

# Massachusetts MAP Transcription Task Instructions

**Introduce/re-introduce yourself.**

**Read these instructions out loud as the candidates follow along.  
Must be read word for word for the group of transcription candidates.**

Welcome to your transcription demonstration test.

I do not judge or evaluate your performance. I will be observing and recording the parts that you complete on your transcription demonstration test. D&S Diversified Technologies staff in Findlay, OH, will officially score your test. I do not decide whether or not you have passed or failed.

You must actually perform and demonstrate every part of your transcription demonstration task. You will have 15 minutes to complete the task. You will use the Health Care Provider order to discontinue a medication and correctly transcribe the start of a new medication onto a provided medication sheet.

Please double check your test number, your preprinted name and your test ID when I hand out the test materials to be sure that all match and are correct. If there is an error quietly inform the Test Proctor

The transcription demonstration task has a scenario, which is printed under the General Instructions on your laminated test booklet cover sheet.

When you finish the transcription task, quietly raise your hand and I'll collect ALL your testing materials.

Any time during your transcription demonstration, until you run out of time or tell me you are finished, **you may repeat or correct any part** that you believe you transcribed incorrectly.

I cannot answer any questions once we begin the test. Do you have any questions now?

---

**\*\*\*RN TESTER --- REMINDER TO READ INSTRUCTIONS WORD-for-WORD\*\*\***

Before handing out the personalized medication sheets with each candidate's name printed legibly BY YOU on the bottom (like the day before the test event started) read the above provided instructions word-for-word.

After answering all candidate questions, give the candidates their laminated data sheets (correct test booklet) that correlates to their personalized medication sheet. Record the start time, start the timer and be vigilante for all cheating possibilities. Your obvious attention to the test takers is the biggest deterrent to cheating.