



Assam Nurses' Midwives' & Health Visitors' Council

(A statutory autonomous body constituted under the Assam Nurses', Midwives' and Health Visitors' Act, 1944.)

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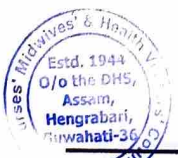
O/o Director of Health Services Assam, 3rd Floor, Hengrabari, Guwahati-36

No. NRC/43/2012/612

Dated Guwahati, the 24/04/2026

Comprehensive Guidelines for External Examiners for Conduct of Final Council Practical Examinations

1. The External Examiner shall be responsible for ensuring the fair, transparent, and standardized conduct of the practical examination.
2. Examiners must be in **proper professional uniform** and wear lab coats while conducting the examination.
3. The practical examination **must be conducted at the bedside** in a real clinical setting (for Community Health Nursing, in the community setting).
4. In situations where bedside examination is not feasible, the practical examination may be conducted in the concerned laboratory using individual case scenarios (different for each student), ensuring simulation of real-life clinical conditions. In such cases, the **reasons for not conducting the examination in the clinical area must be clearly documented** and submitted to the Council along with the marks.
5. No care plans shall be written **prior to the day** of the examination or **in the absence** of the External Examiner under any circumstances.
6. The examiner must **not examine more than 30 students in a single day**. If the number exceeds this limit, the examination shall be continued on the following day(s).
7. The examination timing shall be from **8:00 AM to 5:00 PM**, with a provision of **one-hour lunch break**.
8. The examination must be conducted **individually**, and not in groups. Each student must be given adequate time for:
 - Performing the procedure
 - Viva voce
 - Preparation and presentation of nursing care plans
9. The examiner must ensure that the examination covers all relevant components, including:
 - Procedure demonstration
 - Viva voce
 - Nursing care plan
 - Instrument identification
 - Drug identification
 - Articles/equipment identification (wherever applicable)
10. The External Examiner must verify the **allotment of cases/procedures** to ensure fairness and that no repetition occurs among students on the same day.
11. Students must be assessed on:
 - Knowledge and understanding
 - Clinical skills and competency
 - Communication with patients
 - Aseptic technique and safety measures
 - Professional attitude and ethical practice




Registrar
Assam Nurses' Midwives' &
Health Visitors' Council
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12. The examiner must ensure that **informed consent** is obtained from patients/family before any procedure.
13. Patient/family safety and comfort must be prioritized at all times. Any procedure likely to harm the patient/family must be stopped immediately.
14. The examiner must maintain **strict discipline and decorum** throughout the examination process.
15. No prompting, coaching, or unfair assistance should be provided to any student during the examination.
16. The examiner must ensure that all required **equipment, instruments, drugs, and articles** are available and arranged prior to the examination.
17. Marks must be awarded **objectively and strictly as per the prescribed marking scheme/criteria**.
18. The External Examiner must coordinate with the Internal Examiner to ensure smooth conduct of the examination while maintaining impartiality.
19. Students' case books, logbooks, procedure books, and other relevant records must be verified, checked, and signed by the examiner and considered during evaluation. If any required component is lacking, marks shall be awarded accordingly.
20. Examiners must strictly use the proforma provided by the Council for conducting and recording the practical examination.
21. Any case of malpractice or misconduct by students must be **immediately reported** to the Centre-in-Charge and documented properly.
22. The examiner must ensure that students are in **proper uniform with valid identification** before appearing for the examination.
23. The examination environment must be **conducive, organized, and free from unnecessary disturbance**.
24. Confidentiality of examination materials, case scenarios, and evaluation must be strictly maintained. Marks shall be submitted to the Council in a sealed envelope without disclosure to the institute or the students.
25. Examination marks must be **emailed in Excel format** to examination.anc@gmail.com and submitted in **hard copy (Word format)** at the Council office. Both formats are available on the Assam Nursing Council website under the **Forms** section.
26. Any deviation, negligence, or violation of these guidelines may lead to appropriate action by the Council.


Director of Health Services Assam cum President,
Assam Nurses', Midwives' and Health Visitors Council,
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