the acquisition of an expert knowledge base; it additionally incorporates the application of this knowledge to make complex and sometimes difficult decisions in a diverse range of veterinary roles. The RCVS requires that all candidates aiming to achieve the CertAVP qualification complete the Foundations of Advanced Veterinary Practice module.

During this module, you will:

- Analyse your own skills in reflection, communication and veterinary reasoning to identify individual challenges and implement practices to overcome these
- Develop skills in self-directed learning, academic writing and critical analysis of practice that will support you in working towards the CertAVP B and C modules
- Use the RCVS Code of Professional Conduct as a resource to guide decision-making and analysis of outcomes

The module is designed to be relevant to the learning needs of candidates in a wide range of veterinary roles and at all stages of the veterinary career.

## **Aim**

The aims of the module are set by the RCVS. The overall aim is to provide a foundation for advanced veterinary practice, and the specific objectives are:

- To develop the foundation knowledge and skills required for advanced veterinary practice.
- To confirm that CertAVP candidates comprehend and can critically apply the professional requirements described in the RCVS Code of Professional Conduct.
- To develop candidates as independent learners not just as preparation for further CertAVP modules but also to meet life-long professional and personal learning needs and obligations.

## Learning outcomes

The module learning outcomes are defined by the RCVS. On successful completion of the module, candidates will be able to:

- Describe the thinking and decision-making processes required for advanced professional practice.
- Demonstrate a working knowledge of the principles of emergency care (including first aid, pain relief, euthanasia and emergency slaughter) in all species that might be encountered by veterinarians in general practice in the UK.
- Explain the roles and responsibilities which veterinary surgeons have in relation to protecting animal and human health.
- Interpret and appraise their obligations towards animal welfare and professional conduct as laid down in the RCVS Guide to Professional Conduct.
- Describe the reasons for maintaining and improving the quality and safety of the service they provide and the means of achieving this.
- Demonstrate the following key skills required for advanced professional and personal development:
  - Communicate confidently and effectively in order to achieve their professional objectives.
  - Evaluate their own strengths and weaknesses and demonstrate the importance of maintaining and developing professional competence.
  - Gather, organise, analyse, interpret and present complex data and information for the purpose of advanced professional and personal development.

## **Assessment**

The module learning outcomes will be evidenced through four essays and an online quiz. The RCVS framework is such that the module covers 5 broad study areas and three key skills, further details of which can be found at the end of this handbook.

#### The study areas are:

- 1. Principles of Professional Reasoning and Decision Making
- 2. Emergency Care
- 3. Animal and Public Health Protection
- 4. Animal Welfare, Professional Conduct and Veterinary Ethics
- 5. Quality and Safety in Veterinary Practice

#### Key Skills:

- 1. Communication
- 2. Personal and Professional Development
- 3. Research Skills for Personal and Professional Development

#### These will be assessed as follows:

- Essays 1 3: Three reflective essays covering study areas 1, 4 and 5 and key skills 1, 2 and 3. The length of each essay is expected to be approximately 1,500 words. Up to 2,000 words for each essay will be permitted; essays will be returned if they exceed 2,000 words (including in-text reference citations and any tables, but not including the reference list).
- A 40 minute online quiz of multiple choice questions, covering study areas 2 and 3 and the RCVS Code of Professional Conduct. The quiz will be available every March and September.
- Essay 4: A final reflective essay covering key skills 1, 2 and 3. The length of this essay is expected to be approximately 2,500 words. Up to 3,000 words will be permitted; the essay will be returned if it exceeds 3,000 words (including in-text reference citations and any tables, but not including the reference list).

## **Assessment timetable**

Essays may be submitted at any time; they will be assessed within 4 weeks of receipt.

- You are **not** permitted to submit all three essays at the same time.
- You must have received feedback on each essay before you write and submit the next essay.
- Essays 1 3 can be submitted in any order, but all these must be completed, and feedback received, before essay 4 can be submitted.

The online quiz is held twice a year, mid March and mid September. Until successful completion of this component, you will be contacted each January and July, when we will ask you whether you wish to take the quiz at the next opportunity.

## **Assessment weighting**

• Essays 1 - 3 60% (20% per essay)

• Essay 4 40%

• Online quiz Pass

The online quiz will **not** receive a mark but passing it is a condition of passing the module.

## Essays 1 - 3

The essay titles have been designed to allow you to personalise the module to your own role. There is some overlap, and you should ensure the focus of each of your essays (1 - 3) is different.

### **Essay 1: Principles of Professional Reasoning and Decision Making**

Reflect on a difficult interpersonal interaction in the workplace. Include in your essay your analysis of your skills in reasoning through any contributing problems (whether clinical, ethical or professional) as well as your communication.

Examples of suitable experiences for this essay may include:

- Conflicting needs or priorities in client-veterinarian or veterinarian-colleague interactions
- Differences in understanding relating to animal welfare
- Disagreements regarding optimum treatment protocols
- Difficult conversations surrounding euthanasia, costs of veterinary care, uncertainty or poor disease prognosis
- Ethical dilemmas an experience of cultural competence, either in yourself or towards yourself

#### **Essay 2: Animal Welfare, Professional Conduct and Veterinary Ethics**

The needs of different stakeholders in veterinary care frequently conflict. Analyse your handling of a situation (your decisions and actions) in which your various professional responsibilities yielded competing interests.

Examples of suitable experiences for this essay may include:

- Maintaining work-life balance
- The human-animal bond and animal welfare
- Conflict between the needs of a business owner and optimal animal welfare
- Colleagues or peers with differing priorities surrounding clinical decision-making
- The veterinarian's responsibility to public health
- Challenges relating to upholding the Code of Professional Conduct
- Experiences involving the use of social media in veterinary practice
- Differences in approaches to environmental/sustainability decisions with colleagues or clients

## **Essay 3: Quality and Safety in Veterinary Practice**

How do you assess the quality of your performance as a veterinary surgeon? Reflect on your success/ lack of success in a situation, and explain your views, considering the viewpoints of the multiple stakeholders involved.

Examples of suitable experiences for this essay may include:

- Leading people or working as part of a team
- Adapting clinical reasoning
- Handling of errors
- Management of self or perfectionism
- Upholding the financial success of the practice
- Ensuring infection control and/or public health

## Final summary essay (essay 4)

What are your goals in becoming an advanced veterinary practitioner? By reflecting on your experiences as a veterinarian, critically analyse your performance so far. In light of your goals for the CertAVP, and considering your three previous essays, what has the CertAVP experience taught you and how will you apply this to your future development?

Essay 4 is intended to be highly personalised and allow emphasis to be placed on each candidate's own practice, and how being an advanced practitioner will be applied in your own setting. The essay is intended as a development from the previous three essays, and not to simply represent a summary of what has already been learned on the module. The focus should be on looking back on your own development, and critically reviewing this (with examples of experience) to determine your ongoing learning needs. As with all the reflective essays within the Certificate, it is expected that this essay will be referenced, to support critical analysis of practice and intended future development.

Assessment criteria will include evidence of personal analysis, and application of literature or other resources to inform professional development.

Tutors are available for discussion of suitable themes for this essay.

## What the assessors look for

You are strongly advised to refer to the RVC common grading scheme for advice on what constitutes high quality reflective writing. Tutors will mark your essays according to this mark scheme, which includes:

- Relevance of the answer to the question
- Application of themes from existing current literature, including whether you have considered which elements of the literature are the most useful to analysing your practice or experience
- Reflection and review of your own practice, rather than an analysis of others' skills
- Demonstration of critical reflective writing (see guidance on reflective writing below)
- Evidence of intention to change, established change, and overcoming challenges to change in your daily practice
- Attention to presentation, spelling and grammar
- Correct referencing (we request that you use the Harvard System)

## Feedback - written and verbal

We ask you to reflect on your experiences at work, and use these as the basis of your learning relevant to the wide range of professional skills included in the module. We know that for many of you, it will be the first time you have submitted formal work about these subjects, and we know it can be difficult to get started. Reflection is a demanding skill, particularly at the highest level, but it can be very rewarding if it is done well.

We support you in this module using two main strategies. Firstly, you will keep the same examiner through the whole module, who will also act as your tutor. This means as you write each essay, the examiner will be able to see where you have improved. They will recognise where you have responded to the feedback provided previously, and will be able to guide you in developing further.

Analysis of practice is a common theme through all the essays of the CertAVP, and therefore your tutor, through their feedback, will focus on helping you critically analyse your experience and apply this to future situations. The feedback on each essay should therefore be seen as an important part of the learning and teaching of the A-FAVP module, and you should consider how you can apply each set of feedback to your next essay (whether within the A-FAVP or future modules).

Secondly, when you submit your first essay for the first time, it will not count towards your module grade. Instead, your tutor will provide written feedback, and then we will organise a time for you to talk to your tutor (usually via video conferencing). During this conversation, you can ask for clarification on any points where you are unclear, your tutor can explain in more detail the feedback he or she has provided, and help explain the process of reflection. This is also a good opportunity to discuss any worries you have about the module, and how to make it fit your particular interests.

Two attempts are permitted for every essay, and if your grade is such that you need to submit your essay again, this is usually because your tutor feels there would be a benefit in developing your analytical skills before embarking on a new essay. We appreciate that it can sometimes feel rather confronting/uncomfortable when your work is critiqued, but it is important that you spend time reflecting on the feedback and how to apply it.

Tutor marking is overseen by the RVC's award and assessment regulations, which ensure consistency of marking between individuals. A sample of essays will be double marked by a

single examiner; this ensures that individual tutors are neither too strict nor too generous in their grades; it also ensure that feedback (particularly on reflection) is consistent for all candidates.

Please note that although presentation of work does not affect your marks, it is recommended that text font and size, paragraph spacing, layout, spelling and grammar are considered when writing your essays.

## Reflective writing

The module emphasises the importance of reflective practice. Guidance for reflective writing is provided online in the module learning support pages.

At the highest level (**critical reflection**), this incorporates:

- Reviewing your experience through different viewpoints: your own (the extent to which you are satisfied with your practice), those of others who were involved (e.g. the ways clients, colleagues or others experienced this situation), and the lens provided by the literature and evidence
- Analysing your experience according to the environment in which it occurred. Veterinary medicine is not practiced in a classroom, and managing the challenges provided by the workplace context is an important part of becoming an advanced practitioner. This incorporates critical review of the literature (e.g. how the environment impacts your ability to apply relevant literature, and what adaptations you would need to make to enable the literature to inform your practice). It also incorporates working with the challenges of the environment (e.g. different stakeholder needs, heightened emotions) to be able to practice as well as possible.
- Acknowledging the significance of "the self". Veterinary medicine is also not
  practiced by robots. Humans are fallible, they experience individual and varied
  emotions to events and they are faced with personal challenges to improving
  practice. Effective reflection is personal: it focuses on how <u>you</u> will improve your
  management of veterinary problem-solving, not on how the evidence or literature
  says this should be done.

## Study areas

The scope of the module is defined by a number of broad study areas. To achieve the intended Learning Outcomes, candidates will be required to demonstrate knowledge, understanding and capability in these areas, however the required breadth and level of study will depend on existing familiarity which candidates have with the subject matter and on their individual learning needs.

#### 1. Principles of Professional Reasoning and Decision Making

This area of study is intended to provide candidates with the tools needed to tackle complex clinical and wider professional problems in a more advanced and systematic manner, to draw rational conclusions, make reasoned decisions autonomously and learn from the process. Knowledge and skills **could** include:

- Models of scientific reasoning
- · Principles of clinical reasoning and evidence-based practice
- Dealing with risk and uncertainty
- Approaches to problem-solving and decision-making (such as root-cause analysis, brainstorming and decision analysis)
- Application of logical, analytic, critical, problem-solving and synthetic skills

#### 2. Emergency Care

The purpose of this study area is to ensure that principles relating to the emergency care of animals remain as a foundation of advanced practice. Knowledge and skills **should** include:

- First aid, emergency care and pain relief
- Euthanasia and humane slaughter
- Ability to access relevant information rapidly and apply it appropriately

## 3. Animal and Public Health Protection

This area of study is intended to ensure that veterinary responsibility for protection of human and animal health is established as a foundation of advanced veterinary practice.

Knowledge and skills **should** include:

- Principles of animal disease detection, reporting (notification), and surveillance
- Principles of epidemiology and risk assessment

- Principles of biosecurity, hygiene and animal disease control measures (relevant to a chosen area of veterinary practice)
- Principles of certification for export and animal health (relevant to a chosen area of veterinary practice)
- Management of animal- and veterinary-related public health risks (relevant to a chosen area of veterinary practice)
- Ability to carry out health certification (relevant to a chosen area of veterinary practice)
- · Recognition of health protection as a collective responsibility
- Ability to access, interpret and apply relevant health-related information

#### 4. Animal Welfare, Professional Conduct and Veterinary Ethics

This area of study is intended to ensure that welfare and ethical concerns are integrated into all aspects of advanced practice. Knowledge and skills **could** include:

- RCVS Guide to Code of Professional Conduct
- Scientific and philosophical foundations of animal welfare assessment and ethical approaches to decision making in veterinary practice
- Models of professional organisation, conduct and ethics
- Ability to reflect on the role of veterinary science in the broader context of society
- Critical awareness of welfare and ethical issues as they relate to advanced practice
- Ability to integrate ethical considerations into clinical and professional decisionmaking

#### 5. Quality and Safety in Veterinary Practice

The aim of this area of study is to encourage candidates to promote continuous improvement in the quality and safety of their chosen area of veterinary practice. Knowledge and skills **could** include:

- Approaches to quality assurance and management such as:
  - Managing adverse and significant events
  - Clinical governance
  - Audit
  - Clinical and professional leadership
- · Health and safety management
- Skills covered in other module subject areas

## **Key skills**

Key skills provide a foundation for academic, vocational and personal development. They are common to all learning activity but provide particular support to the capacity of candidates to manage their own learning. Key skills underpin effective performance in a wide range of settings and may assist candidates to respond more effectively to unfamiliar problems and challenges.

The Foundations module emphasises three general key skills areas:

- 1. Communication
- 2. Personal and Professional Development, and
- 3. Research Skills for Personal and Professional Development,

the development of which should be integrated with the other study areas. There is no requirement for candidates to study key skills separately, nor should key skills be assessed separately. Candidates should however be encouraged to identify and address their own key skill development needs. The following list, grouped under the three general headings, is intended to illustrate the sorts of key skills which candidates may need to develop and consciously apply.

#### Communication

- Referencing systems
- Essay and report writing
- Information and communication technology, including oral presentation techniques
- Consultation models
- Selecting appropriate methods of communication
- Identifying, critically evaluating, and synthesising relevant information and presenting it appropriately
- Critically reflecting on the effectiveness of communication, using feedback constructively, and further developing communication skills

## Personal and professional development

- Feedback and appraisal
- Identification of individual learning needs
- Learning, and learning styles
- Time-management
- Reflection and reflective writing

- Planning, learning and evaluating
- Self-appraisal, reflection, acceptance of feedback, time management
- Confidence, self-discipline, motivation, adaptability, persistence and professionalism

#### Research skills for personal and professional development

- Basic scientific and statistical methodology
- Bibliographical resources, archives, and other sources of information
- Literature search strategies and enquiry techniques
- Critical appraisal
- Ethical aspects of research such as confidentiality, attribution, copyright and ownership of data
- Identifying, analysing and evaluating relevant information
- Managing information, including understanding professional and legal requirements relating to clinical, professional and research data

## **Essay portfolio**

Essays must include **reference to relevant literature** and must also relate to your **personal experience** as a practising veterinary surgeon. In relation to RCVS and Framework for Higher Education Qualifications Masters Level requirements, **references** to relevant literature should be used to inform an analysis and understanding of experience, as well as inform plans for further development.

- Those aiming for a single species Certificate should focus each essay on that species where relevant to the topic.
- Those aiming for a mixed practice certificate should aim to focus on a minimum of one question on each of farm animals, horses and small animals.
- Those working towards a Government Veterinary Service/State Veterinary Medicine certificate should aim to focus on a minimum of two questions on each of cattle, sheep and pigs but may also include poultry and small animals if relevant.

If you have graduated relatively recently you may need to spend time developing your knowledge and building up your experience as a practising veterinarian before being able to tackle these essays.

## **Essay for review**

We are keen to provide the best possible support for you so we will review your first essay before you submit a final version for marking. This can be on essay 1, 2 or 3, and must be uploaded to the **Essay for Review** area on your tutor's Learn page.

When you have an essay ready for review, please contact the CertAVP office, who will then allocate a tutor to you and give you a Learn link to the tutor's page.

Please ensure that your essay includes this table on the front page:

Name:	
Module:	A-FAVP.1
Essay number:	
Word count: (excluding titles, references and words in this information table)	

Your essay should be as complete as possible, so your tutor can see the experience you have chosen, the literature you have used to inform your analysis, and your approach to reflection. You are encouraged to highlight particular areas of concern or those where you would advice, such as:

- i. interpretation of the essay title, and
- ii. suitability of the experience as an example

Tutors will not grade a draft essay submission, but will provide written feedback on how you can improve your work. It is important to realise that if your draft submission represents a low level of reflective competence and under-developed engagement with the essay topic, then the feedback will likely be targeted at helping you to achieve a passing grade; it will not represent the steps required to achieve a merit or distinction.

When your written feedback is ready, we will also arrange for your tutor to give you **verbal** feedback, usually via video conferencing. During this conversation, you can ask for clarification on any points where you are unclear, your tutor can explain in more detail the feedback he or she has provided, and help explain the process of reflection. This is also a good opportunity to discuss any worries you have about the module, and how to make it fit your particular interests.

## **Essay submissions**

Please ensure that your essay includes this table on the front page:

Name:	
Module:	A-FAVP.1
Essay number:	
Word count: (excluding titles, references and words in this information table)	

To submit an essay for marking, it needs to be uploaded on to your tutor's Learn page.

There is information available on Learn regarding correctly structuring and referencing your essay.

We recommend that text font and size, paragraph spacing, layout, spelling and grammar are considered when writing your work. Consider using a suitable font (for example, Arial or Calibri), a font size no smaller than 10 and an essay looks better with a 1.5 line spacing setting.

An essay that exceeds the word count will be returned to you for re-submission within the word limit. This is in the interest of fairness as it is difficult to compare an essay exceeding the word limit with one which has been kept to the required limits. Additionally, the ability to keep a discussion tightly focused, with every word counting, is an important skill to have developed at this level. We firmly believe that it is possible to submit an essay within the word count and it contain all the criteria needed.

## Referencing

The decision or overall judgment you make about the factors that you are discussing must be supported with evidence from reliable sources. References should be properly cited in the text, and avoid listing references that were not cited in the text or vice versa.

You **must** familiarise yourself with, and use, the Harvard System of referencing as described by the Anglia-Ruskin University (http://libweb.anglia.ac.uk/referencing/harvard.htm).

## **Plagiarism**

Plagiarism is the act of presenting the ideas or discoveries of another as one's own. To copy sentences, phrases or even striking expressions without acknowledgement in a manner which may deceive the reader as to the source is plagiarism. Where such copying or close paraphrasing has occurred, the mere mention of the source in a bibliography will not be deemed sufficient acknowledgement; in each instance it must be referred specifically to its source. Verbatim quotations must be directly acknowledged. Plagiarism may include collusion with another student, or the unacknowledged use of a fellow student's work with or without their knowledge and consent. Similarly the direct copying by a student of their own original writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not clearly stated.

Cheating is similar to plagiarism, but more serious. Cheating means submitting another student's work, knowledge or ideas to be assessed while pretending that they are your own. You should consult your supervisor or Course Director if you are in any doubt about what is permissible. Any attempt to invent or otherwise falsify data is fraudulent scientific practice. The University takes a very serious view of Examination Offences. Depending upon the nature of the offence, one of a range of penalties, up to expulsion from the University, may be imposed.

Once an essay is uploaded on to Learn for marking, it is automatically checked for plagiarism using Turnitin. This is a plagiarism detection system, which has the ability to compare assignments with other student papers and the internet as a whole. If you would like to check your essay for any similarity issues, you can do this on Learn via a test area. This test submission and result is not saved, meaning you can make changes to your essay before final submission.

## **Learning support**

When you enrol you will be given access to learning support for all the modules RVC assesses. Learning support is provided to aid self-directed learning and to provide easy access to published articles. You will be given a username and password which will allow you to log on to different systems:

#### • Learn (http://learn.rvc.ac.uk)

- Online induction presentations to listen to
- Information to help you start, structure and reference your essay
- Articles to read and reference in your essays
- Discussion boards between other candidates enrolled on the module and essay assessors
- Sample essay plans and essays
- Videos to help with module preparation

#### Intranet (https://intranet.rvc.ac.uk)

Access to all information available to all RVC students and employees, for example, news, events, policies, committees, services, Library, IT helpdesk, etc.

#### Library (www.rvc.ac.uk/library)

Direct access to SCOUT, the RVC online library search. This is invaluable when researching literature for writing up case reports. This means that (with rare exception) all journal articles that you want to view can be downloaded to your PC with a few mouse clicks. This includes original research articles as well as review articles and case reports. IT and Library support is available for this facility (email <a href="mailto:library@rvc.ac.uk">library@rvc.ac.uk</a> or <a href="mailto:helpdesk@rvc.ac.uk">helpdesk@rvc.ac.uk</a>).

#### Athens (http://www.openathens.net/)

A huge amount of any library's information is now available online, e.g. electronic journals, e-books and databases. 'Athens' is a system used by UK universities for controlling access to these type of online services and with your username and password, you can access many of a library's online databases, electronic journals and e-books seamlessly.

#### Email (http://mail.rvc.ac.uk)

You are given an RVC email address, which is **compulsory** to use for CertAVP communication and submission of work.

## What do the essay results mean?

- Essays achieving a score of 50% or over have passed.
- Essays scoring less than 50% on a first attempt must be re-submitted.
- Sub-Committee for evaluation. The candidate must seek permission from the Appeal Sub-Committee to attempt the failed essay for a 3rd time and based on previous essay feedback, the Appeal Sub-Committee will advise if a 3rd attempt is permitted. Continuation on the module is at the discretion of the Appeal Sub-Committee and the candidate is not permitted to continue with the module until notified.
- The online quiz must achieve a score of 5 out of 10 and two attempts at the quiz are permitted. If you fail to achieve a pass grade on your second attempt you must follow the appeal process above.

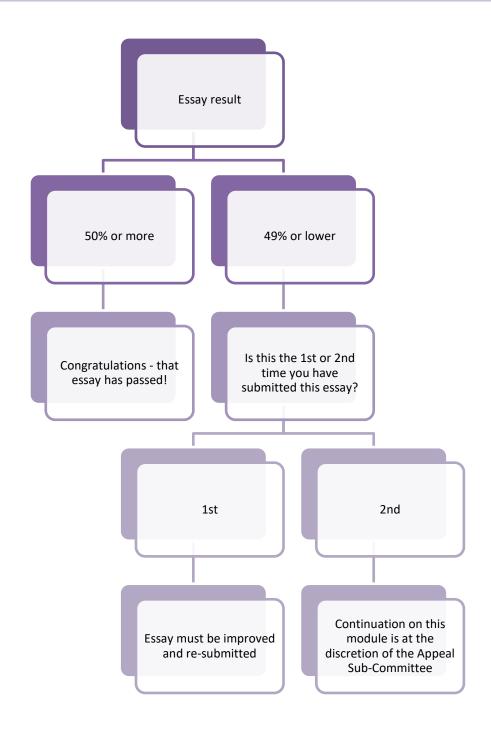
#### Requirements to pass A-FAVP.1

To achieve an overall pass for the Foundations of Advanced Veterinary Practice module, you must have an average score of 50% over your four submitted essays and achieve a pass result for the online guiz.

## Consequences of failure of A-FAVP.1

If you fail to achieve the requirements to pass the module after the allowed number of resubmissions an appeal to the Examinations Board will be possible.

# **Essay result flowchart**



## **Online quiz**

This module covers some of the fundamental clinical topics which RCVS considers to be essential for all practising veterinarians regardless of the species they deal with, or the sector of the profession in which they work.

## The topics covered by the online quiz are:

- RCVS Guide to Professional Conduct
- Emergency care and first aid of all species
- Animal and public health protection, incorporating euthanasia and humane slaughter

#### Preparing for the online quiz

The online quiz is held twice a year, mid March and mid September. You will be contacted 8 weeks prior to the quiz to see if you are interested in sitting it.

The online quiz is a 40 minute open book examination. It is accessible via Learn and is run at a set time (1:00pm) so that all candidates sit the examination at the same time. The questions are generated from a question bank and each quiz is unique i.e. no two candidates will sit the same quiz. The topic areas assessed and level of difficulty of the questions will however be the same for every candidate.

You will have access to a trial quiz two weeks before the live quiz, and the live quiz will only become active at the set time above.

Before sitting the examination it is beneficial to have a good understanding of basic emergency first aid and access to an appropriate textbook or reference, be familiar with the RCVS Code of Professional Conduct and how to access information within it, a good understanding of fundamental issues relating to humane slaughter. For small animals, the BSAVA manual for small animal emergency and critical care edited by King and Boag is appropriate research and for large animals, the Orsini and Divers book is good and for a UK perspective the manual of emergencies by Archer is a very accessible and practical guide. Some useful websites to start with include:

http://www.rcvs.org.uk - RCVS Professional Code of Conduct
http://www.hsa.org.uk/Publications.htm - Humane Slaughter
http://onlinelibrary.wiley.com/doi/10.1111/vec.2012.22.issue-s1/issuetoc - Guidelines for CPR

You will be given plenty of time to answer the questions as well as an additional reading period. You may refer to textbooks, papers and websites to search for answers to the questions. It is however, vitally important that you are familiar with how to search websites without closing or resizing the browser window displaying the examination. It is also vitally important that you complete the examination in the allotted time – failure to do so will incur penalty marks. You are able to backtrack to check and revise your answers within the time limit. You will receive your score and results immediately after the completion of the quiz.