

# SOUTH DAKOTA TEST SITE AGREEMENT

South Dakota Health Care Association  
804 N. Western Avenue --Sioux Falls, SD 57104  
Phone# 605-339-2071

[luannseverson@sdhca.org](mailto:luannseverson@sdhca.org)

Testing Services Provided by: HEADMASTER, LLP

**\*All application materials MUST be sent to SDHCA-Attn: LuAnn Severson\***

## TEST SITE AGREEMENT 1502

### ORGANIZATION INFORMATION:

Site/Organization Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

hereinafter known as the Test Site, will allow Nurse Aide Knowledge and Skill exams to be administered at our facility, under the following guidelines for FLEXIBLE test site testing:

### We are applying to be a **FLEXIBLE** Test Site and will comply with the following guidelines:

- 1) A maximum of ten (10) candidate applications per test packet may be submitted per testing date per Test Observer.
- 2) We will complete and mail or fax this form 1502SD (Facility Agreement) and form 1503SD (Equipment List) to the South Dakota Health Care Association (SDHCA).
- 3) We will supply a HEADMASTER approved area for testing nurse aide candidates on the Knowledge and Manual skill tests. (2hrs knowledge and up to 6 hrs for individualized manual skill tests on testing day)
- 4) We will designate a licensed RN with at least one-year of long-term health care experience that is *NOT* a Director of Nursing (if our organization has this position on staff) as our primary Test Observer and have them complete the HEADMASTER Test Observer Certification Course prior to administering any tests in our organization.
- 5) We will use the HEADMASTER Knowledge and Skill tests included in the WEBETEST © software to test our candidates, each candidate with a different Knowledge and Skill test.
- 6) Since they will be our employees or residents, we will assume all liability for test candidates, Resident Actors, and Test Observers used in the administration of HEADMASTER nursing aide testing in our organization.
- 7) We agree to unannounced visits by the SDHCA, and/or HEADMASTER for the purpose of observing tests in progress.

### TEST CONFIDENTIALITY AND SECURITY

As a certification test vendor, Headmaster LLP must ensure the security of knowledge and skill test items and proprietary test delivery software. Certification test events are expected to be conducted in a distraction free environment with a high degree of personal privacy. Access to the testing materials by anyone other than the Certified Test Observer is expressly prohibited unless advance written permission has been granted by Headmaster and the State oversight agency for the certification examination. Unauthorized access includes, but is not limited to, imaging or copying of any test materials before or after the exam as well as photographing, videotaping, recording via security or surveillance cameras or any other device while any Headmaster knowledge or skill testing is being conducted. To host certification test events for test candidates, you agree that no electronic recording devices will be used to record sound or video of actual test candidates, test events or any part of test administration. You agree that to allow recording of certification testing events in progress or copying any test materials without the express written consent of Headmaster and the State oversight agency may result in the loss of your test site approval, training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

**I CERTIFY THAT OUR TEST SITE IS NOT UNDER ANY SOUTH DAKOTA DEPARTMENT OF HEALTH SANCTIONS AND I HAVE READ, UNDERSTOOD AND WILL ABIDE BY THE GUIDELINES LISTED ABOVE.**

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

HEADMASTER Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_