

**ADMINISTRATIVE RULES
SAVC FULL REGISTRATION EXAMINATION
VETERINARY NURSES - 2016**

[NOTE: Examination rules are revised on an annual basis]

Definitions: In these Rules

"Examination Officer"	means the registered veterinarian with relevant experience appointed by Council and referred to as the EO.
"Registration Examination/Examination"	means an examination held under the auspices of the South African Veterinary Council (SAVC) for persons without approved qualifications or as determined by Council for purposes of registration to practice a Veterinary or Veterinary Para-Profession in South Africa.
"SAVC Administration"	means the officers of the Council at the registered address of the Council.

1. Examination date and venue

- 1.1 The Registration Examination is conducted annually at a venue as advised by the Council.
 - 1.2 Supplementary examinations are not offered. Students who fail the exam, as per the stipulated rules, may re-take the examination at its following offering, on condition that the prescribed examination fee is paid.
 - 1.3 Dates for the examination/s are usually determined within the first two months of each year. The SAVC, however, reserves the right to determine the date at a later stage and/or change the date of the examination. The date will be published on the SAVC website (www.savc.org.za). While all efforts are made to facilitate the examinations in October, these matters are not always within the control of the Council.
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2. Requirements to sit the Registration Examination

[NOTE: Requirements 2.1 – 2.12 below correlate with the examination application form.]

- 2.1 Application on the prescribed form completed and signed before a Commissioner of Oaths on or before 1 April. Late applications or incomplete applications are not accepted. **If an application is transferred to the next year then a new completed and signed application form must be submitted.*

- 2.2 Payment of the prescribed non-refundable and non-transferable application fee. The amount will be available from the SAVC Administration annually after February. Payment to:

Bank: ABSA Bank Limited
Account Number: 020 166 762
Branch: Hatfield Branch
Branch Code: 632 005
Swift Code: ABSA-2A-JJ
IBAN NO: 020 166 762 632005

by no later than 1 April.

NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TA 2016).

Submit proof of payment to the SAVC Administration at exams@savc.org.za
Attach a copy to the application.

- 2.3 Payment of the prescribed non-refundable examination fee. Please note that a failure of a candidate to sit the examination without proper reason will result in forfeiture of the examination fee (proper reasons include sickness via a valid medical certificate or another properly motivated reason). Please also note that if the examination fee is transferred, this can only occur once and only to the subsequent examination offering. Payment to:

Bank: ABSA Bank Limited
Account Number: 020 166 762
Branch: Hatfield Branch
Branch Code: 632 005
Swift Code: ABSA-2A-JJ
IBAN NO: 020 166 762 632005

by no later than 1 April.

NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TA 2016).

Submit proof of payment to the SAVC Administration at exams@savc.org.za
Payments must be made in full by 1 April. No down payments will be accepted after 1 April.

- 2.4 A clear original passport/ID photograph. The applicant should write his/her name on the back of the photograph and staple it to the front of the application form.
- 2.5 Certified true copies of veterinary qualification certificates must be submitted with the application form. To confirm authenticity, original certificates must be produced prior to sitting the examination.
- 2.6 A candidate whose qualification/institution do not appear on the AVMA and SAVC lists (see www.savc.org.za) and who is the first person to apply to sit the Council Registration

Examination with that qualification, must submit the full curriculum and course content to the SAVC Administration for evaluation and approval to allow entry into the examination. Council, at any time, reserves the right to request curriculum detail from a candidate regardless of whether the qualification/institution appears on the stated lists. Council further reserves the right to request further supporting documentation as deemed necessary. The submission must be received before the end of December in the year prior to the year in which the candidate intends to apply to sit the examination. Please note that submission of your curricula does not automatically guarantee a place in the examination.

- 2.7 A certificate of good standing issued within the last three (3) months by: the veterinary authorities in the country in which the applicant has been registered as a veterinarian OR from the present employer OR in the absence of a professional Council/Board or registering authority, then a certified reference from the faculty where the applicant qualified. This reference should be submitted within three (3) years of qualifying from the faculty. **If an application is transferred to the next year then a new updated certificate of good standing must be submitted.*
- 2.8 A police clearance certificate (not older than three (3) months) from the authorities in the country where the applicant resides. **If an application is transferred to the next year then a new updated police clearance certificate must be submitted.*
- 2.9 Certified proof of identity e.g. passport/ID must be provided. The original proof of identity must be provided on the first day of the examination.
- 2.10 Certified copy of applicant's legal permit e.g. work, study or other legal entry visa. If the applicant is working in South Africa, then the work/residence permit must accompany the application if the applicant is not a South African citizen. If the applicant is employed in South Africa to render services of any nature and/or the services of a veterinarian, veterinary nurse, veterinary technologist, animal health technician or a laboratory animal technologist, then proof of employment and if the services pertain to the services to any of the mentioned professions, then proof of authorisation by the SAVC to render those services must also be submitted with the application. Full and contactable details of the employer must be provided.
- 2.11 The certified copy of applicant's legal permit i.e. work, study or other legal entry visa must be provided on the first day of the examination.
- 2.12 Applicants must submit proof of proficiency in English as a requirement to sit both the Computer Based Examination (CBE) and to undertake the Practical and/or Oral/Practical Examination by means of the TOEFL. The requirement is waived for persons who can prove that their tertiary medium of instruction for their veterinary training was in English.
- 2.13 In view of the fact that arrangements for the examination commence immediately after registration of candidates for the examination and are based on the number of candidates, no applicant, who after having been registered for the examination and issued with an examination number and who subsequently withdraws from the examination, will be permitted to re-enter the candidate list for the examination for which the applicant was registered.

3. Examination rules

[NOTE: The examination will be subject to the rules valid for the year in which the examination is held. Council reserves the right to update the rules on an annual basis.]

- 3.1 An attendance register with the names of candidates will be available at the examination room. Candidates will sign the attendance register on leaving the CBE room and on leaving the Practical and/or Oral/Practical Examination.
- 3.2 Candidates must present themselves at the examination venue at least 15 minutes prior to commencement of the CBE and the Practical and/or Oral/Practical Examination. A candidate whose name is on the attendance register may be allowed to enter the examination room for a period of 30 minutes after commencement of the examination at the discretion of the Examination Officer. No-one may leave the examination room during the first 30 minutes of the examination.
- 3.3 Candidates must ensure that their names and candidate numbers are correctly logged in on the computer.
- 3.4 Candidates must carefully read and apply the directions given during the briefing session and on the computer.
- 3.5.1 A candidate may not be in possession of books, electronic equipment (cell phones), memoranda, note(s), sketches, maps, films or any other documents (including unused paper) or any other resources that may be relevant to the examination, other than what is provided to the candidate by the Examination Officer or the SAVC's Administration on his/her instruction and his/her behalf. The SAVC will make calculators available to candidates.
[NOTE: Candidates involved in examination irregularities will immediately notified of this. While the candidate will be allowed to complete the exam, their conduct will be submitted to council for full consideration. Candidates deemed to have sufficient evidence to support a finding of misconduct, will be denied registration. Furthermore, the candidate will be barred from participating in another council exam for a period not exceeding five years. Any authorisation received by the candidate will also be immediately terminated. Council also reserves the right to inform the candidates home registration body of the misconduct and also reserves the right to pursue other legal actions.]
- 3.5.2 A candidate who aids or attempts to aid another candidate, or obtains or attempts to obtain assistance from another candidate, or communicates or attempts to communicate in any way with another candidate or unauthorised person, will be subjected to an enquiry process by the Council.
- 3.5.3 All rough work must be handed in before the candidate leaves the examination room.
- 3.6 Smoking, eating and drinking are prohibited in the examination room.
- 3.7 The Examination Officer and moderators for each CBE session will be present at the commencement of the examination for at least 30 minutes to answer any questions that the candidates may have and to give direction with regard to time available.
- 3.8 The Examination Officer will be contactable during the examination by the invigilator/s should the need arise.

- 3.9 The candidates will leave the examination room as soon as the time allocated for the CBE and the Practical and/or Oral/Practical Examination has expired. No extra time will be allocated for the completion of the examinations. An exception may be made by the EO for candidates with physical disabilities.
- 3.10 Candidates must please note that the practical examination may be conducted at a different venue from that of the CBE. A marked road map will be made available from the SAVC Administration.
- 3.11 Sub-minimum requirements are as follows:

Veterinary Examinations

In order to be registered with the SAVC, a candidate must pass both the Computer Based Examination and the Oral/Practical Examination.

COMPUTER BASED EXAMINATION (CBE)			
DAY 1		DAY 2	
PAPER 1 (90 marks)	PAPER 2 (90 marks)	PAPER 3 (90 marks)	PAPER 4 (90 marks)
(No sub-minimum)	(No sub-minimum)	(No sub-minimum)	(No sub-minimum)
Progression mark for Computer Based Examination: 60%			

Only candidates who pass the Computer Based Examination by achieving a progression mark of 60% will be allowed entry into the Oral/Practical Examination.

ORAL/PRACTICAL EXAMINATION		
DAY 1		
PANEL 1 - Companion Animals (including equines)	PANEL 2 – Production Animals	PANEL 3 – Pathology and Veterinary Public Health (VPH)
(Sub-minimum: 45%)	(Sub-minimum: 45%)	(Sub-minimum: 45%)
Sub-minimum for Oral/Practical Examination: 50%		

To pass the Oral/Practical Examination a candidate has to achieve an average of 50%, as well as a sub-minimum of 45% per panel. Any mark below 45% will be considered a fail.

NOTE: Candidates will, however, be allowed to achieve between 45% and 50% in ONE practical panel.

Final mark

A final combined mark of 50% is required to pass the Registration Examination and allow registration. The final combined mark will be calculated as follows:

Computer Based Examination	50%
Practical and/or Oral/Practical Examination	50%

Veterinary Nursing Examinations

In order to be registered with the SAVC, a candidate must pass both the Computer Based Examination and the Oral/Practical Examination.

COMPUTER BASED EXAMINATION			
DAY 1		DAY 2	
PAPER 1 (90 marks)	PAPER 2 (90 marks)	PAPER 3 (90 marks)	PAPER 4 (90 marks)
(No sub-minimum)	(No sub-minimum)	(No sub-minimum)	(No sub-minimum)
Progression mark for Computer Based Examination: 60%			

Only candidates who pass the Computer Based Examination by achieving a progression mark of 60% will be allowed entry into the Oral/Practical Examination.

ORAL/PRACTICAL EXAMINATION		
DAY 1		
Panel 1	Theatre Practice	A sub-minimum of 45% for Panel 1
Panel 2	Surgical Nursing	A sub-minimum of 45% for Panel 2
Panel 3	Medical Nursing	A sub-minimum of 45% for Panel 3
Panel 4	Radiography	A sub-minimum of 45% for Panel 4
Panel 5	Anaesthesia	A sub-minimum of 45% for Panel 5
Panel 6	Reproductive Nursing	A sub-minimum of 45% for Panel 6
Panel 7	General Nursing	A sub-minimum of 45% for Panel 7
Sub-minimum for Oral/Practical Examination: 50%		

To pass the Oral/Practical Examination a candidate has to achieve an average of 50%, as well as a sub-minimum of 45% per panel. Any mark below 45% will be considered a fail.

NOTE: Candidates will, however, be allowed to achieve between 45% and 50% in ONE practical panel.

Final mark

A final combined mark of 50% is required to pass the Registration Examination and allow registration. The final combined mark will be calculated as follows:

Computer Based Examination	50%
Practical and/or Oral/Practical Examination	50%

Animal Health Examinations

In order to be registered with the SAVC, a candidate must pass both the Computer Based Examination and the Oral/Practical Examination.

COMPUTER BASED EXAMINATION			
DAY 1		DAY 2	
PAPER 1 (50 marks)	PAPER 2 (50 marks)	PAPER 3 (50 marks)	PAPER 4 (50 marks)
(No sub-minimum)	(No sub-minimum)	(No sub-minimum)	(No sub-minimum)
Progression mark for Written Examination: 60%			

Only candidates who pass the Computer Based Examination by achieving a progression mark of 60% will be allowed entry into the Oral/Practical Examination.

ORAL/PRACTICAL EXAMINATION	
DAY 1	
PANEL 1 - Instruments and equipment (Sub-minimum: 45%)	PANEL 2 – Practical application (Sub-minimum: 45%)
Sub-minimum for Oral/Practical Examination: 50%	

To pass the Oral/Practical Examination a candidate has to achieve an average of 50%, as well as a sub-minimum of 45% per panel.

Final mark

A final combined mark of 50% is required to pass the Registration Examination and allow registration. The final combined mark will be calculated as follows:

Computer Based Examination	50%
Practical and/or Oral/Practical Examination	50%

- 3.12 Examination results will only be made known by the Council after the next meeting of the Council. *Please note that Council will at all times strictly comply with the sub-minima requirements of each section and/or sub-section of the examination. Council does not adjust marks and as such marks presented will be used as is.*

- 3.13 No practical roster will be issued prior to the finalisation of the CBE component.
- 3.14 For CBE there is no re-mark and no redress, and no provision of a memorandum, but should there be a query by a candidate, the specific query will only be addressed after the Moderators' meeting and after the Council ratified the results.
- 3.15 The moderators will moderate the results at a meeting to be held after completion of the full examination (CBE and Oral and/or Oral/Practical Examination]. The Examination Officer will after the Moderators' meeting submit both a report and the results as a **recommendation** to Council for ratification.
- 3.16 Only Council can **ratify the results**, which has the effect that the **Council can either agree or disagree with the results, and can direct otherwise as per the examination rules**. The Council will assess whether the moderators and Examination Officer maintained the required standards by following the examination rules throughout.
- 3.17 Council does not accept responsibility for incorrect information obtained from any person/s on examination arrangements or results other than the Registrar of Council. All enquiries must be made directly to the SAVC Administration.
- 3.18 No results will be made available by the Registrar until ratified by Council.
- 3.19 Requests for specific detailed results after ratification by Council and the results made known to each candidate OR a request for a review of Council's decision must be received in writing thirty [30] days upon receipt of the results subject to payment in advance of an administration fee.
- 3.20 Council will not be held responsible for any costs incurred by candidates to enrol and attend the examinations including loss of income, and/or costs incurred by employers in any respect of failure of candidates and/or any other loss in any regard relating to the examinations.
- 3.21 Council reserves the right to deny entry into any components of the examination.
- 3.22 All candidates, Examination Officer, Moderators and Examiners must abide by the examination rules.
- 3.23 Council does not take responsibility for any injury and/or loss and/or damages for any reason at all relating to the examination and the candidate hereby irrevocably waives any claim he/she may have against Council.
- 3.24 "In terms of regulation 2.1 of the Regulations relating to the performance of compulsory community service (CCS), Persons Who Shall Perform Compulsory Community Service, published in Government Gazette No. 39380, Notice NO. R. 1082, on 9 November 2015 compulsory community service shall be performed by every person registering for the first time as a veterinarian in terms of the Act and shall include a person who obtained his or her qualifications outside the Republic of South Africa, unless exempted in terms of these regulations.

Regulation 7 provides for the circumstances under which certain persons may be exempted from the performance of compulsory community service and reads as follows:

“The Minister may, after consultation with the Council, exempt persons who fall within the following categories from compulsory community service:

- a) Persons who obtained veterinary related post graduate qualifications outside the Republic of South Africa; or*
- b) Persons who belong to para-veterinary professions.*

[Doc C – VET NURSES: 10 Mar 2011; 28 Nov 2011; Feb 2012; 30 Jul 2013; Feb 2015; Feb 2016]