Knowledge Exam Instructions

These instructions are to be placed in the common area so **all** candidates can read them before entering the knowledge test area.

A laminated copy is to be placed by each knowledge test station so the candidate may refer back to these directions during their knowledge exam.

You cannot leave the knowledge testing area/room until you finish your knowledge exam. Please remember to use the restroom before entering the testing rooms if needed.

Cell phones, smart watches, fitness monitors, Bluetooth-connected devices, or any other electronic devices (tablet, laptop, iPod, etc.) **MUST BE TURNED OFF** and are not allowed to be used or near or on your person (in pockets, on wrist, etc.) during testing. All personal belongings need to be placed in the designated area inside the testing room. Devices and personal belongings must be collected when you leave the test area after completing an exam component.

Anyone using an unapproved electronic device (texting/Google searching/etc.) or any other form of cheating during testing will be asked to leave the test site, forfeit all testing fees, have their exam scored as a failed test attempt, and be reported to their training program and the Washington D.C. Board of Nursing (DC HEALTH-BON)

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Exam starts.

You will have **60 minutes** to complete your exam. The multiple-choice questions will be presented one at a time on the computer screen, and you will select answer A, B, C, or D for each question. You can navigate through the exam questions using the previous and next buttons. Please refer to the time at the top of the screen for the remaining time. The remote Proctor will announce when 15 minutes are remaining.

- Scratch paper and calculators **are not allowed**.
- Foreign language word-for-word translation dictionaries, translators, electronic dictionaries, and non-approved language translators **are not allowed**.
- If you have requested (and paid for) an AUDIO version of the Knowledge Exam, the KTP will provide you with, or you will need to have wired headphones/earbuds (***Bluetooth-connected devices are not allowed***) that plug into the computer.

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double-check all your answers. Then, quietly alert the KTP that you are finished.

The KTP **MUST COME TO YOU**, ensure all questions are answered, and then log you out of the exam.

DO NOT PRESS THE 'End Exam' BUTTON AT ANY TIME!
The KTP must assist you with ending the exam.

Once the test ends, the KTP will direct you to your next area.

Pick up any of your personal belongings as you quietly exit the room.