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Knowledge Test Proctor (KTP) Training Guidelines

This is an instructional handout designed to quickly answer Testing Service Business Entity-RN Test Observer questions regarding the training and certification of Knowledge Test Proctors (KTPs) in the administration of the Knowledge Test.

BECOMING A KNOWLEDGE TEST PROCTOR (KTP):

You will need to fill out the **Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement**. The TASE-RN Test Observer you will work with can provide the link to the agreement form.

To become a Knowledge Test Proctor (KTP), an individual must receive these instructions from a certified TASE-RN Test Observer as assigned by a TASE or directly from D&SDT-HEADMASTER staff in some situations, and certify that they received and understand these instructions. The individual must be trained using the included state-approved materials. The KTP would have/should have filled out and signed a TASE-RN Test Observer-generated application. The individual must also meet the criteria listed below. After completing these tasks, the person may then serve as a KTP. These guidelines will be given to KTPs for their continued review.

Please contact D&SDT-HEADMASTER at (800) 393-8664, (877) 851-2355, or (888) 401-0462 with any questions at any time.

WHO CAN BE A KTP?

To qualify as a KTP, the KTP must meet the following criteria:

1. KTPs need to understand that they are not eligible to sit for the State competency test for six (6) months (12 months in Oregon) from the date that they last worked as a KTP.
2. KTPs must be of legal working age in the State where they are working. Minors must also have a work permit where required by State law.
3. KTPs must be trained and certified with these state-approved materials.
4. KTPs must attest to abide by the KTP Training Affidavit and Confidentiality/Nondisclosure Agreement.
5. A KTP may **NOT** be a Nurse Aide or Medication Aide/Assistant test candidate who has not tested.
6. A KTP may **NOT** be a student in any Nurse Aide or Medication Aide/Assistant training program or other competency examination training program where testing is being administered.
7. A KTP may **NOT** be an instructor of the Nurse Aide or Medication Aide/Assistant Test Candidates being tested.
8. KTPs can be registry active Nurse Aides or Medication Aides/Assistants, testing team family members, volunteers, etc.

COMPENSATION FOR BEING A KNOWLEDGE TEST PROCTOR:

KTPs may be volunteers. For non-volunteer KTPs, the TASE should pay KTPs an agreed-upon remuneration for assisting with the administration of a Knowledge test, at the rate agreed upon by both parties. TASE-RN Test Observers must include the KTP's name for the test events the KTP participates in so D&SDT-HEADMASTER staff can contact them for test dispute investigations when needed.

TEST DAY:

Knowledge Test Proctors should report to the Test Site at least 30-45 minutes prior to testing.

- The Knowledge Test Proctor will assist the TASE-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 the two test areas (knowledge test room and skills lab, if applicable) are only being used for testing.
- The KTP ensures the knowledge test area is well-lit and ventilated.
- Become familiar with the locations of the fire exits, restrooms, drinking fountains, etc.
- Make sure that candidates are separated by approximately 4 feet on all sides for the Knowledge Test. Four or more candidates may take the Knowledge Test at any one time, so separate candidates as much as possible.
- ***ONLY IF APPLICABLE FOR THE STATE YOU ARE TESTING IN:*** **AUDIO VERSION OF THE KNOWLEDGE TEST:** **Wired** earbuds/headsets that plug into the computer must be provided for candidates who are scheduled to take an Audio version of the Knowledge Test. Some test sites will have earbuds/headsets available. The test team is responsible for ensuring proper equipment is available and working.
  - If there are audio versions of the Knowledge Test, be sure to set them up before the audio test candidates come into the knowledge test area.
  - The audio 'player' controls will be on the computer screen, and wired earbuds/headsets will plug into the computer speaker/earphone jack (Bluetooth-connected devices are not allowed).
- Make sure any pre-approved ADA accommodations are in place. The TASE-RN Test Observer will be aware of any pre-approved ADA accommodations and will help the KTP set up for any accommodation that D&SDT-HEADMASTER and/or the State agency has granted.

WHEN CANDIDATES SIT FOR THE KNOWLEDGE TEST:

1. You will be provided with a Knowledge Test Checklist (provided by the TASE-RN Test Observer) that needs to be followed step-by-step for every knowledge test event administered.
2. Make sure to place the Knowledge Test Instructions (provided by the TASE-RN Test Observer) in the waiting area for candidates to read before going into the knowledge test room and between each workstation for candidates to refer to during testing if needed.
3. All electronic devices (cell phones, smart watches, fitness monitors, Bluetooth-connected devices, etc.) must be turned off and put in a designated area (an example would be the front of the room by the door) when the candidates come into the Knowledge Test Area. (KTP's cell phones must be silenced also!)
4. If candidates walk into the testing room with personal items, such as a coat, purse, book bag, etc., inform them that they must leave all personal items in the designated area and not forget them when leaving the knowledge test area.
5. You should introduce/re-introduce yourself to the candidates before beginning the knowledge test.
6. You must verify each candidate's identity by asking to see the US government, non-expired, signed, photo identification they presented to the TASE-RN Test Observer when they first arrived and checked in on the check-in sheet provided to you by the TASE-RN Test Observer.
7. Make sure the name on the ID matches the name of the person pulled up on the knowledge test screen.
8. You must ask the candidates if they 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, as stated above, place a copy of the Knowledge Test Instructions at each Knowledge Test station for candidates to reference at any time during the exam.

9. ***Specifically ask:***

    1. "Do you understand the Knowledge Test is timed?"
    2. "Do you know that you will have _____ (State allowed) minutes to complete the knowledge exam?"
    3. "Do you understand that you may not have any form of electronic device on your person while taking the knowledge test?"

- ***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 _____ (State allowed) minutes for the Knowledge Test.
- Be sure to announce the start time; you **must announce when 15 minutes are left.**
- You should circulate around the room frequently during testing to be very aware of potential cheating.
- You should have a field of vision such that you can generally see what is on each candidate's computer screen at all times. Watch for any candidates who are not on the TMU knowledge test question screens.
- 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 (navigating to other browsers, phone usage, texting, wireless, Bluetooth communication, smartwatches, smart pens or glasses, or any other wearable technology) takes place during testing.
- You should never engage in any activity that would divert your attention from the candidates or behave in a manner that would distract the candidates, such as talking to others, texting (your cell phone must be 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 State-specific allowed scratch paper or basic calculator (both provided by KTP to candidates) used during the test for the state you are testing in. Be aware of any candidates using scratch paper!***
- If a candidate requests an Audio version of the Knowledge Test, the questions will be on the computer/tablet screen as well as read to the candidate through the wired (no Bluetooth-connected devices are allowed) earbuds/headsets connected (plugged in) to the computer.
- As candidates finish their knowledge test, they should quietly alert you so you can log them out of the knowledge test on the computer or quietly bring you their scratch paper and basic calculator, if allowed. Quietly direct them to the waiting area to wait for their Skill Test turn or, if they have finished both components of the exam, to leave the test site.
- NEVER interrupt the TASE-RN Observer when a skill test is in process unless it is an extreme emergency. If you have concerns or issues signing candidates into their test, issues with an audio exam, issues with a computer, issues with a candidate's ID, etc., ***please contact D&SDT-HEADMASTER at:***

During regular business hours, Monday through Friday, excluding holidays, from 8:00AM-7:00PM ET/7:00AM-6:00PM CT/6:00AM-5:00PM MT/5:00AM-4:00PM PT at (800) 393-8664, (877) 851-2355, or (888) 401-0462.

The TASE-RN Test Observer will provide you with the D&SDT-HEADMASTER on-call numbers for assistance during testing. Do not share the on-call numbers with candidates, test sites, or other parties; they are for testing teams only.