

# Policy

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# Online Examination

Effective June 2026

<b>Policy title</b>	Online Examination
<b>Reference number</b>	20260604 MRTB Online Examination v5
<b>Scope</b>	This policy applies to practitioners seeking registration with Te Poari Ringa Hangarau Iraruke   Medical Radiation Technologists Board who do not hold a substantially equivalent qualification.

Associated documents	File name
Examination Candidate handbook	<a href="#">20250901 MRTB-exam-candidate-handbook-2025.pdf</a>
Competence Standards	<a href="#">2024-Sep-Competence-Standards.pdf</a>
Registration policy	<a href="#">2021-May-Registration-Policy.pdf</a>
Supervision policy	<a href="#">2024-May-Supervision-Policy.pdf</a>
Return to Practice policy	<a href="#">2021-Apr-V3-MRT-Return-to-Practice.pdf</a>

Revision schedule			
Version number	Version date	Approved by	Next review
One	February 2018	MRTB	2020
Two	August 2018	MRTB	2020
Three	June 2019	MRTB	2021
Four	April 2021	Chief Executive	2023
Five	June 2026	MRTB	2029

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# Overview

1. Te Poari Hangarau Iraruke | The Medical Radiation Technologists Board (the Board) has a suite of online examinations for the purpose of registration and recertification under the Health Practitioners Competences Assurance Act 2003 (the Act).
2. Examinations are set for each of the five gazetted scopes of practice for the profession of medical radiation science in medical imaging and radiation therapy:
  - Medical Imaging Technologist (MIT) (Known internationally as 'Radiographer')
  - Radiation Therapist (RT)
  - Nuclear Medicine Technologist (NMT)
  - Magnetic Resonance Imaging (MRI) Technologist
  - Sonographer (Son) (General) – (excluding cardiac, vascular and obstetric & gynaecological sonography)
3. Additional examinations may be added at the Board's discretion.
4. This document sets out the Board's policy in respect of all online examinations.

## Policy statement

5. The online examinations are used to assess an applicant's foundational knowledge in the scope of practice in which they are applying to be registered. Each examination assesses the minimum level of applied knowledge for competent and safe professional practice in the relevant scope of practice. The examination may be used for applicants whose qualification has been assessed as being relevant, but not equivalent to, the Board qualifications.
6. All offers to sit the examinations are offered at the discretion of the Board.
7. The examination is set under sections 12 and 15 of the Health Practitioners Competence Assurance Act 2003 (the Act).
8. Recent graduates of a programme of education that is accredited and monitored by the Board are not required to sit the Board's online examinations for the purposes of registration.
9. The Board may use the examination as part of the process for determining a practitioner's current competence to return to practice for medical imaging and radiation therapy practitioners who have not practised for an extensive period of time, in accordance with the Board's Return to Practice policy.

10. In some circumstances, the Board may use the examination as part of a process for determining a practitioner's current competence as part of a competence review or competence programme process.
11. Medical radiation practitioners who are registered with the Medical Radiation Practice Board of Australia in any of the three divisions of registration of diagnostic radiography; nuclear medicine and/or radiation therapy are exempt from sitting the examination for the purposes of registration in accordance with the Trans-Tasman Mutual Recognition Act (TTMRA)<sup>1</sup>.
12. The examination is set in English. Translated versions of the examination into another language are not available.
13. In addition to successful completion of an examination, applicants for registration must meet all other registration requirements. These requirements must be met prior to the applicant being offered the opportunity to sit the examination.
14. If successful in the examination, then, once registered, practitioners will be required to complete a period of supervised practice, in accordance with the Board's Supervision policy.

## Purpose

15. The online examination is used to assess a practitioner's foundational knowledge to demonstrate competent and safe professional practice safe and ethical clinical practice at the expected entry level of an Aotearoa New Zealand graduate.
16. The online examination is grounded on a competency-based model that focuses on the application of medical imaging and radiation therapy knowledge in a clinical environment. Questions are asked from the point of view of how knowledge is used to inform practise as opposed to the direct recall of that knowledge.
17. Questions are linked to the entry-level competencies required to practise medical imaging or radiation therapy in New Zealand as set out in the Board's current Competence Standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand and Code of Ethical Conduct.
18. The Board will advise candidates of the need to ensure they are familiar with the competence standards and other policies and documentation prior to sitting an examination. More details can be found in the Examination Candidate Handbook.

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<sup>1</sup> The provisions of the TTMRA do not apply to Australian-registered practitioners wanting to register in either the Sonographer or MRI Technologist scopes of practice in New Zealand

## Foundational principles

19. Each examination assumes that the candidate has had formal education in the relevant medical imaging or radiation therapy scope of practice with appropriate post-qualification clinical experience. This is to ensure the candidate has a sufficient level of base knowledge pertaining to the competent, safe and ethical professional practice of medical imaging or radiation therapy in Aotearoa New Zealand.
20. Examination questions are designed to assess a practitioner's ability to:
  - Critically review, analyse, consolidate and synthesise knowledge; and
  - Differentiate theoretical concepts, to exercise critical thinking and judgement in identifying and solving problems; and
  - Use initiative and judgement in planning, problem solving and clinical decision-making in professional practice; and
  - Analyse a range of circumstances encountered in clinical practice and evaluate options to maximise patient care; and
  - Adapt knowledge and skills in diverse contexts; and
  - Account for professional practice and inter-professional practice.

## Examination governance

21. The Board has appointed an Examination Committee which is responsible for ensuring a framework is in place to provide oversight and assurance of the examinations.

## Functions

22. The functions of the committee are to:
  - a. Ensure each examination assesses the minimum level of applied knowledge for competent and safe professional practice in the relevant scope of practice
  - b. Ensure the exam meets the parameters of being an assessment of contemporary professional and ethical medical imaging and radiation therapy practice and is in alignment with the Board's competence standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand (2024).
  - c. Confirm the examination's structure and makeup to ensure it captures the key foundational knowledge requirements of the prescribed entry to practice Competence Standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand (2024).
  - d. Provide oversight and monitor the processes and procedures for the examinations including question development, question validation processes and updating of examination questions.
  - e. Ensure policy and process is in place to monitor the progress of the exam and moderate and confirm the exam results in a timely manner after each sitting

- f. Consider exam statistics, item analysis and other relevant information and make recommendations for actions accordingly
- g. Ensure the exam model is efficient, effective and facilitates current safe practice
- h. Monitor the costs of the examination, ensuring this is not a barrier to entry
- i. Consider matters referred by the Board about the examination and provide advice.

## Terms of reference

- 23. The examination committee is governed by the Terms of Reference developed by the Board in accordance with the Board's Committees Policy.
- 24. Requirements for membership and the functioning of the committee are detailed in the Terms of Reference.
- 25. The Board may alter the terms of reference for the examination committee at any stage. The Terms of Reference undergoes regular review every three years.

## Membership

- 26. The Committee will comprise a maximum of seven members,
- 27. Committee members will include practitioner representatives from the examination scopes. Practitioner members must hold a current practising certificate, have been registered with the Board for more than five years, and be in good standing.
- 28. It is desirable that committee members have experience in education, teaching, and/or assessment of professional competencies. Tangata whenua representation will also be included.
- 29. MSS education advisors will be appointed to the committee ex-officio.

## Committee Appointments

- 30. Appointments will be made through an expression of interest process, and approval will be through the Board.
- 31. Committee membership will be for a term of two years with a maximum of two consecutive terms.
- 32. The Board may remove a committee member for any reason it considers appropriate.

## Committee chair

- 33. The Committee Chair shall be a Board member appointed by the Board. The role of the Committee Chair is to:
  - a. Chair meetings
  - b. Consult with MSS on agendas for committee meetings
  - c. Ensure meeting minutes are recorded

- d. Prepare reports to the MSS and the Board
- e. Be the primary point of contact with MSS staff in respect of committee work

## Reporting and communication

- 34. The committee provides a written report to the Board following each meeting using a Reporting Template.
- 35. The Registrar or Deputy Registrar is responsible for liaising with the Board about exam matters, including the outcome and recommendations of the committee.
- 36. Secretarial support for the exam committee is provided by MSS staff (Regulations Advisor - Examinations).

## Examination structure

- 37. The structure of the examination is overseen by the Examination Committee.

## Examination frequency

- 38. The exam is offered four times a year. Dates, fees, and registration instructions will be published annually on the Board's website.

## Examination fee

- 39. Examination candidates are required to pay a fee prior to registering for an examination. The examination fee is gazetted by the Board following a public consultation process. The online examination fee can be found under 'fee schedule' on the Board's website: [Resources | Medical Radiation Technologists Board](#).
- 40. The Board will periodically review the examination fee.

## Examination outcome

- 41. Examination results are to be provided approximately three weeks after the candidate has sat the examination. This period is required to analyse results and conduct psychometric assessment, to ensure the exam is fair, valid and reliable.
- 42. Results are reported as *successful* or *unsuccessful* and are sent directly to the candidate via email.

## Number of examination attempts

- 43. A candidate can take an examination up to a maximum of three attempts (that is, first exam and up to two re-sits). Acceptance for any further examination attempts will be at the discretion of the Registrar. The candidate is required to pay the full examination fee for each attempt.

44. A first examination must be taken within the 12-month period from the date of the candidate being offered the opportunity to sit the exam. Any re-sits must be taken within the 12-month period after the first examination taken by the candidate.
45. Each re-sit examination will be different from the previous examination(s) taken by the individual candidate.

## Unsuccessful candidates

46. Unsuccessful candidates will receive limited feedback that indicates domains where examination performance suggests additional focus and preparation should be applied.
47. If a candidate is unsuccessful in passing the examination after a total of three attempts, the Board is of the general view that they are not able to apply foundational knowledge and concepts at entry level required for safe practice. The candidate would subsequently be advised of a proposal to decline their application for registration. In accordance with the Health Practitioners Competence Assurance Act 2003 s20, the candidate will have an opportunity to be heard in respect of that proposal.

## Professional conduct

48. Examination candidates are subject to the MRTB rules of ethical and professional conduct. Failure to comply with the rules of the examination or any instruction of the online proctor may be regarded as a breach of professional conduct.

## Examination concerns and complaints

49. If a candidate, practitioner or a member of the public has concerns or would like to make a complaint about the Board examination they can submit a written request to the Board outlining their concerns following the complaints process.
50. Complaints may relate to the procedure of the examination (the way the exam was conducted) or any impairment that prevented the practitioner from engaging in the examination (such as technical issues).
51. All concerns or complaints about the examination relating to a specific candidate must be in writing and raised before the outcome of the examination is communicated to the candidate.
52. Complaints about registration examination decisions will be managed in accordance with the Registration policy and the HPCA Act.
53. In most cases complaints about examination processes are managed by the Registrar.

54. If required or appropriate, the Registrar may refer the complaint to an external party for impartial investigation, or request information from the examination committee.
55. The Registrar may also refer the complaint to the Board for further advice or where a decision is required.
56. Once a decision has been made, the Registrar will communicate the outcome of the investigation to the individual who made the complaint, along with any actions that have been taken or recommended.
57. The person making the complaint will also be advised of any further right to appeal the decision.
58. Where the complaint raises issues about the competence, conduct or fitness of an individual candidate or practitioner, this will also be managed under the relevant policy and process.
59. Further information may be found in the Board's Complaints policy.