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ARIZONA NURSE AIDE

KNOWLEDGE TEST PROCTOR (KTP) KNOWLEDGE TEST CHECKLIST

MAKE SURE YOU HAVE PLACED THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS AT EACH WORK STATION

WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA THE KTP WILL:

1. Show candidates the area of the room by the door where they are to place any electronic devices and any personal belongings, they may have brought into the room with them. Candidates are not allowed to have any items with them at the computer.
2. Direct candidates to a work station (paper test) or computer station (electronic test).
3. Check the candidates ID against the sign-in sheet (Examiner's Report-Form 1250) given to the KTP by the RN Test Observer before testing begins. This is to make sure you have the correct candidates in the knowledge test room.
4. Ask the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test area. Specifically ask:
 - "Do you understand the knowledge test is timed?"
 - "Do you know you will have ninety (90) minutes to complete the exam?"
 - "Do you understand that you may not have any form of electronic device on your person while taking the knowledge exam?"
5. Tell the candidates that there are knowledge test instructions between the work stations that they may refer to during testing.
6. For a paper test, tell the candidates to quietly bring their testing materials to the you when finished with their exam (knowledge test booklet, Quick Score scan form and any scratch paper if provided). For an electronic test, tell the candidates they need to raise their hand when finished with their exam and you will come to their computer station to end their test for them. (During this end test time with each candidate, make sure you are whispering to be as quiet as possible for those still testing.)
7. Remind candidates to collect their belongings as they leave the testing room when finished with test.
8. **Paper Test Candidates**
 - Hand the correct Knowledge Test Booklet and Quick Score Answer Form to each candidate as you check the candidate off on the sign-in sheet (Examiner's Report-Form 1250).
 - Have the candidate double check that the **Knowledge Test Number** printed on the top of their Quick Score Answer Form matches the Knowledge Test number printed on their Knowledge Test booklet. Tell the candidates to let you know if these numbers do not match.
9. **Electronic Test Candidates**
 - Assist candidates to log into their test using their social security number as their identification number.
 - Provide the candidates with the Facility ID number and the Packet number (both found on the sign-in sheet) and to click on "click this button when required fields are complete".
 - Have candidates verify their demographic information is correct.
 - If demographic information is correct, have each candidate click on the sentence that states "I have reviewed the data and it is correct".
 - If the demographic information is not correct, write down the edits that need to be made on a piece of paper and provide to the RN Test Observer to submit in the Testing Irregularities for the test event. Then have the candidate click on the sentence that states "I have reviewed the data and have reported errors to my test proctor". There is a box to the right of this sentence and ETEST will need to be typed in this box by the KTP.
 - When all candidates' have confirmed with you that their information is correct, have all the candidates simultaneously click on "CONTINUE TO EXAM".
10. Time the test using a wall clock or your watch (cell phones are not allowed to be used by the KTP during testing) and give a verbal announcement when 15 minutes are remaining – (when 1 hour and 15 minutes have elapsed.)
11. Make sure you move around the room during the ninety (90) minutes and position yourself so you can see all of the work stations and, for the electronic test, all of the computer screens to make sure all candidates stay on the test page and are not surfing the web for answers.

If you have any issues with computers or questions please call:

800-393-8664 (Monday through Friday 8AM to 6PM)

406-431-8953 for the on-call person (Friday evenings after 6PM to Monday morning before 8AM)

Do NOT share this '8953' number, as it is for test teams after business hours use only.