



## WISCONSIN NURSE AIDE KNOWLEDGE TEST PROCTOR (KTP) TRAINING GUIDELINES

This is an Instruction handout designed to quickly answer RN Test Observer questions regarding training Knowledge Test Proctors (KTP) in the administration of the Wisconsin Knowledge Test.

### TEST DAY

**KNOWLEDGE TEST PROCTORS SHOULD REPORT TO THE TEST SITE AT LEAST 20-30 MINUTES PRIOR TO TESTING.**

- The Knowledge Test Proctor assists the RN Test Observer in assessing the Test Site prior to administering any tests to make sure all equipment and supplies are available, the test areas are free from distractions and that the two test areas are only being used for testing.
- The KTP ensures the knowledge test area is well lighted and ventilated.
- Becomes familiar with the locations of the fire exits, rest rooms, drinking fountains etc.
- Makes sure that approximately 4 feet will separate candidates on all sides for the Knowledge Test. Up to three candidates may be taking the Knowledge Test at any one time, so as much space as possible should separate the candidates. The RN Test Observer will provide earphones/headsets for candidates who are scheduled to take an Oral Test or the test site will have earphones/headsets available. If you have oral tests, be sure you are set up for them before the oral test candidates come into the knowledge test area. With TMU© (TESTMASTER UNIVERSE) electronic testing, the controls for the oral 'player' will be on the computer screen and headphones will plug into the computer speaker/earphone jack. Instruct oral test candidates how to use the computer controls for the oral audio player.
- Make sure any pre-approved ADA accommodation is in place. The RN Test Observer will be aware of any pre-approved ADA accommodations and will help you setup for any accommodation the Wisconsin Department of Health Services (WDHS) has granted.

### WHEN CANDIDATES SIT FOR THE KNOWLEDGE TEST

- All electronic devices (cell phones, smart watches, fitness monitors, etc.) must be turned off and put in a designated area when the candidates come into the Knowledge Test Area. (Yours too!)
- You should introduce/re-introduce yourself to the candidates before beginning the knowledge test.
- You must verify each candidate's identity by asking to see the US government, non-expired, signed, photo identification they presented when they first arrived and signed in on the Examiner's Report-Form 1250. Make sure the name on the ID matches the name of the person pulled up on the knowledge test screen.
- You must ask if the candidates have any questions about the Knowledge Test Instructions they read while they were in the waiting area. You may **NOT** answer questions about the Knowledge Test itself or the content thereof. Additionally, a copy of the laminated knowledge test instructions should be placed at each TMU knowledge test station for candidate reference at any time during the exam. Specifically ask:
  1. "Do you understand the Knowledge Test is timed."
  2. "Do you know that you will have one (1) hour to complete the exam."
  3. "Do you understand that you may not have any form of an electronic device on your person while taking the knowledge test."
- The RN Test Observer WILL NOT ACCEPT candidates for testing who are visibly sick.
- Any ADA accommodations must have been requested in advance.
- An oral test is not considered an ADA accommodation
- If candidates walk into the testing room with personal items, such as coat, purse, book bag, etc., inform them that they must leave all personal items in a designated area and to not forget the item when they leave the knowledge test area.



- Cell phones, smart watches, fitness monitors and similar electronic devices must be turned off, taken off and left in the designated area to be collected when the candidate leaves the knowledge test area, once testing is finished.
- **UNDER NO CIRCUMSTANCES MAY ONE CANDIDATE'S TEST BE USED FOR ANY OTHER CANDIDATE.**
- Be organized and conduct the test efficiently and quietly.
- Use a watch or visible wall clock to accurately time the test. Allow NO MORE THAN 60 minutes for the Knowledge Test. Be sure to announce the start time and **you must announce when 15 minutes are left.** (45 minutes have elapsed)
- The KTP should circulate around the room frequently during testing a be very aware of potential cheating.
- The KTP should have a field of vision such that they can generally see what is on each candidate's TMU© screen at all times. Be aware of any candidates that are not on the TMU© question screen.
- 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 electronic device activity (phone usage - texting - wireless communication) 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, or texting (your cell phone off - must at least be in airplane mode!!), eating, or reading books and newspapers.
- Be certain that ALL TESTING MATERIALS are collected. ***This includes any scratch paper used during the test. Be aware of any candidate using scratch paper!***
- If a candidate requests an Oral Test the questions will be on the TMU© computer/tablet screen as well as read to the candidate through the use of an electronic audio player through earphones/headsets connected to the computer.
- As candidates finish with the Knowledge Test they should quietly alert you so you can log them out of the knowledge test on the computer. Be sure to quietly direct them to the Waiting Area, to either wait for their Skill Test turn or, if they are finished with both components of the exam, the candidate may leave the test site.