



## OREGON NURSING ASSISTANT

# KNOWLEDGE TEST PROCTOR TRAINING GUIDELINES

This is an Instruction Handout designed to quickly answer Test Observer questions regarding training Knowledge Test Proctors for participation during the administration of the Oregon NA Knowledge Test.

## TEST DAY

### **KNOWLEDGE TEST PROCTORS SHOULD REPORT TO THE TEST SITE AT LEAST 30-45 MINUTES PRIOR TO TESTING.**

- The Knowledge Test Proctor should assist the Test Observer in assessing the Test Site prior to administering any tests to make sure all equipment is available, the area is free from distractions, and that the area is only being used for testing.
- Insure the testing area is well lighted and ventilated.
- Become familiar with the locations of the fire exits, rest rooms, drinking fountains, nearest telephones etc.
- Be sure that approximately 4 feet separate candidates on all sides for the Knowledge Test, and that they have NOTHING but 1-2 #2 pencils. ( As a courtesy, have extras on hand to lend candidates as needed.) Up to four candidates will be taking the Knowledge Test at any one time, so as much space as possible should separate the candidates. The Test Observer will provide stereo headphones for candidates who are scheduled to take an Oral Test. An MP3 player will be included in the packet sent to the Test Observer and will be provided to you to use during the proctoring of an oral test. (If time allows before test time, identify the candidate who will use the MP3 player and coach them individually and as privately (quietly) as possible on the use of the MP3 player and tell them they can start, stop and rewind/replay as needed. They should understand how to use the MP3 player they requested and how it can be used to help them succeed while testing. Doing this privately avoids any undue attention being called to them and their desire to use an oral recording.)
- Make sure all necessary ADA accommodations are in place. The Test Observer will be aware of any ADA accommodations and will help you setup for any accommodation granted.
- Every effort should be made to start candidates requiring an Oral Exam and/or an ADA accommodation on the Knowledge Test portion first.

## WHEN CANDIDATES SIT FOR THE KNOWLEDGE TEST

- **You should introduce/re-introduce yourself to each candidate before beginning the knowledge test and you should verify each candidate's identity by asking to see the signed, photo identification they presented when they first arrived and signed in on Form 1250.** Be sure that the Quick Score answer form and knowledge test for each candidate is the correct one assigned to that candidate. Candidates may only have 1 or 2 #2 pencils, the Knowledge Test Instructions, MP3 player, Knowledge Test Booklet, and Quick Score Answer Form.
- The RN Test Observer WILL NOT ACCEPT candidates for testing who are in casts, other significant braces, or on crutches, or are visibly sick. This does not apply to any ADA accommodations that have been provided for candidates that have requested an Oral Exam or may have requested and had pre-approved ADA accommodations granted. ADA accommodations must have been requested in advance. An oral test is not considered an ADA accommodation.

## HEADMASTER – NURSING ASSISTANT KNOWLEDGE TEST INSTRUCTIONS

- Be certain that each candidate receives the correct knowledge Test and Quick Score Answer Form (scan form). **UNDER NO CIRCUMSTANCES MAY ONE CANDIDATE'S TEST BE USED FOR ANY OTHER CANDIDATE.**
- **The Test Proctor will read the text of the Knowledge Test Instructions WORD FOR WORD to the GROUP of candidates sitting for the knowledge test. A laminated sheet with the knowledge test instructions should be available at each Knowledge Test station, so that candidates may read along with you as you read the instructions out loud to them.** The

candidates may also refer to their copy of the knowledge test instructions while they take their exam. *BE SURE and have the candidates check the knowledge test number on their test against the knowledge test number preprinted at the top of their Quick Score Answer Form. Remember, this is likely the first time the candidate has heard these directions, even though you may have read them hundreds of times!!!*

- You may **NOT** answer questions about the Knowledge Test itself or the content thereof.
- Conduct the test efficiently and quietly.
- Use a watch or visible wall clock to **accurately time the test**. Allow NO MORE THAN 90 minutes for the Knowledge Test. Be sure to announce the start time and **you must announce when 15 minutes are left** (75 minutes have elapsed).
- The KTP should circulate around the room frequently during testing to guard against cheating and to make sure all candidates are marking their answers on the Quick Score Answer Form correctly. **No marks are to be made anywhere by the candidate EXCEPT in columns A through D questions 1-80.**
- Set an appropriate tone/environment and protect candidates from disturbances.
- **NEVER ALLOW CANDIDATES TO BE LEFT UNSUPERVISED AT ANY TIME, FOR ANY REASON!**
- Ensure that no smoking, eating or cell phone usage (texting) takes place during testing.
- The KTP should never engage in any activity that would divert his/her attention from the candidates or behave in a manner that would distract the candidates such as talking to others (cell phone off!!), eating, or reading books and newspapers.
- Be certain that **ALL TESTING MATERIALS are collected at the end of testing**.
- If a candidate requests an Oral Test the questions will be read to the candidate from a MP3 player in addition to having a knowledge test and a scan form.
- As candidates finish with the Knowledge Test, have them bring their test booklet and scan form to you. Be sure to quietly direct them to the Holding (waiting) Area, to either wait for their Skill Test or to complete the Exit Survey and leave the test site.

## **HEADMASTER - KNOWLEDGE TEST PROCTOR SKILL TEST INFORMATION**

- **After** the candidate has finished the Skill Test, the Knowledge Test, the Exit Survey and has left the test site, you may assist the Test Observer, if directed to do so by the Test Observer, by transferring the RN Test Observer's "A" and "B" marks to the Quick Score Answer Form from the Observer's Skill Task Sheets. First DOUBLE CHECK the front of the Quick Score Answer Form and verify the candidate's name before filling in any A's or B's on the backside of the Quick Score Answer Form. The name on the Quick Score Answer form **MUST** match the name on the pages of the Observer's Skill Task Sheets. The skill step A and B marks on the backside of the Quick Score Answer Form should **NEVER** be filled in prior to the completion of the Knowledge Test by the candidate! For candidates who have not yet taken the Knowledge Test, the bubbles for the skill portion **MUST NOT BE TRANSFERRED** to the Quick Score Answer Form. **Only** transfer skill step A and B marks after the candidate has **left the test site**.
- Notice there are three or four separate Skill tasks with task step numbers beginning with #121 and continuing sequentially from one task to the next. The sequential numbers correspond to numbers on the backside of the Quick Score Answer Form—#121 through the last step on the last task. (Note that some test observers re-arrange the skills to increase efficiency of the skill test. In this case unstaple the test and arrange pages in correct numerical order and re-staple.)
- Mark the Skill Test Quick Score Answer Form by shading in either the [A] (if the candidate has no B marks) or [B] column corresponding to each numbered step from the Observer's Skill task sheets – **B marks are the only marks needing to be transferred**, except in the case a candidate gets a perfect 100% on all skills, then bubble the A in line #121, or if the candidate is a NO SHOW for the test, leave all bubbles blank. **BE SURE TO USE A SHARP #2 PENCIL. Make your marks clear and dark.** Be sure to transfer the marks accurately. **The Test Observer is ultimately responsible for the accuracy of all skill step marks and the Actor bubbles and will be charged back for hours that HEADMASTER staff must use to correct mistakes made on the Quick Score Answer Forms .**
- Complete the A and B mark transfer process for each candidate who has taken a Skill Test, but only **after** they have left the test site.

## **TESTMASTER UNIVERSE (TMU)© ELECTRONIC TESTING**

- If the RN Test Observer uses TMU© electronic testing, you will be trained by your RN Test Observer on how to navigate the knowledge and skill test using TMU©. There will be "Electronic Knowledge Test Instructions" to read before the knowledge test and you will be responsible for logging the candidates in when they start their test and logging them out after they finish. You may also assist the Test Observer to transfer the RN Test Observer's "A" and "B" marks into the electronic skill test. If you have any questions regarding TMU©, please call Headmaster at 1-800-393-8664 (Monday through Friday, 8:00 a.m. to 5:00 p.m. Mountain Time) –or- 406-431-8953 on Saturday and Sunday (any time).