

TENNESSEE 2019

Web E-Test Knowledge Instructions

Note to Written Test Proctor

Make sure that you have positioned yourself in “line of sight” to all computer screens. This instruction sheet is to be read aloud to all candidates before beginning the knowledge portion of computer exam. Books, Cell phones, personal items, hooded apparel, watches, smart watches, fitness monitors and any other form of electronic devices are prohibited during testing. If a candidate walks in with personal items or an electronic device remind the candidate to remove the device and place in the off position. The device or personal items must be placed by the back door and picked up on their way out.

A copy of the “Knowledge Test Instructions” is to be placed by each **Knowledge test station along with scrap paper**, so the candidate may follow along and then refer back to these directions during their computer knowledge exam

To Be Read to the Testing Candidates Prior to the Knowledge Test

Welcome to your Knowledge Test

No outside assistance of any type is permitted on the knowledge test. Personal items, cell phones, watches, smart watches, fitness monitors and any other form of electronic devices are prohibited during your knowledge testing.

Anyone caught with these items or accessing outside assistance will be asked to leave the test site, forfeit their testing fee and their test will not be graded. You will not be permitted test for a period of six months and reported to the Tennessee Department of Health.

You will be completing your exam on the computer. Look at your screen and enter the following information into the correct fields. Your identification number is your social security number. The Knowledge test proctor will inform you of the facility number and packet number that will be needed. After entering this information please select the warm up.

During the warm up all the answers should be marked true. Please read each scenario to learn how the testing process works. The proctor CAN NOT answer questions once the test has started so if you have any questions ask them now. After you are finished with the warm up, **exit out of that screen ONLY.**

Log in to start your test and verify that your name appears at the top of the test. If your log in does not work, quietly tell the knowledge proctor. If you get a verification screen, verify that all the information is correct. If there is a discrepancy, tell the Knowledge proctor before you proceed. Check the middle circle and type the name as it appears on the screen. Once you log into your test the timer will start.

DO NOT CLICK THE “STOP” BUTTON AT ANY TIME!

This is a step the Knowledge Proctor must do!

Answer all 75 questions. If you have time left, double check your answers. You will have a maximum of 90 minutes to complete the Knowledge Test. There is a timer at the top of your test to show you the time remaining.

For questions that you are unsure about, you can use the book mark feature as shown during the warm up. It will keep track of the questions marked on the bottom of the screen.

Remember, you have 90 minutes to complete your test and you will be informed when 15 minutes remain. When you are done with your exam, raise your hand to let the Knowledge proctor know you are done. They will come and log you out of your Knowledge test. Remember, the testing site, testing team and D&S Diversified are **NOT** responsible for missing personal items brought to testing. Please remember to take any personal belongings with you when you leave the testing room. Exit the room quietly.

Your test results will be available the next business day after 3pm. You can log onto the web site at hdmaster.com, click on TN in the Nurse Aide column then “On-line Test Results” under candidate forms or call D&S after 3pm for test results.