



LICENSURE EXAMINATIONS GUIDELINES FOR CANDIDATES

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ABBREVIATIONS AND ACRONYMS

| | | |
|------|---|--|
| GCE | - | General Certificate of Education |
| HPCZ | - | Health Professions Council of Zambia |
| HPE | - | Health Professions Education |
| HTI | - | Health Training Institution |
| LEX | - | Licensure Examinations |
| NRC | - | National Registration Card |
| OSCE | - | Objective Structured Clinical Examination |
| OSPE | - | Objective Structured Practical Examination |
| ZAQA | - | Zambia Qualifications Authority |

FOREWORD

Health Professions Council of Zambia (HPCZ) has been active in working towards fulfilling its mandate of protecting the public. In an effort to be a leading Regulator of health care and training services for public protection, the Council administers licensure examinations to health professionals wishing to practice in Zambia.

These guidelines have been developed to inform candidates of the licensure examination processes, standards, rules and policies guiding the licensure examination process. `

The Council is dedicated to ensuring that order is maintained before, during and after the examination period and to hold those in violation of the regulations set forth in this handbook accountable.

This handbook outlines the standards of behaviour expected of Licensure candidates, appeals process and disciplinary procedures to address misconduct.

Licensure candidates are encouraged to familiarise themselves with the contents of this document, other official Council publications, as well as the Professional Code of Ethics.

This handbook was developed by the Council with the assistance of recognized curriculum development experts from various health and training institutions. These experts and the Council may amend this document at any time without prior notice. Changes made outside the biennial approval process will be made available on the website: www.hpcz.org.zm

Prof. Sekelani Banda

Board Chairperson

Health Professions Council of Zambia

EXECUTIVE SUMMARY

In order to sustain the core values of HPCZ - namely Integrity, Innovation, Service, Accountability, Excellence and Fairness – Licensure Examinations Guidelines for Candidates have been developed to provide a comprehensive guide to candidates on the licensure examination process.

These Guidelines outline the licensure examination processes and requirements for candidates. It also details the appeals processes and prescribed penalties for infringements of examination regulations.

As part of a quality assurance and improvement process, candidates are asked to complete an evaluation of the examination. This measure is useful in ensuring that the licensure examination is fair, credible and of a high standard.

Dr. Aaron Mujajati

Registrar

Health Professions Council of Zambia

ACKNOWLEDGEMENTS

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| | |
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GLOSSARY

Examination - A method of assessing the standard and/or the skills and knowledge level achieved by a candidate in a discipline and/or profession.

Examiner - A health professional who is accredited and appointed by HPCZ to assess the knowledge, skills and attitudes of a candidate to seeking or being considered for registration to practice in Zambia.

Chief Examiner - A health professional who is accredited and appointed by HPCZ to oversee the overall administration of the Practical/Clinical examinations

Chief Invigilator - A health professional who is accredited and appointed by HPCZ to oversee the overall administration of the Theory examinations

Health Professions Education training – A health professions training series that provides the examiner with the knowledge, skills and attitudes to appreciate the essence of learning, assessment and curriculum competences adherent in their role as an examiner.

Misconduct – Any unacceptable/fraudulent act or deed that is against the rules and regulations

Emergency -This is an unforeseen combination of circumstances or the resulting state that calls for immediate action

Evacuation - The action of vacating a place

Incident - Any event that is likely to interfere with the smooth conduct of the examination process

1. INTRODUCTION

This handbook is a general guide for the Candidates before they undertake Licensure Examinations administered by the Health Professions Council of Zambia. It outlines the processes of Licensure Examinations.

Licensing is a compulsory process by which the Health Professions Council (HPCZ) registers and regulates the conduct of health professionals. It grants permission to a health professional to engage in an occupation if it finds that the applicant has attained the degree of competency required to ensure the public health, safety, and welfare.

The Licensure examination is given as a means to determine whether a health professional is competent enough to practice his/her profession. The purpose of licensure is to protect the health, safety and welfare of the consumer public.

HPCZ is the statutory body mandated to provide Licensure Examinations for all health professions regulated by the Council. The Council has the following functions:

1. Register members of the health profession and regulate their conduct,
2. Maintain appropriate practice standards among health practitioners,
3. Develop, promote, maintain and improve appropriate standards of qualification,
4. Promote the integrity and enhance the status of health practice and declaration of any particular practice to be undesirable for all or a particular category of health practitioners,
5. License public and private health facilities, accredit health services and monitor quality control and assurance of health facilities and services,
6. Represent, coordinate and develop the health profession and promote its interest,
7. Develop, promote and enforce internationally comparable standards in Zambia,
8. Investigate allegations of professional misconduct and impose such sanctions as may be necessary, and
9. Protect and assist the public in all matters relating to the practice of the health profession.

The implementation of the Licensure examination is in line with the provisions of the Health Professions Act, 2009 (Act No. 24 of 2009 of the Laws of Zambia), which as outlined in section 76 states that the Council may, in the exercise of its functions under this Act, make such guidelines as are necessary for the better carrying out of the provisions of this Act.

The primary mandate of the HPCZ is the protection of the public and therefore, the HPCZ is obliged to ensure the registration of competent and appropriately and properly qualified health practitioners and the Licensure examination is implemented as one of the measuring instruments in this regard.

Registration is a prerequisite for professions under the ambit of the Health Professions Council of Zambia

- Registration is a prerequisite for practicing as a health professional in Zambia and in line with Part III; Section 6 (1) of the Health Professions Act No 24 of 2009, a person shall not practice as a health practitioner, unless that person is registered as a health practitioner in accordance with this Act.
- Section 7 (1) of the Act further states that a person who wishes to be registered as a health practitioner, shall apply to the Council for registration in the prescribed manner and form upon payment of the prescribed fee. The professions registrable with the Council are listed in Appendix 1.

Types of Registers maintained by HPCZ

- | | |
|--------------------------|--|
| 1. Provisional Register: | A register open to locally trained graduates who have passed licensure examinations. |
| 2. Temporary Register: | A register for graduates who are holders of a registrable health profession qualification obtained outside Zambia recognized by the Council and have passed licensure examinations. |
| 3. Limited Register | For visiting health professionals interested to practice their profession or requested to register by immigration department and have paid prescribed fees, and are in possession of a certificate of good standing and an invitation letter or provisional offer of employment by either a health facility, NGO or faith based organization or on voluntary basis or a training institution in Zambia. Applicants for this register are not required to sit for licensure examinations. |
| 4. Full Register | A register meant for practitioners who were once registered on either the Provisional or Temporary register and have met the requirements for full registration. Applicants for full registration are not eligible for licensure examinations |
| 5. Specialist Register | A register open to practitioners who were once registered on the full register with a bachelor's degree and have obtained a master's degree or higher postgraduate qualification in a specialized field relevant to the profession. A specialist applicant is not required to sit for licensure examinations. |

2. THE LICENSURE EXAMINATION

The Licensure examination tests competency and knowledge of qualified health professionals registerable with the Council. No qualification certificate, than practicing Licence, will be issued to candidates who are successful in the examination, as the HPCZ is not an education institution. A candidate who passes the Licensure examination is deemed eligible for placement on the professional register. The examination focuses on the application of theoretical knowledge in practice and will also include issues relating to ethics and human rights.

2.1 Structure of the Licensure Examination

The Licensure Examination consists two components; a written and practical examination. You are expected to pass both the theory and practical examinations in order to be eligible for licensing by HPCZ.

- a) **Written examination:** The Written Examination is a composite three-hour paper of 100 marks and contains approximately 200 Multiple Choice Single Best Answer Questions. The examination will be conducted in English only. It is NOT an open book examination.

The prescribed duration of an examination session is indicated on the examination question paper and no candidate may exceed the time limit. The question paper **AND** answer booklet must be handed to the invigilator immediately after expiry of the time for the examination.

- b) **Practical examination**

The format of this examination varies per profession and covers only minimum core competences for practice. For the specific details of core competences of each profession, refer to core **competence reference manual**

- c) **PASS/FAIL SCORE DETERMINATION**

The examination score is determined only by your performance on the LEX. Work history, quality of work, or other personal or professional variables do not constitute or otherwise substitute exam performance. The methodology used to determine the passing point for the LEX is a modified Angoff method. Identified subject matter experts who make up the LEX examination committee formulate responses and, through review of numerical data, unanimously determine the appropriate passing score. The subject matter experts evaluate each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass the examination. It is important to note a candidate's ability to pass the examination depends on the knowledge and skill of the candidate and not on the performance of other test takers. The passing score and score you received on the version of the examination you were administered will be provided as a score report. Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used to determine the cut score for each version of the examination. This involves selecting an appropriate mix of individual questions for each version of the examination that meets the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned.

2.2 Progression Criteria of Licensure Examinations

A candidate shall be permitted to attempt the LEX **four (4) times only**. However the fourth and final attempt shall be considered a period of **THREE (3) years after the third attempt**.

NOTE: HPCZ does not provide results or outcomes by telephone, e-mail, or fax to anyone. The scoring process is not expedited or accelerated for any individual or group.

2.3 Scope of the Licensure Examinations

The Council is the custodian of minimum competency standards for practice of each profession. The Licensure Examinations will assess your attainment of the minimum competency standards required for practice of your profession.

2.4 HPCZ LEX Calendar

Licensure Examinations are held as follows:

- i. February/March
- ii. June/July
- iii. October/November

2.5 Licensure Examinations Centres

The Council currently has two Licensure Examination Centres in Lusaka and Ndola. The Council shall advise when new Examination Centres are available around the country.

When applying to sit for Licensure Examination, you are required to select and indicate clearly on the application form, the centre of your choice and convenience. If you wish to change your examination centre after having applied, you should apply in writing to the Registrar **before the end of the registration period**. Ensure that your application reaches the HPCZ before the end of the registration period. Do note that the request to change examination centre is subject to approval.

Note that once the registration period closes no candidate is allowed to change an examination centre. All Licensure Examination centres are accredited by the Council and all the centres have Accreditation certificates as enshrined in the principal Act.

The closing date for applications to write the Licensure examination will be announced

It is your responsibility as an applicant to ensure that the submitted information is correct. The Council shall assume no responsibility for incorrect information on examination arrangements, given by unauthorized persons. The day and time determined for an examination should be carefully observed and adhered to. Any change in these dates will be communicated in advance by the Registrar.

2. REQUIREMENTS FOR ADMISSION TO THE LICENSURE EXAMINATION

Eligible candidates for the Licensure Examination:

- a) **Zambian Trained:**
 - Must have a minimum qualification in a Health-related profession recognized by the Council or approved by the Council. See Appendix I for the names of registers maintained by the HPCZ to date.
 - Must have a Grade 12 certificate or its equivalent.
- b) **Foreign-Trained:**

- Must have a minimum qualification in a Health-related profession recognized by the Council or approved by the Council and verified by Zambia Qualifications Authority (ZAQA).
- Must have a Grade 12 certificate or better verified by Examinations Council of Zambia.
- Must demonstrate proficiency in English language.

It is the responsibility of the candidate to ensure that all the requirements for admission to sit for the Licensure examination are complied with.

4. HOW TO APPLY FOR THE EXAMINATION AND CANCELLATION

4.1. APPLYING FOR LICENSURE EXAMINATION:

The application process to sit for Licensure Examination is as follows:

Step 1:

If you are not yet indexed by HPCZ, apply for an Index Number at HPCZ in the prescribed form.

Step 2:

Submit a duly completed application form for LEX and relevant accompanying documents to HPCZ as prescribed below:

- One (1) passport sized photograph
- Verified proof of professional certificate or detailed transcript issued by the Health Training Institution
- Index number provided by HPCZ
- ZAQA certificate for foreign obtained qualifications
- Certified copy of passport/ NRC

Remember to indicate in the Application Form the Examination Centre at which you wish to sit for the LEX.

Be sure to provide HPCZ with your valid email address and contact mobile phone number(s) in the application form.

Application form can be downloaded from www.hpcz.org.zm or collected from HPCZ offices.

Once your application is verified and accepted by HPCZ, proceed to Step 3.

Step 3:

- Pay the LEX **examination fee as prescribed by HPCZ**. For details, refer to the HPCZ website: www.hpcz.org.zm or contact the Examinations Department at HPCZ.
- Submit proof of payment to HPCZ and obtain an official receipt from Accounts Department.
- Submit a stamped application form accompanied by relevant documents to the Receptionists at HPCZ offices.

REMEMBER to keep the official receipt in a safe place for reference.

NOTE:

Ensure you submit the bank deposit slip to any HPCZ office in order to be issued with a receipt.

The HPCZ has for safety reasons implemented a “**no cash on premises policy**” and payment can be made in the following ways:

- 1 - Visit ZANACO Bank and deposit the fee using the Bill Muster Form.
- 2 - Visa credit/debit card payments are accepted at HPCZ Head Office.
- 3 – Bank transfer to Barclays Bank Zambia

Account Name: Health Professions Council of Zambia

Account #: 016 688 3911
Branch name: Mutaba House, Lusaka
Swift Code: BARCZMLX
Sort Code: 20016

The completed Application Form and supporting documentation must then be submitted at any of the HPCZ offices within the stipulated registration period. Visit www.hpcz.org.zm for registration and examination dates.

Step 4:

Obtain a LEX permit from the Examination Department or designated officer at HPCZ.

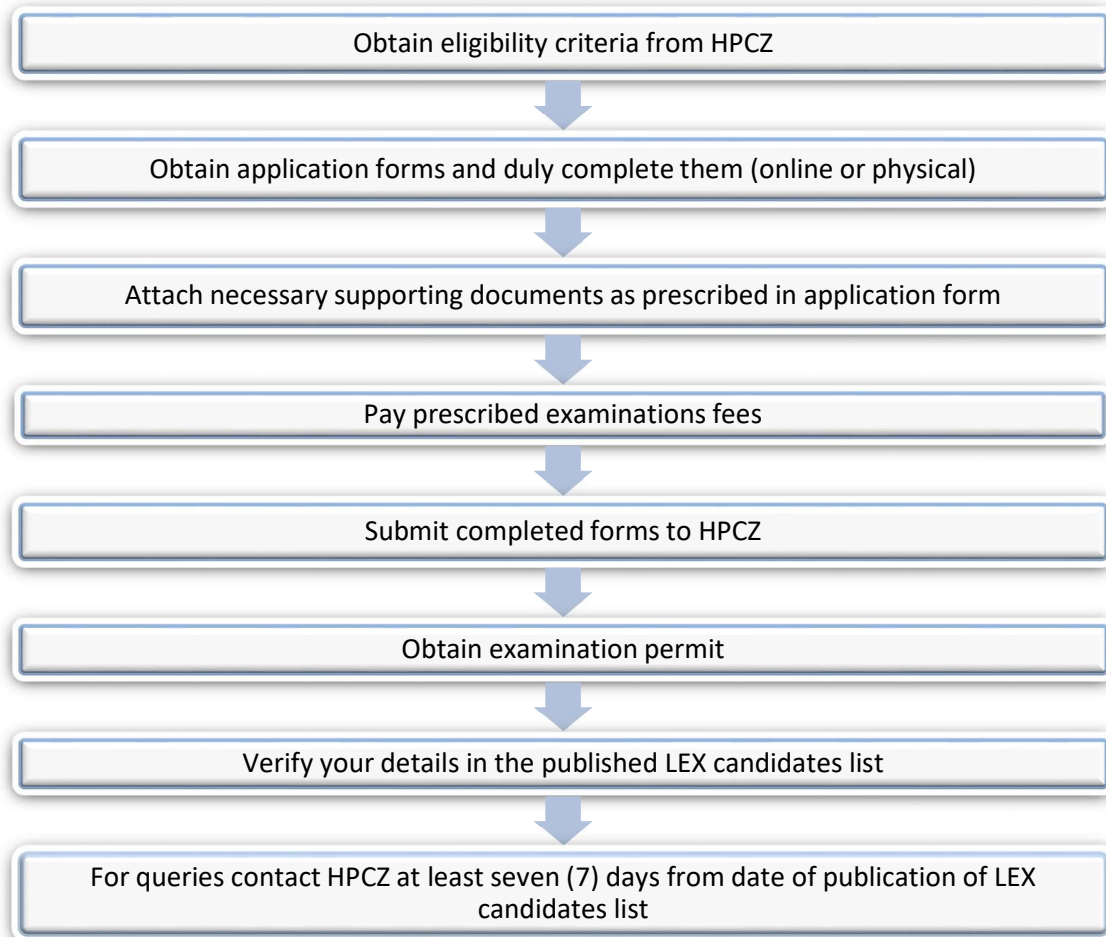
Step 5:

Prepare for the scheduled LEX

Familiarize yourself with the LEX Rules and Regulations. These can be obtained from the HPCZ website.

A week before the scheduled LEX, confirm with HPCZ the practical examination site you are going to use.

Below is a flow chart summarizing the LEX application process:



NOTE:

- It is your responsibility to ensure that application forms are completed correctly. Incomplete application forms will not be processed and will be returned to applicants.
- Applications received after the closing date will not be considered;
- An examination permit issued by the Examinations Department of HPCZ will be the only acceptable proof that a candidate is registered for the examination. Candidates are required to show the examination permit **AND** their ID document to the invigilator when being admitted to the examination hall on the day of the Licensure examination.

4.2. CANCELLATION OF LICENSURE EXAMINATION

- Cancellation of an application to sit for the examination must be in writing to the Registrar and delivered to HPCZ offices or e-mailed to examinations@hpcz.org.zm. Reason(s) for cancellation should be clearly stated accordingly.
 - Notification of cancellation to sit for the examination must reach HPCZ **at least 3 weeks (21 days) prior to date of the examination**, after which the examination fee will be forfeited.

4.3 RULES AND REGULATIONS FOR SPECIAL CIRCUMSTANCES

4.3.1. Medical Condition before a Scheduled Licensure Examination

Where a candidate provides valid proof of incapacitation to sit for a scheduled LEX due to an ailment supported by a medical report/sick note authenticated by a registered medical practitioner, the candidate may apply for a deferred examination for that particular LEX, subject to approval by the Council.

4.3.2 Bereavement

Where a candidate suffers a bereavement involving a member of their immediate family, the candidate may apply for a deferred examination for that particular LEX, subject to approval by the Council.

- If your address or contact detail changes before the examination for which an application has been made, you shall notify HPCZ in writing of such change of address or contact detail **at least 3 weeks (21 days) prior to date of the examination** to ensure that confirmation of the examination venue is communicated appropriately.
- In the event of a national circumstance warranting cancellation of the scheduled Licensure Examination, HPCZ shall notify all candidates via electronic and print media **within 24 hours of the scheduled examination** and communicate the re-scheduled dates accordingly.

5. PUBLICATION OF THE EXAMINATION RESULTS

The results of the examination will be officially announced and published by the Registrar of the HPCZ within **3 weeks** after date of the examination.

You will be able to access your results online via a Link provided by HPCZ. Notifications with the link to the HPCZ online publication portal will be communicated to candidates via SMS.

Any results obtained before the official announcement by the Registrar are not authentic and cannot be used to seek appeals or registration on provisional or temporary registers.

5.1 Interpretation of final Licensure Examinations Results

A candidate whose final comment of results is a **Pass** means that the candidate has passed both the written and practical examination and such a candidate is required to fill in application forms for either provisional registration if they were locally trained or Temporary registration if trained outside Zambia.

A **Fail** comment means that the candidate failed either or both the written and practical examination. and is therefore required to re-apply to re-attempt the LEX. See **Section 6 on Re-examinations** for details

6. RE-EXAMINATIONS

A candidate shall be permitted to **RE-ATTEMPT** the LEX **three (3) times only**. The fourth and final attempt at LEX shall be considered a period of **three (3) years after the third attempt**.

7. COMPLAINTS AND APPEALS

Where a candidate is not satisfied with the verdict or outcome of the LEX, they may appeal in writing to the Registrar within ten (10) working days from the time of receiving the decision.

All complaints and appeals will be dealt with promptly, courteously and in accordance with their urgency within the Council's set timeframes. Complaints will be resolved in a maximum of 30 working days where possible. Complaints handling shall be at no charge to the complainant, subject to statutory requirements. However, the gazetted charges relating to Access of Information requests will apply.

8. FREQUENTLY ASKED QUESTIONS

Q. After Passing Licensure Examination where can I obtain my Temporary or Provisional Register?

A. All successful candidates shall download provisional/ Temporary registration forms from HPCZ website; www.hpcz.org.zm. Upon successfully filling in the application form for registration, you will be required to pay Provisional or Temporary registration fees at the nearest ZANACO Bank using Bill Muster forms.

Q. How much are registration fees for provisional/temporary registration?

A. Please refer to HPCZ website www.hpcz.org.zm/registration/fees for more information.

Q. Who is Eligible to apply for Provisional Registration Certificate?

- Only successful Licensure candidates locally trained from an approved training programme from recognized training institution
- Both Zambian and Non Zambian degree, diploma and certificate holders locally trained and holders of registrable qualifications
- Health professionals who were once holders of a Temporary registration certificate and did not qualify for full registration are eligible to apply for provisional registration upon recommendation from the employer or internship site or supervisor.

Q. What should I do before reporting to the Licensure Examination Centre

A. All candidates are expected to verify their registration details with the Council before writing examinations.

Candidates can verify their details either online on www.hpcz.org.zm or by visiting Examinations Department prior to the date of licensure examinations.

Ensure that the details on the Exam Permit issued to you are correct. No candidate shall be permitted to change their registration details once the examinations have commenced.

Q. What are the Do's and Don'ts during Licensure Examinations?

| Do's | Don'ts |
|--|--|
| <ul style="list-style-type: none"> • Candidates must report at the Venue at least one (1) hour before examination commences. • Always comply with instructions given by the Invigilators • A candidate shall work independently during the examination. • For Practical Examinations only, all candidates must dress in Lab coats or protective clothing. • For Practical Examinations, prepare to cater for your food and water needs as you wait to be examined at the examination centre. • The following are permissible items at the Examination Centre: <ul style="list-style-type: none"> ✓ Pencils, Pens and Calculators ✓ Sweets (food for diabetics). It must be noted, however, that diabetic candidates are permitted to eat during the examination only if required for medical reasons. | <ul style="list-style-type: none"> • Candidates who arrive more than THIRTY MINUTES (HALF AN HOUR) after the start of the examination shall not be permitted entry to the examination room. • Do not commence to write or designate answers to questions on the LEX Answer Booklet prior to the announcement of the start of the examination. • Do not communicate or attempt to communicate with other candidate(s) in whatever form during the examination. • A candidate shall not aid or attempt to aid another candidate. • Improper or disorderly conduct, physical or verbal abuse towards an Invigilator or fellow candidate • Do not bring to into the examination room the following prohibited items: <ul style="list-style-type: none"> - Food and drinks - Mobile phones and any other electronic devices - Dictionaries - Any notes or texts, unless permitted in the rubric - Pencil cases - Any kind of wrist watch |

4. SUGGESTED READING MATERIAL

- i. HPCZ Licensure Examinations Rules and Regulations
- ii. Ethical rules, relevant legislation, e.g. Health Professions Act Number 24 of 2009, Regulations relating to the scope of practice, etc. (obtainable from HPCZ website www.hpcz.org.zm /Health Related Acts/ Scope of practice/Minimum Competency Standards)
- iii. Any prescribed or recommended reading material and/or textbooks of the candidates' own choice that address the core competencies of the relevant registration category, as well as contextual issues such as communicable & non-communicable diseases, professional ethics, multi-culturalism, child abuse, human rights, etc.

5. CONTACT DETAILS FOR ENQUIRIES RELATING TO THE LICENSURE EXAMINATIONS

All correspondence must be addressed to the address below:-

The Registrar/CEO
Health Professions Council of Zambia
P.O Box 32554
Lusaka, 10101
Zambia

Tel : +260 211 236 241, +260 950 826849

Email : hpcz@iconnect.zm

APPENDIX I: REGISTERS MAINTAINED BY HPCZ TO DATE

| REGISTER INDEX | REGISTER NAME |
|-----------------------|------------------------------------|
| 3 | MEDICAL DOCTORS |
| 4 | DENTAL SURGEONS |
| 5 | PHARMACISTS |
| 6 | ENVIRONMENTAL HEALTH OFFICERS |
| 7 | ENVIRONMENTAL HEALTH TECHNOLOGISTS |
| 8 | PHYSIOTHERAPISTS |
| 9 | OCCUPATIONAL THERAPISTS |
| 10 | RADIOGRAPHY TECHNOLOGISTS |
| 11 | MEDICAL LABORATORY TECHNOLOGISTS |
| 12 | MEDICAL LABORATORY TECHNICIANS |
| 13 | DENTAL TECHNOLOGISTS |
| 14 | CLINICAL OFFICERS GENERAL |
| 15 | DENTAL THERAPISTS |
| 16 | OPTOMETRISTS |
| 17 | X-RAY ASSISTANTS |
| 18 | PHARMACY TECHNOLOGISTS |
| 19 | MEDICAL LICENTIATES |
| 20 | ORTHOPAEDIC TECHNOLOGISTS |
| 21 | SPECIALISTS |
| 22 | EMERGENCY CARE OFFICERS |
| 23 | BIOMEDICAL SCIENTIFIC OFFICERS |
| 24 | DENTAL HYGIENISTS |
| 25 | PHAMACOLOGISTS |
| 26 | OSTEOPATHISTS |
| 27 | PODIATRISTS |
| 28 | AUDIOLOGISTS |
| 29 | PHYSIOTHERAPY TECHNOLOGISTS |
| 30 | RADIATION TECHNOLOGISTS |
| 31 | RADIATION THERAPISTS |
| 32 | MEDICAL PHYSICISTS |
| 33 | COMMUNITY ORAL HEALTH EDUCATORS |

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|----|---|
| 34 | ADVANCED PARAMEDICALS |
| 35 | NUTRITION TECHNOLOGIST |
| 36 | ORTHOTISTS/PROSTHETISTS |
| 37 | CLINICAL PSYCHOLOGISTS |
| 38 | PHARMACY DISPENSERS |
| 39 | COMMUNITY HEALTH ASSISTANTS |
| 40 | DENTAL LABORATORY SCIENTISTS |
| 41 | RADIOGRAPHERS |
| 42 | DENTAL ASSISTANTS |
| 43 | ENVIRONMENTAL HEALTH OFFICERS |
| 44 | SONOGRAPHERS |
| 45 | SONOGRAPHY TECHNOLOGISTS |
| 46 | PUBLIC HEALTH SCIENTISTS |
| 14 | CLINICAL OFFICERS - PSYCHIATRY |
| 34 | ADVANCED PARAMEDICALS- ANAESTHESIA |
| 34 | ADVANCED PARAMEDICALS DERMATO-VENERELOGY |
| 34 | ADVANCED PARAMEDICALS - OPHTHALMOLOGY |
| 34 | ADVANCED PARAMEDICALS - PSYCHIATRY |
| 14 | CLINICAL OFFICERS GENERAL - OPHTHALMOLOGY |
| 14 | CLINICAL OFFICERS GENERAL- PSYCHIATRY/GENERAL |
| 14 | CLINICAL OFFICERS GENERAL - ANAESTHESIA |
| 47 | ULTRASOUND TECHNOLOGIST |
| 48 | LABORATORY SCIENTISTS |
| 49 | SCIENCE LABORATORY TECHNICIANS |
| 50 | SCIENCE LABORATORY TECHNOLOGISTS |
| 51 | PUBLIC HEALTH TECHNOLOGISTS |
| 52 | PUBLIC HEALTH TECHNICIANS |
| 53 | NUTRITIONISTS/DIETICIANS |
| 34 | ADVANCED PARAMEDICALS, CLINICAL AUDIOLOGY & PUBLIC HEALTH OTOLOGY |
| 54 | HEALTH PROMOTION OFFICERS |
| 55 | HEALTH PROMOTION TECHNOLOGISTS |
| 56 | HEALTH PROMOTION TECHNICIANS |

APPENDIX II

INFRINGEMENTS OF EXAMINATION REGULATIONS AND PRESCRIBED PENALTIES

Candidate(s) who commit(s) the following irregularities or mal-practices shall have penalties meted out against them as follows:

Table 1: Offences, Actions, Penalties and Authority

| Offence | Action by Chief Invigilator | Penalty | Authority to issue Penalty |
|---|--|---|-------------------------------------|
| Sitting contrary to seating plan, intentionally. | Assign candidate to correct seat | Strict verbal warning | Invigilator |
| Being in possession of prohibited item(s) before the commencement of the Examination | Confiscation of items | Strict verbal warning | Chief Invigilator |
| Refusing to comply with Invigilators/Authority's instructions to be checked | Invigilator requests assistance from another Invigilator. Candidate prevented from entering or removed from the examination. | Candidate removed from Examination Hall | Chief Invigilator |
| Getting/giving assistance by exchange of Examination material and implements | Immediate expulsion of the candidate(s) from the examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidates result in the LEX being examined | Training and Examinations Committee |
| Writing on the desk, clothing or any other part of the body before the start of or during the examination | Immediate expulsion of the candidate(s) from the examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidates result in the LEX being examined | Training and Examinations Committee |
| Disorderly conduct likely to disturb other candidates in the examination. | Immediate expulsion of the candidate(s) from the examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidates result in the LEX being examined and suspension from the subsequent LEX for one (1) year. | Training and Examinations Committee |

| | | | |
|---|---|--|-------------------------------------|
| Possession of prohibited item(s) during the Examination | Immediate expulsion of the candidate from the Examination Hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidates result in the LEX being examined. | Training and Examinations Committee |
| Taking out of the LEX examination hall, any materials provided by HPCZ | Confiscation of materials. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidates result in the LEX being examined. | Training and Examinations Committee |
| Commencing to write or designate any answers to questions prior to the announcement of the start of the examination | Transmits candidates Answer Booklet for marking but indicates the offence on Answer Booklet and completes an incident report counter-signed by another Invigilator. | Nullification of the candidate(s) results in the particular LEX being examined | Training and Examinations Committee |
| Continuing to write an answer or perform a task after the Invigilator has announced the expiry of time | Transmits candidates Answer Booklet for marking but indicates the offence on Answer Booklet and completes an incident report counter-signed by another Invigilator. | Reduction of candidate's marks by 20% | Training and Examinations Committee |
| Communicating with another candidate in the examination hall | Immediate expulsion of the candidate(s) from the examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidate(s) results in the particular LEX being examined | Training and Examinations Committee |
| Communicating in whatever form with other candidates awaiting to be examined | Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidate(s) results in the particular LEX being examined | Training and Examinations Committee |
| Being found in possession of any written, printed or other unauthorized materials in the examination hall | Immediate expulsion of the candidate from the examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Nullification of the candidate(s) results in the particular LEX being examined | Training and Examinations Committee |
| Being found in possession of pre-written answers or | Immediate expulsion of the candidate(s) from examination hall. Chief | Disqualification from the LEX | Training and Examinations Committee |

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| materials for the LEX being examined | Invigilator completes an incident report counter-signed by another Invigilator. | | |
| Aiding or attempting to aid another candidate | Immediate expulsion of both candidates from examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Disqualification from the LEX | Training and Examinations Committee |
| Impersonating a candidate | Immediate expulsion of the candidate from examination hall. Chief Invigilator completes an incident report counter-signed by another Invigilator. | Disqualification from the LEX and debarred from applying for any LEX. Refer matter to Legal Unit of HPCZ. | Training and Examinations Committee |
| Other offences incidental to or of similar nature and intensity | | | Training and Examinations Committee |

Failure to comply with the above provisions will be considered as a breach of examination regulations and appropriate disciplinary actions will be taken.