



D&S Diversified Technologies LLP

Headmaster LLP

HEADMASTER LLP

P.O. Box 6609, Helena, MT 59604-6609  
800-393-8664 – Fax: 406-442-3357  
www.hdmaster.com

*Innovative, quality technology solutions  
throughout the United States since 1985.*

**MONTANA NURSING ASSISTANT – HEADMASTER  
NURSE AIDE OBSERVER / KNOWLEDGE TEST PROCTOR / ACTOR  
CONFIDENTIALITY / NONDISCLOSURE AGREEMENT FORM 1501MT**

This agreement MUST be accompanied by *Form 1505MT or Form 1511MT*

***This form must be completed and signed by new Test Proctors/Observers and Actors when administering or assisting with testing.***

I acknowledge the confidential nature of the nursing assistant competency examination. This includes the materials, processes, procedures and content of both the knowledge and manual skills portions of the examination. I agree to safeguard the confidentiality of all information about the nursing assistant competency examination. I will not disclose any portion of the examination materials and I will not disclose the processes or procedures necessary to administer or pass the examination. Nor will I disclose any examination results to instructors or administrators of any training facility.

If I am an RN Observer/Proctor, I will not administer tests to family members or close personal friends.

If I am a knowledge test proctor or an actor, I will not be involved in the testing of family members or close personal friends. Also, **I UNDERSTAND THAT AS AN ACTOR OR KNOWLEDGE TEST PROCTOR, I WILL NOT BE PERMITTED TO APPLY TO TAKE THE MONTANA NA EXAM FOR 6 MONTHS FROM THE DATE THAT I WAS LAST USED AS AN ACTOR OR KNOWLEDGE TEST PROCTOR.**

This agreement extends to, includes, but is not limited to, allowing unauthorized persons to hear, view, videotape, or otherwise gains any knowledge about the exam before, during, or after the administration of an exam.

I recognize that disclosing, revealing or allowing this information to be disclosed or revealed constitutes a violation of this agreement and such actions will be reported to the Montana Board of Nursing which could place my nursing license at risk. In addition, I understand I will be subject to prosecution to the full extent of the law, which may include a fine up to \$100,000. I agree to report any known or suspected breach in security relative to the nursing assistant competency examination by calling the HEADMASTER home office at (800) 393-8664.

\_\_\_\_\_  
RN Observer Name (Print Clearly or Type) Social Security #

\_\_\_\_\_  
RN Observer Address, City and Zip ( ) Phone #

\_\_\_\_\_  
Actor Name (Print Clearly or Type) Social Security #

\_\_\_\_\_  
Actor Address, City, State, Zip ( ) Phone #

\_\_\_\_\_  
Knowledge Test Proctor Name (Print Clearly or Type) Social Security #

\_\_\_\_\_  
Knowledge Test Proctor Address, City, State, Zip ( ) Phone #

\_\_\_\_\_  
RN Test Observer Signature Actor Signature Knowledge Test Proctor Signature  
/ / /  
Date Date Date