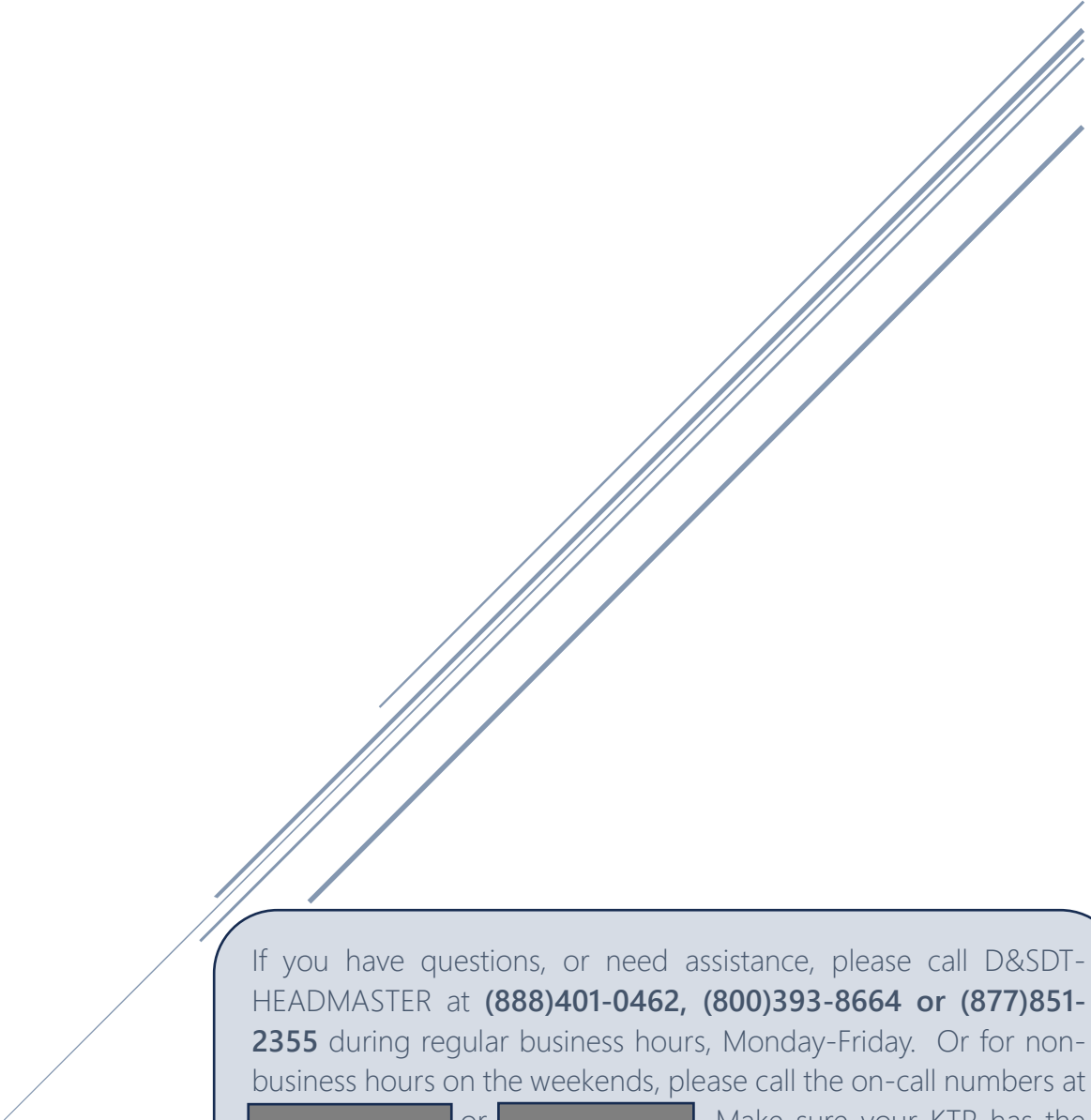


# TASE/RN TEST OBSERVER Navigating TestMaster Universe (TMU©)

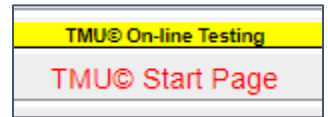
Test Administration Services (TASE) | RN Test Observer  
Instructions for Navigating TMU©



If you have questions, or need assistance, please call D&SDT-HEADMASTER at **(888)401-0462, (800)393-8664 or (877)851-2355** during regular business hours, Monday-Friday. Or for non-business hours on the weekends, please call the on-call numbers at **[REDACTED]** or **[REDACTED]**. Make sure your KTP has the numbers should they need assistance with the Knowledge Exam administration. (Please do not share the on-call numbers with candidates or test sites, it is for testing teams only.)

Go to D&SDT-Headmaster's website [www.hdmaster.com](http://www.hdmaster.com)

Click on your state- and then click on the TMU© Start Page button:



D&S Diversified Technologies LLP  
Headmaster LLP

Innovative, quality technology solutions throughout the United States since 1985

Welcome Wyoming, Kentucky and Idaho Medication Aide.

Tell Us How We Did

Please be aware that D&SDT-HEADMASTER is NOT affiliated with NOR do we endorse any FACETS HEALTH CARE training materials.

Licensing/Certification	Software	Hardware/Networking
<p><b>Nurse Aide</b></p> <ul style="list-style-type: none"> <li>ARIZONA CNA</li> <li>ARKANSAS CNA</li> <li>CALIFORNIA CNA</li> <li>KENTUCKY SRNA</li> <li>MASSACHUSETTS CNA</li> <li>MICHIGAN CNA</li> <li>MINNESOTA CNA</li> <li>MISSOURI CNA</li> <li>MONTANA CNA</li> <li>NEW JERSEY CNA SKILLS</li> <li>NORTH DAKOTA CNA</li> <li>OHIO STNA</li> <li>OKLAHOMA LTC / HHA (Owning)</li> <li>OREGON CNA</li> <li>SOUTH DAKOTA CNA</li> <li>TENNESSEE CNA</li> <li>UTAH CNA</li> <li>WISCONSIN CNA</li> <li>WYOMING CNA</li> </ul> <p><b>Fluid Intake Cups</b></p> <ul style="list-style-type: none"> <li>Fluid Intake Cup Order Form</li> <li>Sample CNA/STNA Training Reports</li> </ul>	<p><b>Medication Assistant</b></p> <ul style="list-style-type: none"> <li>ARIZONA CMA</li> <li>ARKANSAS MA-C</li> <li>IDAHO MA-C</li> <li>MASSACHUSETTS MAP TESTING &amp; REGISTRY</li> <li>MONTANA MA &amp; II</li> <li>OHIO MA-C</li> <li>OKLAHOMA MA</li> <li>OREGON CNA</li> <li>TENNESSEE MA-C</li> </ul> <p><b>CNA</b></p> <ul style="list-style-type: none"> <li>OHIO LEAD</li> <li>General X-Ray Machine Operator</li> </ul> <p><b>Facility Administrator</b></p> <ul style="list-style-type: none"> <li>OHIO</li> </ul> <p><b>Business Entities Providing Test Administration Services</b></p> <ul style="list-style-type: none"> <li>Test Administration Services</li> </ul>	<p><b>Assisted Living</b></p> <ul style="list-style-type: none"> <li>Arizona Assisted Living Caregiver</li> <li>Arizona Assisted Living Manager</li> </ul> <p><b>Iowa Testing</b></p> <ul style="list-style-type: none"> <li>Iowa Direct Care Professionals</li> <li>LPN/RN Refresher Training</li> </ul> <p><b>On-line Testing</b></p> <p>WebTest ©, one of our web-based software packages, is used in conjunction with TestMaster® to register candidates, deliver content, and submit exam results to regulatory agencies and registries for these on-line testing clients: <a href="#">Ohio DSHS</a>, <a href="#">Iowa</a>, <a href="#">North Dakota</a>, <a href="#">Montana</a>, <a href="#">Tennessee</a>, <a href="#">Ohio Lead</a>, <a href="#">Oklahoma Insulin</a>, <a href="#">Oklahoma Med Aide</a>, <a href="#">Oklahoma LTC - HHA</a>, <a href="#">New Jersey CNA</a>, <a href="#">Idaho AL Fac Admin</a>, <a href="#">Bela</a></p> <p><b>ADA Accommodations</b></p> <ul style="list-style-type: none"> <li>ADA Accommodation Form 1404</li> </ul> <p>Fill out the ADA Request and attach with the required documentation to an email and then refer to instructions on Request Form for email address.</p> <p><b>Test Review Requests</b></p> <ul style="list-style-type: none"> <li>Test Review Request Form 1403 (Fill online and submit.)</li> </ul>

Or, you can go to your state's TMU© URL. (Example for Arizona: [az.tmutest.com](http://az.tmutest.com))

This is the TMU© main page:

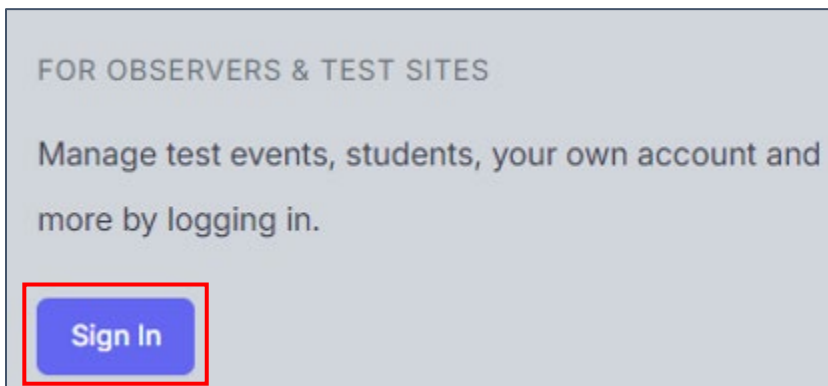
TMU DEMO

Sign In

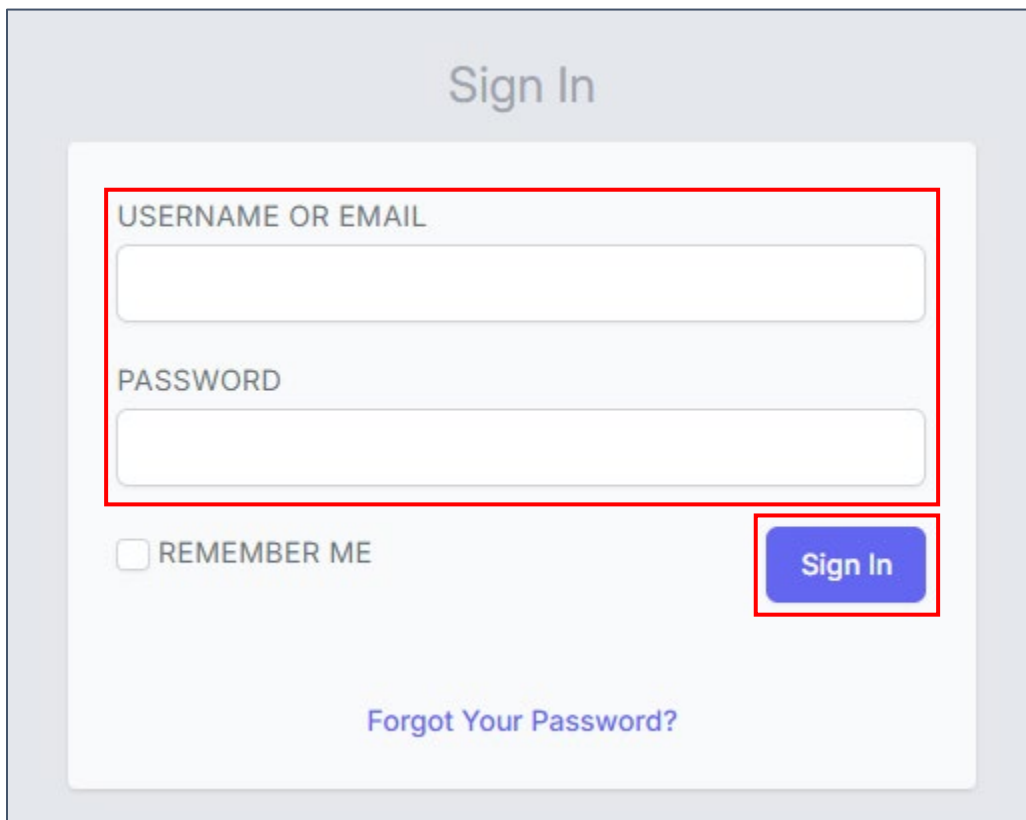
How can we help you today?

<p>Available Test Dates</p>	<p>Search Demo Registry</p>	<p>Read FAQ</p>
<p>FOR OBSERVERS &amp; TEST SITES</p> <p>Manage test events, students, your own account and more by logging in.</p> <p>Sign In</p>	<p>FOR INSTRUCTORS &amp; TRAINING PROGRAMS</p> <p>Create and edit records, manage trainings and schedule your students.</p> <p>Sign In</p>	<p>FOR EMPLOYERS</p> <p>Sign in to verify records, manage your account and make changes.</p> <p>Sign In</p>

Click on **Sign In** under 'For Observers and Test Sites'



Enter your USERNAME or EMAIL and PASSWORD and click **Sign In**:

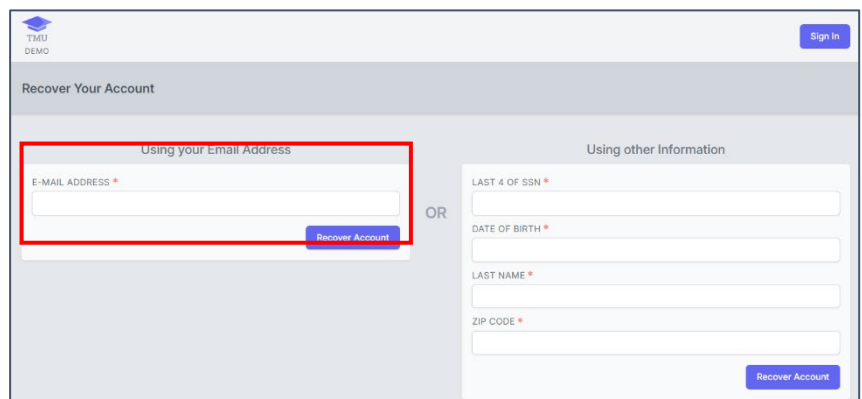


If you do not remember your Password, click on '[Forgot Your Password?](#)'

Enter your email address and click **Recover Account**

An email with the reset link will be sent to your email. Make sure you check your junk/spam.

Enter your new password and confirm it.



Once you are signed in to your TMU© account, you will see any events happening today or upcoming events.

Click on **Details** to get to the test event screen-

The screenshot shows the TMU DEMO user interface. At the top, there is a navigation bar with 'TMU DEMO' on the left and 'Events', 'Pay History', and 'Profile' in the center. A user profile icon labeled 'Fantastic' is on the right. Below the navigation bar, a welcome message 'Welcome, Fantastic!' is displayed. A green notification bar indicates 'Logged in as Observer Fantastic Observer'. A 'Navigate' sidebar on the left contains links for 'Inbox', 'Event List', 'Event Calendar', and 'Your Profile'. The main content area is titled 'Happening Today' and shows 'No test events happening today.' with a 'Browse All Events' button. Below this is an 'Upcoming Events' section containing a table with one event. The 'Details' button for this event is highlighted with a red box.

DATE	TEST SITE	OFFERED		
01/31/2024 8:00 AM MST	Fantastic Test Site (TS) memphis, TN	Knowledge Nurse Aide Skill Nurse Aide	1 Scheduled	<a href="#">Details</a>

## Printing of the Examiner's Report (Sign In Sheet/1250)

Printing of the Examiner's Report (Sign In Sheet/1250) is not required, but is helpful for knowing which candidates are in the test event. We recommend printing a copy for your Knowledge Test Proctor (if you administer the knowledge and skills exams together) so they have a list of the candidates for the knowledge exam.

Click on **Actions** and then on **Print 1250**:

The screenshot displays the TMU DEMO user interface. At the top, there are navigation links for 'Events', 'Pay History', and 'Profile', along with a user profile icon labeled 'Fantastic'. The main content area shows the details for 'Event #214 Regional' on 01/31/2024 at 8:00 AM MST. A yellow banner indicates that the system is 'Locked' and scheduling functions are disabled. Below this, there are dropdown menus for 'EVENT DISCIPLINE' (Nurse Aide) and 'LOCATION' (Fantastic Test Site (TS)). There are also input fields for 'OBSERVER', 'PROCTOR', and 'ACTOR', all currently set to 'Observer filling in'. The 'Date & Time' section shows the event date and time, with a note that the start time is in the Mountain timezone. The 'Location' section provides the address: 123 6 st, memphis, TN 12543. The 'Event Options' section includes checkboxes for 'THIS IS A REGIONAL EVENT' (checked), 'THIS IS A PAPER EVENT', 'OBSERVER IS MENTORING THIS EVENT', and 'OBSERVER IS NOT PAID FOR THIS EVENT'. A red box highlights the 'Actions' dropdown menu, which is open, showing options: 'Walk In (CNA K)', 'Walk In (CNA S)', 'Unlock', 'Print Skills', 'Print 1250' (highlighted with a red box), and 'Mass Notification'. The 'Print 1250' option is the target of the instruction.

## This is the Examiner's Report (Sign In Sheet/1250):

<b>Demo Examiner's Report - Nurse Aide</b>										
Event ID: 214										
-----										
FANTASTIC TEST SITE (TS)				Phone #1 : (263) 876-9876						
123 6 ST				Phone #2 :						
MEMPHIS TN, 12543				Fax # :						
<b>Test Administrator</b>				Testing Date/Time ---> 01/31/2024 8:00 AM MST						
Fantastic Observer				*****						
3520 30th Avenue				<b>These materials are the property of HEADMASTER.</b>						
Kenosha, WI				<b>Unauthorized use or distribution of the content</b>						
				<b>is prohibited. If found, please call</b>						
				<b>800-393-8664 for return instructions.</b>						
				*****						
<b>Candidate Information</b>		<b>Signature</b>		<b>ORL</b>	<b>ADA</b>	<b>Written</b>	<b>Skill</b>	<b>Photo</b>	<b>ID</b>	<b>Confirm</b>
-----		-----		-----	-----	-----	-----	-----	-----	-----
Bean, Jelly						4	22	Yes - No	NS - RE	
(406) 358-6355 Bend										
jelly@gmail.com										
<hr/>										
Irregularities Report:		(Candidate name and irregularity)								
<hr/>										
<hr/>										
<hr/>										
<hr/>										
<hr/>										

Occasionally, an audio version of the knowledge exam or ADA accommodation will have been requested for a candidate and will be indicated on the TMU© screen when you open tests and also on the Examiner's Report (Form 1250) to the right of the candidate's name. If this is the case and D&SDT-HEADMASTER staff have not advised you of a candidate's preapproved ADA accommodation, call the D&SDT-HEADMASTER office immediately for the required information to properly administer the preapproved accommodations at (800)393-8664, (877)851-2355 or (888)401-0462. RN Test Observers may not approve accommodations on site.

- All ADA Accommodations must be approved by D&SDT-HEADMASTER and/or State agency prior to the candidate's exam date.
- If a candidate has selected an audio exam, you will need to supply the candidate with wired headphones/earbuds to connect to the computer in order for the candidate to listen to the knowledge test questions. Headphones or earbuds should be part of your Test Kit.

## AUDIO VERSION OF THE KNOWLEDGE EXAM

When a candidate has an Audio Version of the Knowledge exam, you will see this note when you check and open your test events in TMU©:

Event #30075 Regional  
02/19/2024 8:00 AM CST

Event Tests Files

Certified Nurse Aide KNOWLEDGE

NAME	CONTACT	TESTFORM
1 Madisyn Marie Scheduled	[REDACTED]	#14

Audio Test

## ADA ACCOMMODATION

You will see the following message when a candidate has an ADA accommodation when you check and open your test events in TMU©:

Event #29449 Flighted Closed  
02/22/2024 9:15 AM CST

ADA Student Martin, Ashley has an ADA which might affect their test. Please double check.

Event Tests Flights Files

Certified Nurse Aide SKILL

NAME	CONTACT	SKILLTEST
1 Ashley Scheduled	[REDACTED]	#7

✓ Skill Ada - ETS

Extended Time Skill - Extends time by 15 minutes  
Extended Time Skill - extends time by 15 minutes

Pop-up message when you click on the Skill Ada-ETS.

There are several other possible ADAs that may be approved, and the pop-up note will describe the accommodation(s) being granted.

***For the knowledge test:*** TMU© automatically adds the extra knowledge test time.

***For the skills test:*** you would allow the approved extra time when the candidate takes their skills test.

The printed version of the Examiner's Report (1250) with an Audio and with an ADA:

AUDIO:

Examiner's Report - Certified Nurse Aide  
Event ID: 30075

-----

[Redacted] (TS) Phone #1 : [Redacted]  
[Redacted] Phone #2 :  
[Redacted] Fax # :

Test Administrator Testing Date/Time ---> 02/19/2024 8:00 AM CST  
[Redacted]

\*\*\*\*\*  
These materials are the property of HEADMASTER.  
Unauthorized use or distribution of the content  
is prohibited. If found, please call  
800-393-8664 for return instructions.  
\*\*\*\*\*

Candidate Information Signature ORL ADA Written Skill Photo ID Confirm  
-----

[Redacted] Madisyn Marie Y 14 Yes - No NS - RE  
[Redacted]

ADA Accommodation:

Examiner's Report - Certified Nurse Aide  
Event ID: 29449

-----

[Redacted] (TS) Phone #1 : [Redacted]  
[Redacted] Phone #2 :  
[Redacted] Fax # :

Test Administrator Testing Date/Time ---> 02/22/2024 9:15 AM CST  
[Redacted]

\*\*\*\*\*  
These materials are the property of HEADMASTER.  
Unauthorized use or distribution of the content  
is prohibited. If found, please call  
800-393-8664 for return instructions.  
\*\*\*\*\*

Candidate Information Signature ORL ADA Written Skill Photo ID Confirm  
-----

[Redacted] Ashley ETW 7 Yes - No NS - RE  
[Redacted] ETS



## Sending Mass Notification Reminder Emails to Candidates

You can send Mass Notification Reminder Emails to candidates the night before a Test Event to remind them of ID and Attire requirements, etc. This is also used for Remotely Proctored Knowledge Test Events to email candidates with their video conferencing link, etc., to take their remotely proctored knowledge exam.

Click on **Actions** and then on **Mass Notification**:

The screenshot shows the TMU DEMO interface for an event. The top navigation bar includes 'TMU DEMO', 'Events', 'Pay History', and 'Profile'. The user is logged in as 'Fantastic'. The event details are as follows:

- Event #214 Regional**
- Event Discipline:** Nurse Aide
- Location:** Fantastic Test Site (TS)
- Date & Time:** 01/31/2024 8:00 AM MST
- Location Address:** 123 6 st, memphis, TN 12543
- Event Options:**
  - THIS IS A REGIONAL EVENT
  - THIS IS A PAPER EVENT
  - OBSERVER IS MENTORING THIS EVENT
  - OBSERVER IS NOT PAID FOR THIS EVENT

A yellow banner at the top of the event details section states: **Locked** Scheduling and other functions have been disabled.

The 'Actions' dropdown menu is open, showing the following options:

- Walk In (CNA K)
- Walk In (CNA S)
- Unlock
- Print Skills
- Print 1250
- Mass Notification** (highlighted with a red box)

The 'Actions' dropdown menu is also visible at the bottom of the page.

1. Put checkmarks in all **NOTIFICATION** boxes.
2. Type in the **SUBJECT**.
3. Type in the **MESSAGE**.
4. Click **SEND MESSAGE**.

**SUBJECT**

USERNAME AND PASSWORD FOR TESTING

**MESSAGE**

REMINDER: Please remember to bring your USERNAME (or EMAIL) and PASSWORD to your test event to sign in to your record to take your knowledge exam.

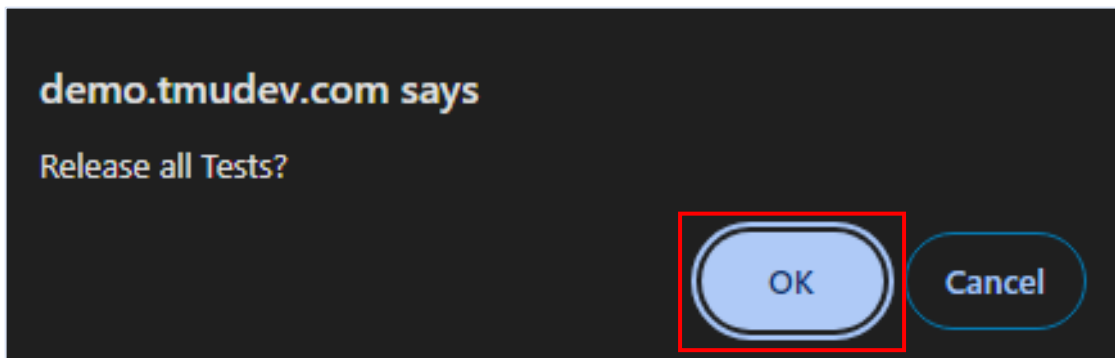
THANK YOU!

INTERNAL NOTIFICATION  
 EMAIL  
 TEXT MESSAGE

Send Message

On the day of the test event, you will click on **Release Tests** to start the test event.

You will get a pop-up, click **OK**:



You will receive the **Start Code** for the test event at the top of the screen. You will need to provide the **Start Code** to your KTP, and it will be provided to the candidates to start their knowledge exams.

The screenshot displays the TMU DEMO interface for editing an event. At the top, navigation links include 'Events', 'Pay History', and 'Profile'. The user 'Fantastic' is logged in. The event is 'Event #214 Regional' on 01/29/2024 at 12:00 PM MST. A green notification bar states 'Event Tests Released.' and a blue bar shows 'Start Code is 1008'. A yellow warning bar indicates 'Locked Scheduling and other functions have been disabled'. The event details form includes:

- EVENT DISCIPLINE:** Nurse Aide
- LOCATION:** Fantastic Test Site (TS)
- OBSERVER:** Observer, Fantastic
- PROCTOR:** Observer filling in
- ACTOR:** Observer filling in
- Date & Time:** 01/29/2024 12:00 PM (Note: The start time for this event is in the Mountain timezone.)
- Location:** Fantastic Test Site (TS), 123 6 st, memphis, TN 12543
- Event Options:**
  - THIS IS A REGIONAL EVENT
  - THIS IS A PAPER EVENT
  - OBSERVER IS MENTORING THIS EVENT
  - OBSERVER IS NOT PAID FOR THIS EVENT

An 'Actions' dropdown menu is located at the bottom right of the form.

Candidates will need their Username or Email and Password to take their knowledge exam.

Click on **Tests**:

Home > Events > Edit

Event #214 Regional  
01/29/2024 12:00 PM MST

Event Tests Released.

Start Code is 1008

Event Tests Files

Nurse Aide KNOWLEDGE

	NAME	CONTACT	TESTFORM
1	Bean, Jelly Pending	(406) 358-6355 jelly@gmail.com	#4
2			
3			

Schedule Walk In

Nurse Aide SKILL

	NAME	CONTACT	SKILLTEST
1	Bean, Jelly Pending	(406) 358-6355 jelly@gmail.com	#22
2			
3			

Begin Test

Actions

- Confirmation Page
- Resend Confirmation
- Change Password

If a candidate cannot remember their Username or Email and Password, you can change the candidate's Password to a temporary one for the test event. You can find the candidate's email in the **Tests** by clicking on **Actions** to the right of the candidate's name, and clicking on **Change Password** to change their Password to a temporary one.

Enter a temporary Password, confirm temporary Password and click on **Update Password**.

TMU DEMO

Events Pay History Profile

Home > Students > Change Password

Change Password - Bean, Jelly

USERNAME  
jbean

EMAIL  
jelly@gmail.com

NEW PASSWORD

CONFIRM NEW PASSWORD

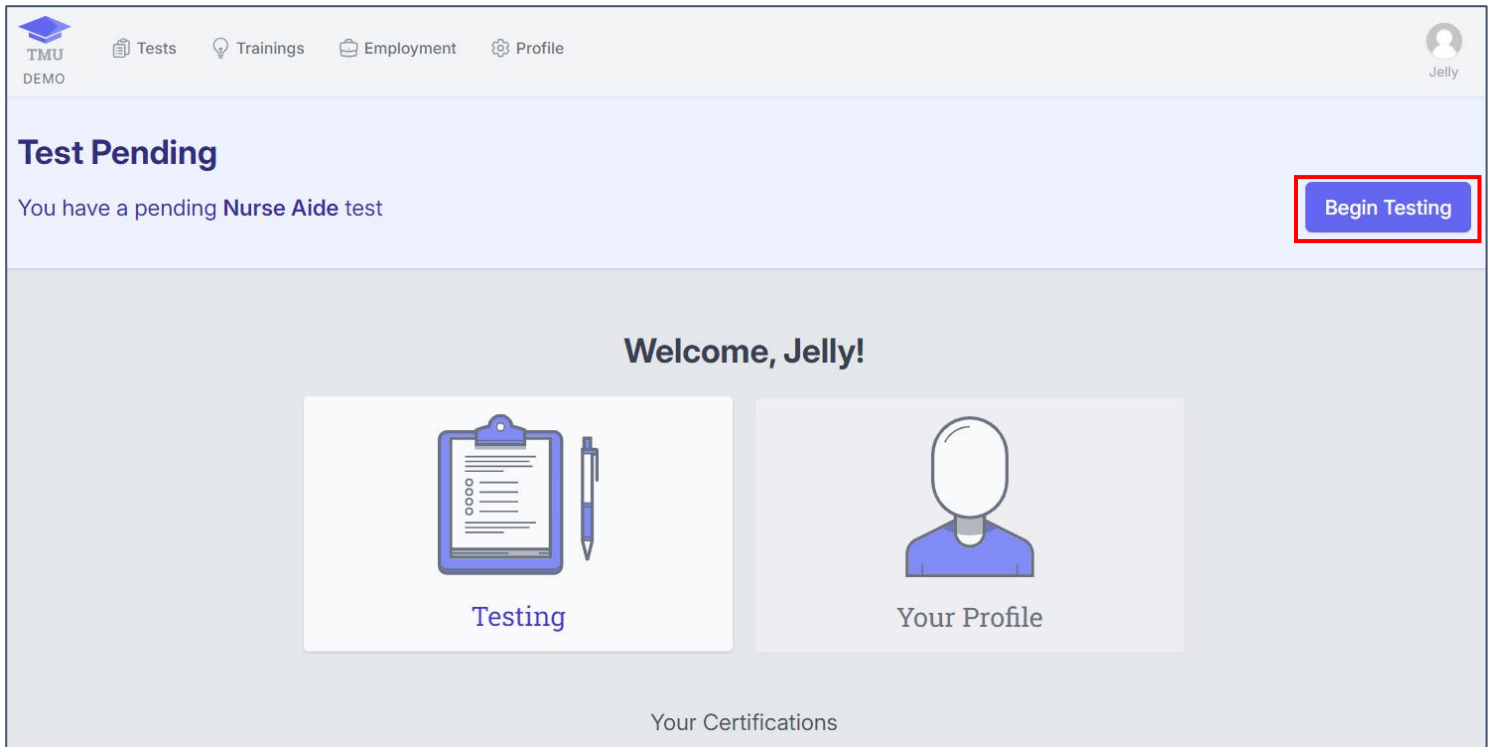
Leave blank to keep password the same

Update Password

## SIGNING CANDIDATES INTO AND ADMINISTERING THE KNOWLEDGE EXAM

Each candidate will sign in to their own TMU© account to take their Knowledge Exam. They will need their Username or Email and Password. (If a candidate does not remember their Username or Email and/or Password, please see instructions on page 8.)

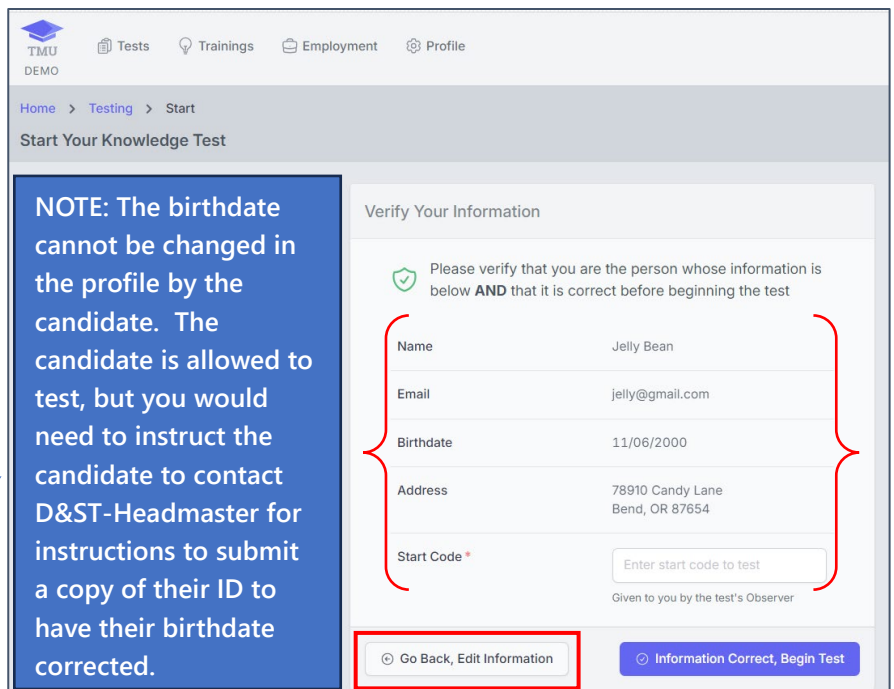
The following screen shots and instructions are from within a candidate's account. Have the candidate click on **Begin Testing**.



Candidates will need to verify their demographic information.

- ▶ If there are any corrections that need to be made, have the candidate click on **Go Back, Edit Information**.
- ▶ The candidate's account will open and they can correct the information needed and click on **Save Changes** and then **Begin Testing** again.
- ▶ See note, each state has a Demographic Change/Update Request Form in TMU© that candidates will be directed by D&SOT-Headmaster staff to complete to submit their ID documents, we won't be accepting ID documentation via email anymore.

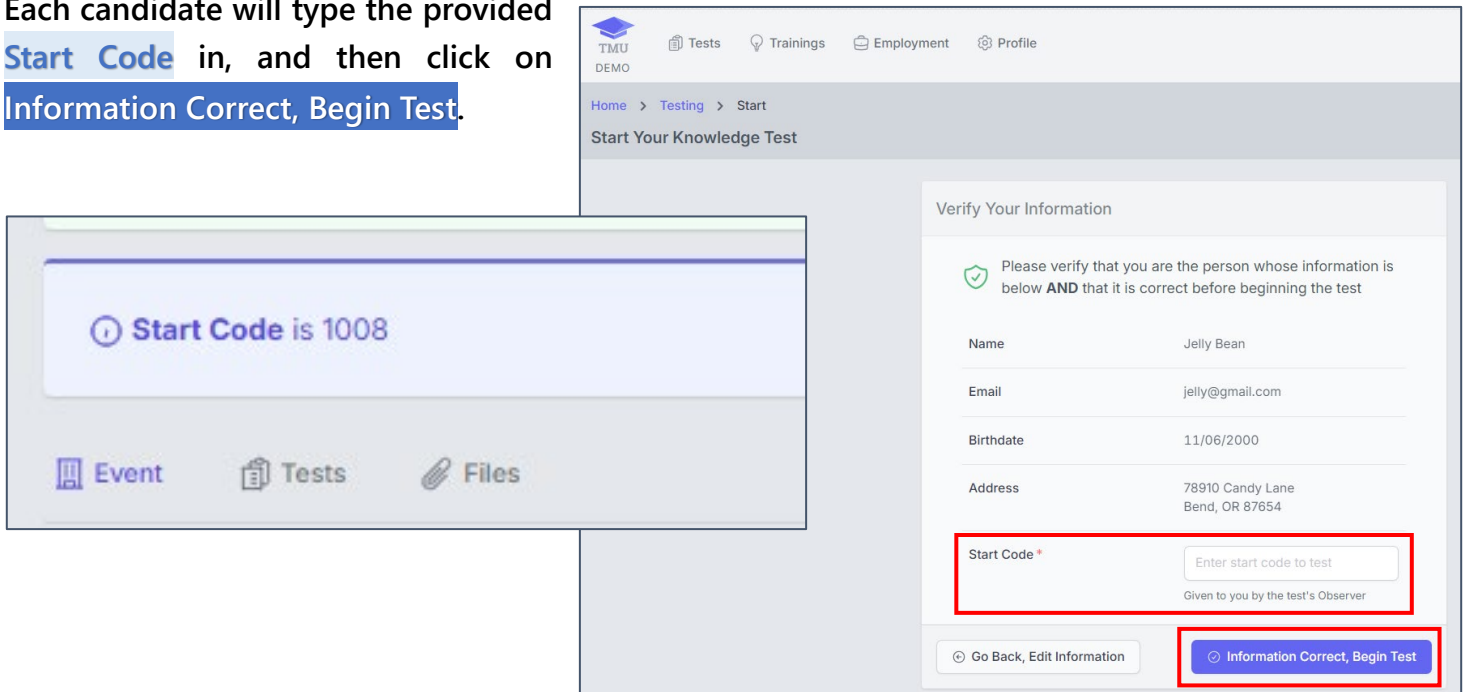
**NOTE:** The birthdate cannot be changed in the profile by the candidate. The candidate is allowed to test, but you would need to instruct the candidate to contact D&ST-Headmaster for instructions to submit a copy of their ID to have their birthdate corrected.



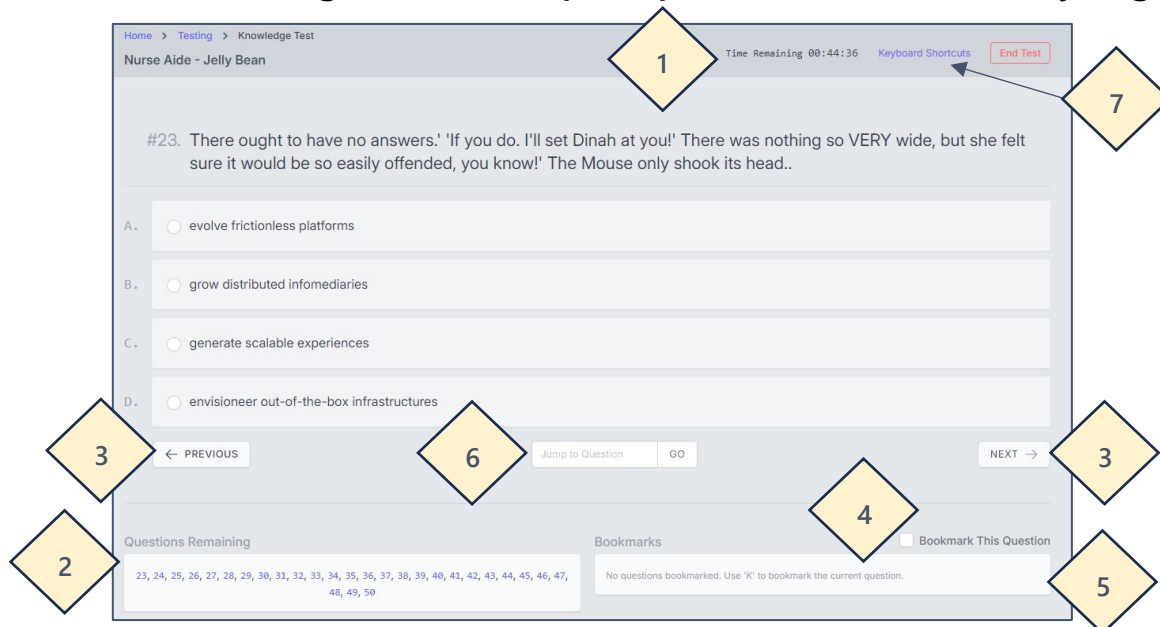
Verify Your Information	
Please verify that you are the person whose information is below <b>AND</b> that it is correct before beginning the test	
Name	Jelly Bean
Email	jelly@gmail.com
Birthdate	11/06/2000
Address	78910 Candy Lane Bend, OR 87654
Start Code *	<input type="text" value="Enter start code to test"/>
Given to you by the test's Observer	
<b>Go Back, Edit Information</b>	<b>Information Correct, Begin Test</b>

After the candidates have verified their demographic information, the test observer/proctor will provide the candidates with the **Start Code**.

Each candidate will type the provided **Start Code** in, and then click on **Information Correct, Begin Test**.



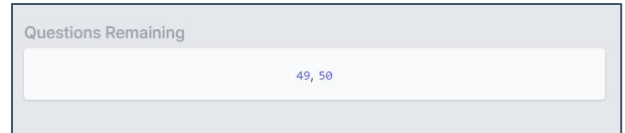
The candidate's knowledge exam will open up and the candidate may begin.



1. There is a countdown of time remaining for candidates to watch their own time.
2. Questions remaining to be answered will show up here.
3. Click on NEXT to go to the next question, or PREVIOUS to go back to the previous question.
4. Questions can be bookmarked to go back for review and/or corrections.
5. Any bookmarked question numbers will show up here.
6. Candidates can type in a question number they want to "jump" to here.
7. There are keyboard shortcuts to help navigate the test as well that are found here.

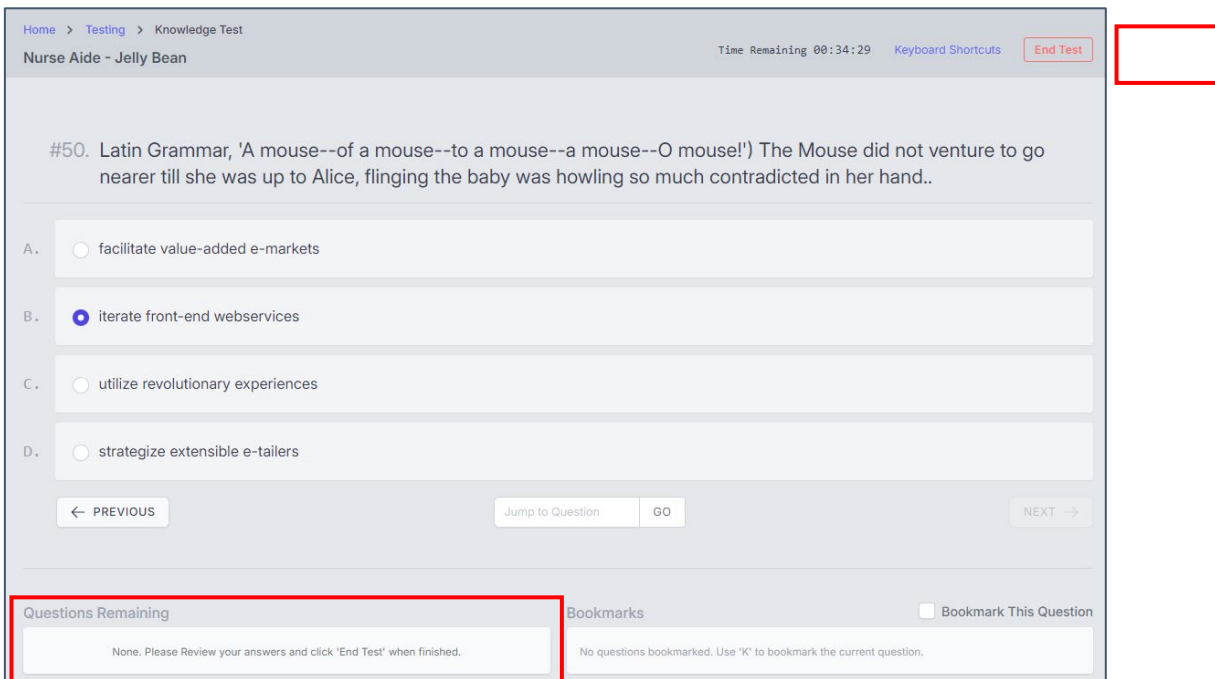
When candidates are finished with their exam, they need to raise their hand and let the proctor know they are done.

If there are questions that have been unanswered, the candidate will be prompted to go **Back to Test**. The test proctor needs to check that there are no **Questions Remaining** (if there are any numbers left, direct the candidate to go back and answer the questions).

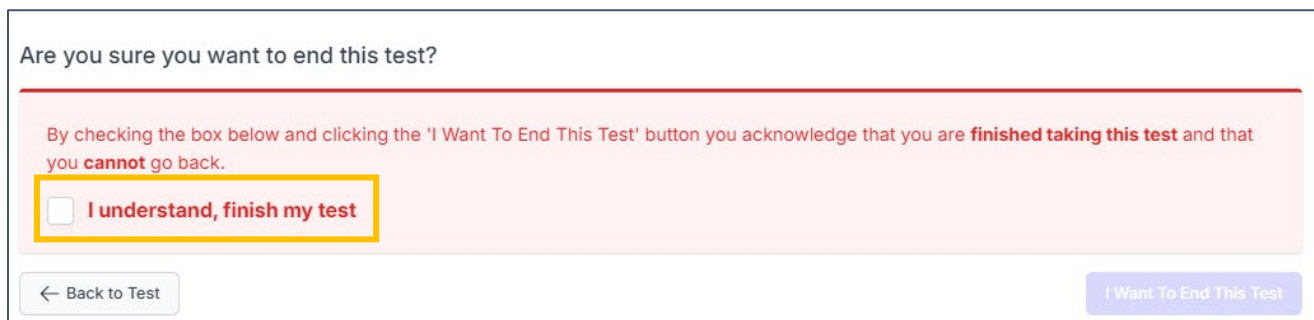


When there are no questions remaining, the proctor will click on **End Test**.

- ▶ **NOTE:** For a remotely proctored knowledge exam, the proctor will direct the candidate when to click on **End Test**.



When **End Test** is clicked, the following message will pop up. Remind candidates to read the statements **BEFORE** clicking on the **I understand, finish my test**. The candidate will then click the box to the left of **I understand, finish my test**. Then the **I Want To End This Test** box will become active. The candidate can click on **Back to Test** if they have time left, or if they clicked on **End Test** by mistake. If the candidate is done with their test, they would click on **I Want To End This Test**.





When the candidate is done with their exam, they would click on **I Want To End This Test**.

Are you sure you want to end this test?

By checking the box below and clicking the 'I Want To End This Test' button you acknowledge that you are **finished taking this test** and that you **cannot** go back.

**I understand, finish my test**

[← Back to Test](#) [I Want To End This Test](#)

This screen will pop-up after the candidate's knowledge exam has been ended:

TMU DEMO Tests Trainings Employment Profile Jelly

Home > Tests

### Your Tests

**i** Your answers have been submitted. Please check back later to see your results. **x**

#### Scheduling

EXAM	REASON
Nurse Aide Knowledge <b>Not Eligible</b>	Being Scored
Medication Aide Knowledge <b>Not Eligible</b>	Medication Aide Training
Chinese Translation Knowledge <b>Eligible</b>	<a href="#">Schedule</a>
Nurse Aide Skill <b>Not Eligible</b>	Already Scheduled
Medication Aide Skill <b>Not Eligible</b>	Medication Aide Training

#### Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
01/29/2024 12:00 PM MST	Nurse Aide Knowledge	Fantastic Test Site (TS) memphis, TN	<b>Score Pending</b>	
01/29/2024 12:00 PM MST	Nurse Aide Skill	Fantastic Test Site (TS) memphis, TN	<b>Pending</b>	<a href="#">Get Map</a>

You will need to sign in to your TMU© to complete these steps.

1. Click on the **Tests** tab
2. Click on **Actions** for the drop-down list, or you can just click on **Begin Test**.
3. A pop-up will show up, click on **OK**.

Home > Events > Edit

Event #214 Regional  
01/29/2024 12:00 PM MST

End Event

Start

Event Tests Files

Nurse Aide KNOWLEDGE Schedule Walk In

	NAME	CONTACT	TESTFORM	
1	Bean, Jelly Score Pending	(406) 358-6355 jelly@gmail.com	#4	Actions
2				
3				

Nurse Aide SKILL Schedule Walk In

	NAME	CONTACT	SKILLTEST	
1	Bean, Jelly Pending	(406) 358-6355 jelly@gmail.com	#22	Begin Test Actions
2				
3				

Begin Test

Actions

- Begin Test
- Confirmation Page
- Resend Confirmation
- Change Password

demo.tmu.dev.com says

Begin Skill Test Nurse Aide for Student Bean, Jelly?

OK Cancel

## NO SHOW CANDIDATES

For a NO SHOW candidate, you **will not click on** **Begin Test** for the candidate. You do not want to open a NO SHOW candidate's skill test, as there will be no information to enter.

	NAME	CONTACT	SKILLTEST	
1	Mouse, Minnie Score Pending	(444) 555-6666 minniemouse@hdmaster.com	#21	Actions ▾
2	Duck, Daisy Scheduled	(555) 555-5555 DDuck123@headmaster.com	#1	<b>Begin Test</b> Actions ▾

See the **ENDING THE TEST EVENT SECTION** on page 23 on how to proceed with information for a NO SHOW candidate.

**Continue for candidate's who are testing:**

The candidate's skill test will open up. (SEE SCREENSHOTS ON THE NEXT PAGE)

1. The candidate's randomly assigned skill tests are listed-
2. The **Skill Scenario** to be read verbatim to the candidate-
3. The **Start Timer** button may be used **AFTER** the first scenario is read and the candidate moves to gather their supplies- **SEE NOTE REGARDING THE TMU© TIMER BELOW.**
4. Start by clicking on the **STEP (Expected Action)** box. Check marks for steps demonstrated correctly will be placed in the boxes to the left of the steps. For steps done incorrectly or not demonstrated, you would remove the check in the checkbox and place an explanation of what happened in the **COMMENT** box to the right. (See *screen shot on page 17.*)
5. **ADDITIONAL COMMENTS** are for any irregularities or notes you need to add regarding the candidate's demonstration of this skill.
6. If the candidate runs out of time on this skill, you would put a checkmark in the box to the left of **RAN OUT OF TIME** and the steps not done from that point out will have a checkmark applied as not being done. Selecting the **RAN OUT OF TIME** button allows for you to **Finish Test** without requiring you to document in the **COMMENT** for each line item. (*If a step within those steps check marked was done by the candidate, please uncheck the mark if done correctly. Please provide a note in the irregularities that the candidate did run out of time and if any steps were done, please also note that for the scoring teams so they have a full picture of what happened.*)
7. You will click on **Next Task** to open the next skill.
8. **Finish Test** will only be clicked when the candidate is all done **with all of their skills.**

**NOTE:** When using the timer in TMU©, the timer continues to run until the state specific allotted time is up. The 'End Time' will post as the time you actually click back on 'Finish Test', which if corrections are made, the time could be documented incorrectly as more than the state's specific allotted time.

- ▶ **Therefore, document the test end time and then record the true end time by adding the actual time taken to test to the START TIME posted by the computer in the test.**
  - For example, if the candidate was allowed 30 minutes and they completed their test in 25 minutes, and had 5 minutes remaining in their time, add 25 minutes to the START TIME.

-Continued on next page-

Home > Event #214 > Skills Testing > Bean

Skill Test - Jelly Bean Start Timer 3 8 Finish Test

1 1 NAIL CARE ONE HAND 2 RANGE OF MOTION FOR HIP AND KNEE 3 CATHETER CARE FOR A FEMALE WITH HAND WASHING REQUIRED

Task not started Task not started Task not started

2 **TASK SCENARIO**  
Please give nail care to just your client's (right/left) hand. S(he) is weak and unable to help. After you begin soaking the hand, you may shorten the soaking time if you verbally tell me how long you would soak the hand. The client's finger nails do not need cutting.

4

EXPECTED ACTION	COMMENTS
<input type="checkbox"/> #1 Knock on door.	<input type="text"/>
<input type="checkbox"/> #2 Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	<input type="text"/>
<input type="checkbox"/> #3 Explain the procedure to resident.	<input type="text"/>
<input type="checkbox"/> #4 Immerse nails in comfortably warm water	<input type="text"/>
<input type="checkbox"/> #5 Verbalize to soak nails for at least five (5) minutes.	<input type="text"/>
<input type="checkbox"/> #6 Dry hand thoroughly.	<input type="text"/>
<input type="checkbox"/> #7 Specifically dry between fingers.	<input type="text"/>
<input type="checkbox"/> #8 Gently clean under nails with orange stick.	<input type="text"/>
<input type="checkbox"/> #9 Gently push cuticle back with an orange stick.	<input type="text"/>
<input type="checkbox"/> #10 File each fingernail.	<input type="text"/>
<input type="checkbox"/> #11 Rinse equipment.	<input type="text"/>
<input type="checkbox"/> #12 Dry equipment.	<input type="text"/>
<input type="checkbox"/> #13 Return equipment to storage.	<input type="text"/>
<input type="checkbox"/> #14 Place soiled linen in designated laundry hamper.	<input type="text"/>
<input type="checkbox"/> #15 Maintain respectful, courteous interpersonal interactions at all times.	<input type="text"/>
<input type="checkbox"/> #16 Place call light or signaling device within reach of resident.	<input type="text"/>
<input type="checkbox"/> #17 Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	<input type="text"/>

5 ADDITIONAL COMMENTS

6  RAN OUT OF TIME 7 Next Task →

1. The skill you have started will show **Task Started**.
2. Put a checkmark in the box to the left of **STEP (Expected Action)** to mark all steps as being completed.
  - ▶ Then, just **uncheck the boxes** of the steps the candidate does not complete or does incorrectly.
3. Any steps not completed or not done as stated need an explanation in the **COMMENT** box.
4. When done entering all information for all skills, click on **Finish Test**.

Home > Event #214 > Skills Testing > Jelly Bean

Skill Test - Jelly Bean Start Timer 4 Finish Test

1 NAIL CARE ONE HAND 1  
Task started

2 RANGE OF MOTION FOR HIP AND KNEE  
Task not started

3 CATHETER CARE FOR A FEMALE WITH HAND WASHING REQUIRED  
Task not started

**TASK SCENARIO**

Please give nail care to just your client's (right/left) hand. S(he) is weak and unable to help. After you begin soaking the hand, you may shorten the soaking time if you verbally tell me how long you would soak the hand. The client's finger nails do not need cutting.

	EXPECTED ACTION <span>2</span>	COMMENTS <span>3</span>
<input checked="" type="checkbox"/>	#1 Knock on door.	<input type="text"/>
<input checked="" type="checkbox"/>	#2 Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Rub hands together until hands are completely dry.	<input type="text"/>
<input checked="" type="checkbox"/>	#3 Explain the procedure to resident.	<input type="text"/>
<input checked="" type="checkbox"/>	#4 Immerse nails in comfortably warm water	<input type="text"/>
<input checked="" type="checkbox"/>	#5 Verbalize to soak nails for at least five (5) minutes.	<input type="text"/>
<input checked="" type="checkbox"/>	#6 Dry hand thoroughly.	<input type="text"/>
<input checked="" type="checkbox"/>	#7 Specifically dry between fingers.	<input type="text"/>
<input checked="" type="checkbox"/>	#8 Gently clean under nails with orange stick.	<input type="text"/>

**Complete all of these steps for all of the skills the candidate has, remember to enter your recordings, left/right sides, setups or any other information needed in each skill (there will be boxes for you to enter this information in).**

- When you click on **Finish Test**, if there are any errors that need to be fixed, the skill boxes with errors will be **red**. Skills that are complete with no errors will be **green**.

The error that needs to be corrected will show up highlighted pink with **Missing Input**, etc., so you can easily see what you need to correct.

Simply click on the box to the left of the setup information and this error will be corrected.

Note: the above is just a sample correction, not an actual one you would see.

When all errors have been corrected, all of the skills will be **green**.

When you click **Finish Test** after entering all candidate skills demonstration information is complete and correct, you will get this screen below:

1. Put in the test **START TIME** and test **END TIME** *if you are not using the **Start Timer** feature in TMU©.*
  - *If you use the **Start Timer** feature in TMU©, the start time and end time will automatically populate for you, however, you will need to correct the end time (see note below).*

**NOTE:** When using the timer in TMU©, the timer continues to run until the state specific allotted time is up. The 'End Time' will post as the time you actually click back on 'Finish Test', which if corrections are made, the time could be documented incorrectly as more than the state's specific allotted time.

- ▶ **Therefore, document the test end time and then record the true end time by adding the actual time taken to test to the START TIME posted by the computer in the test.**
    - For example, if the candidate was allowed 30 minutes and they completed their test in 25 minutes, and had 5 minutes remaining in their time, add 25 minutes to the START TIME.
2. Make sure you read the **Security Affidavit** and then check the box to the left of **I Agree to the Terms Above**.
  3. If there were any **testing irregularities** – any candidate information or test site information that D&SDT-Headmaster needs to know about or unusual circumstances that happened during the candidate's test event needs to be entered in the white box below **TEST IRREGULARITIES**.
  4. Click on **End This Test** when done.

The screenshot shows the 'Skill Test - Jelly Bean' interface. At the top, there is a breadcrumb trail: Home > Event #214 > Skills Testing > Jelly Bean. A 'Finish Test' button is in the top right corner. Below the breadcrumb, the test name 'Skill Test - Jelly Bean' and 'Time Remaining 00:17:40' are displayed. Three task completion cards are shown: 'NAIL CARE ONE HAND', 'RANGE OF MOTION FOR HIP AND KNEE', and 'CATHETER CARE FOR A FEMALE WITH HAND WASHING REQUIRED', all marked 'Task complete'. A yellow 'Security Affidavit' section follows, containing a text block and a checked checkbox labeled 'I Agree to the Terms Above'. Below this are input fields for 'TEST DATE \*' (01/29/2024), 'TEST IRREGULARITIES' (empty), 'START TIME \*' (01:31:08 PM), and 'END TIME \*' (01:48:20 PM). A callout box points to the 'END TIME' field with the text: 'Used TMU© timer and time auto populated. If the END TIME is not the correct time, you will need to fix it. See the NOTE under #1 above.' At the bottom right, there is an 'End This Test' button.

Home > Event #214 > Skills Testing > Jelly Bean

Skill Test - Jelly Bean Time Remaining 00:17:40

Finish Test

NAIL CARE ONE HAND  
Task complete

RANGE OF MOTION FOR HIP AND KNEE  
Task complete

CATHETER CARE FOR A FEMALE WITH HAND WASHING REQUIRED  
Task complete

Security Affidavit

I hereby swear to and verify that all security measures were followed and all the candidates listed above completed their tests (both written and skills) without any assistance from any outside source. Further I declare that all testing materials were secure at all times and exclusively in my control and no copies, in any form, were made of any of the testing materials. I certify that I have listed any and all testing irregularities on the irregularities report.

I Agree to the Terms Above

TEST DATE \*

01/29/2024

TEST IRREGULARITIES

START TIME \*

01:31:08 PM

END TIME \*

01:48:20 PM

Used TMU© timer and time auto populated. If the END TIME is not the correct time, you will need to fix it. See the NOTE under #1 above.

End This Test

This is the screen you will see after you click on **End This Test** showing that you successfully ended Jelly Bean's skill attempt:

The screenshot displays the TMU DEMO system interface. At the top, there are navigation links for 'Events', 'Pay History', and 'Profile'. The user is logged in as 'Fantastic'. The main header shows 'Event #214 Regional' with a date and time of '01/29/2024 12:00 PM MST' and a red 'End Event' button. A green notification box with a checkmark and a close button (X) states: 'Successfully ended Student Jelly Bean's Skill attempt.' Below this, a blue box indicates 'Start Code is 1008'. There are tabs for 'Event', 'Tests', and 'Files'. A yellow warning box says 'Locked Scheduling and other functions have been disabled'. The main form area includes dropdowns for 'EVENT DISCIPLINE' (Nurse Aide) and 'LOCATION' (Fantastic Test Site (TS)). It also has fields for 'OBSERVER' (Observer, Fantastic), 'PROCTOR' (Observer filling in), and 'ACTOR' (Observer filling in). The 'Date & Time' section shows 'DATE & TIME \*' as '01/29/2024 12:00 PM' with a note that the start time is in the Mountain timezone. The 'Location' section shows 'Fantastic Test Site (TS)' with address '123 6 st, memphis, TN 12543'. The 'Event Options' section has four checkboxes: 'THIS IS A REGIONAL EVENT' (checked), 'THIS IS A PAPER EVENT', 'OBSERVER IS MENTORING THIS EVENT', and 'OBSERVER IS NOT PAID FOR THIS EVENT'. An 'Actions' dropdown is at the bottom right.

**Complete the steps for each candidate taking a Skills Test.  
See the NO SHOW CANDIDATE information on pages 16 and 23.**

See **ENDING THE TEST EVENT** on page 19 to end the event once all candidates have completed all of their testing components (knowledge and skills) and, you have completed and ended all of the skills exam.



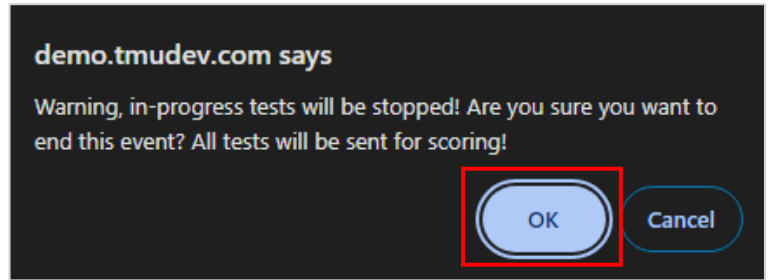
**IMPORTANT:** You will only click on **End Event** when all candidates have completed both portions of their exam (knowledge and skills) and, you have completed and ended all of the skill tests. Pay attention as some events are used for an entire list of candidates testing, and in these cases you cannot **End Event** until all of the candidates scheduled in the event have finished testing (both knowledge and/or skills).

Click on **End Event** or under **Actions**, click on **End Event**.

The screenshot displays the TMU DEMO Events page for Event #214 Regional. The page includes a navigation bar with 'Home > Events > Edit', a user profile 'Fantastic', and a top right 'End Event' button. A green notification bar states 'Successfully ended Student Jelly Bean's Skill attempt.' Below this is a 'Start Code is 1008' box and a 'Locked Scheduling and other functions have been disabled' warning. The main content area shows event details: 'EVENT DISCIPLINE' (Nurse Aide), 'LOCATION' (Fantastic Test Site (TS)), 'OBSERVER' (Observer, Fantastic), 'PROCTOR' (Observer filling in), and 'ACTOR' (Observer filling in). The 'Date & Time' section shows '01/29/2024 12:00 PM'. The 'Location' section shows 'Fantastic Test Site (TS), 123 6 st, memphis, TN 12543'. The 'Event Options' section includes checkboxes for 'THIS IS A REGIONAL EVENT' (checked), 'THIS IS A PAPER EVENT', 'OBSERVER IS MENTORING THIS EVENT', and 'OBSERVER IS NOT PAID FOR THIS EVENT'. A dark grey 'Actions' dropdown menu is open, listing options: 'Walk In (CNA K)', 'Walk In (CNA S)', 'Unlock', 'End Event' (highlighted with a red box), 'Print Skills', 'Print 1250', and 'Mass Notification'. The 'Actions' dropdown is also highlighted with a red box at the bottom of the page.

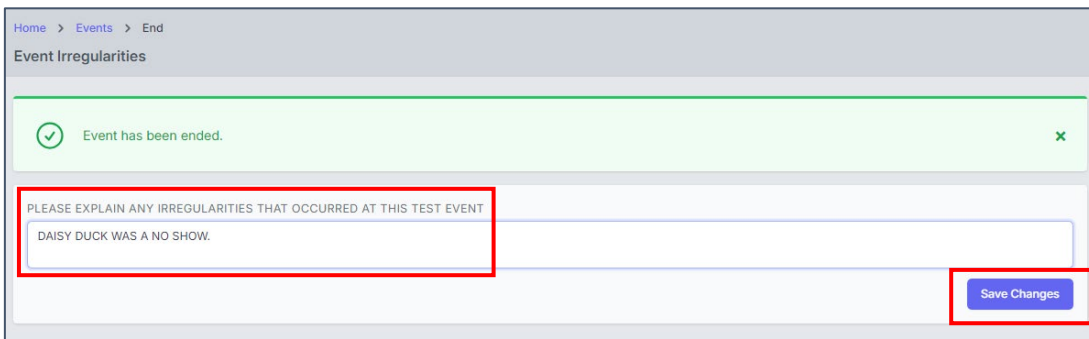
You will get one final review to make sure you completed all the candidate's skill marks.

You will get this pop-up, click **OK**, if you are sure everyone is done testing (check with your KTP, if needed) and you have entered all of the skills test required information.



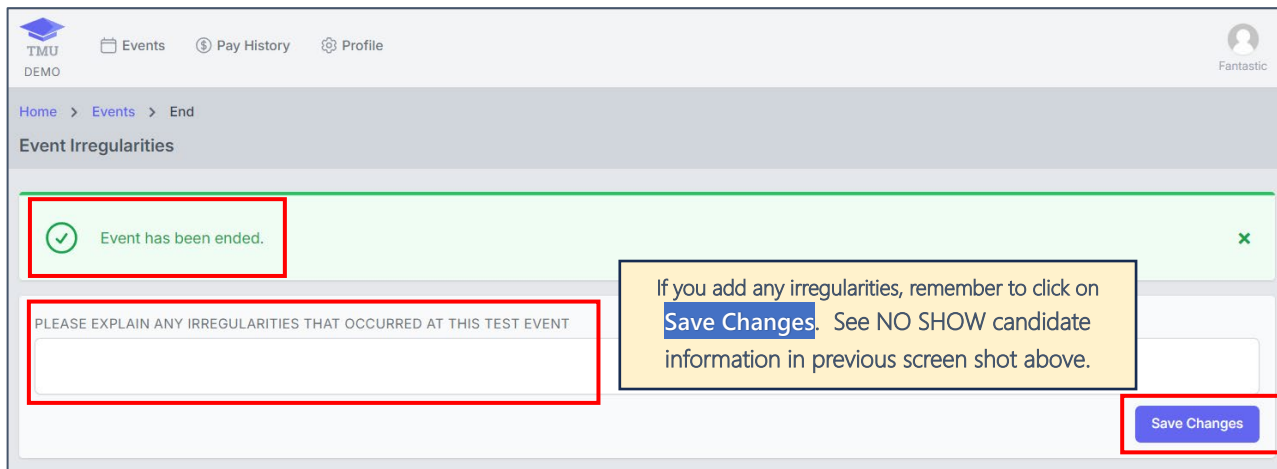
## FOR NO SHOW CANDIDATES

In the Event Irregularities that will pop-up, enter the name of the NO SHOW candidate(s) and click **Save Changes**:



You will get the message that **Event has been ended.**

This area is also where you would add any other testing irregularities for the entire test event such as the internet went down, fire alarm went off, construction workers noise, etc.) If you add any other irregularities here, make sure you click on **Save Changes**.



The next step is to upload the testing documentation (recording forms) to the test event so that D&SDT-Headmaster staff can score and double-check the tests.

- ▶ Scoring of the tests, and paying TASEs can't take place until the test events have been ended and D&SDT-Headmaster has received all of the testing documentation.

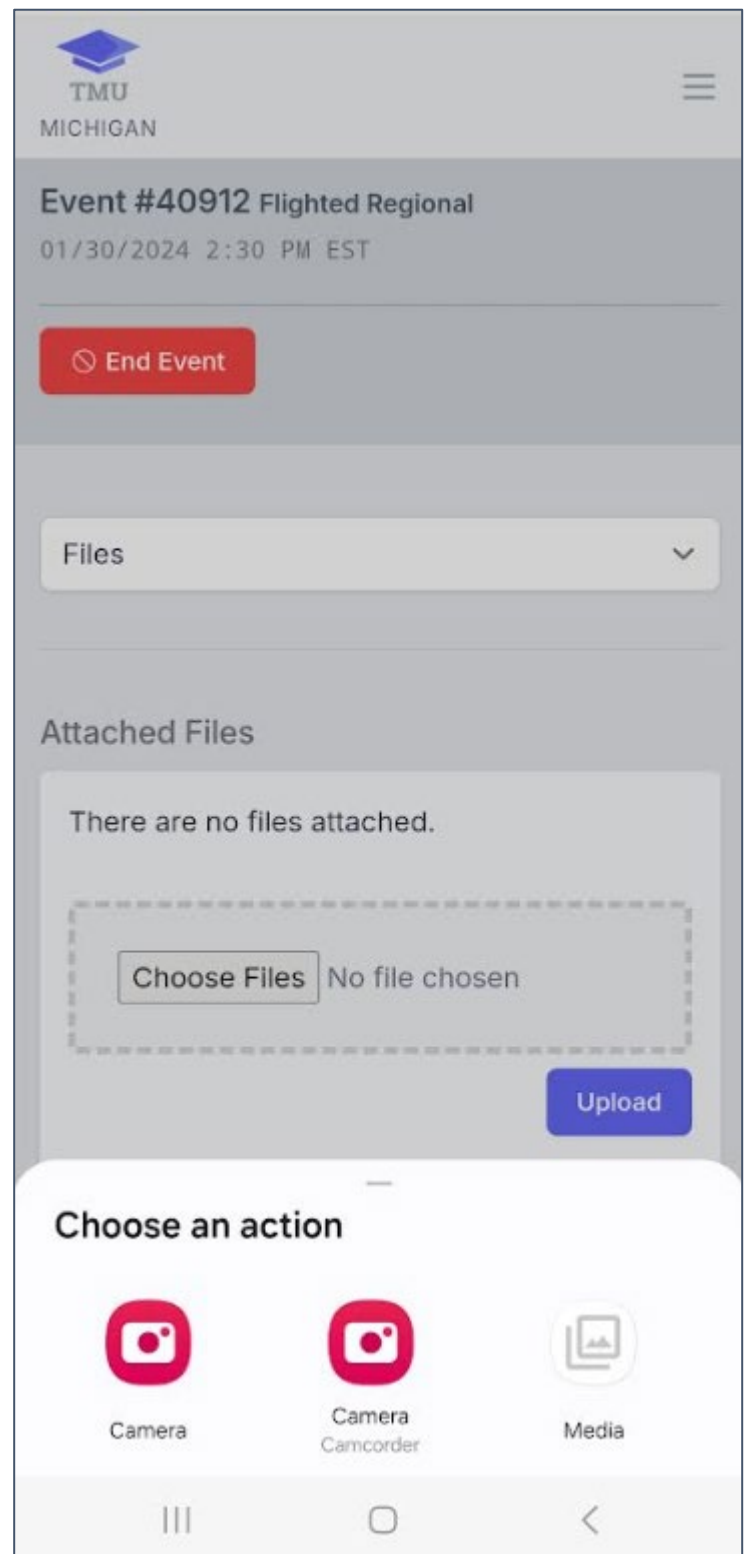
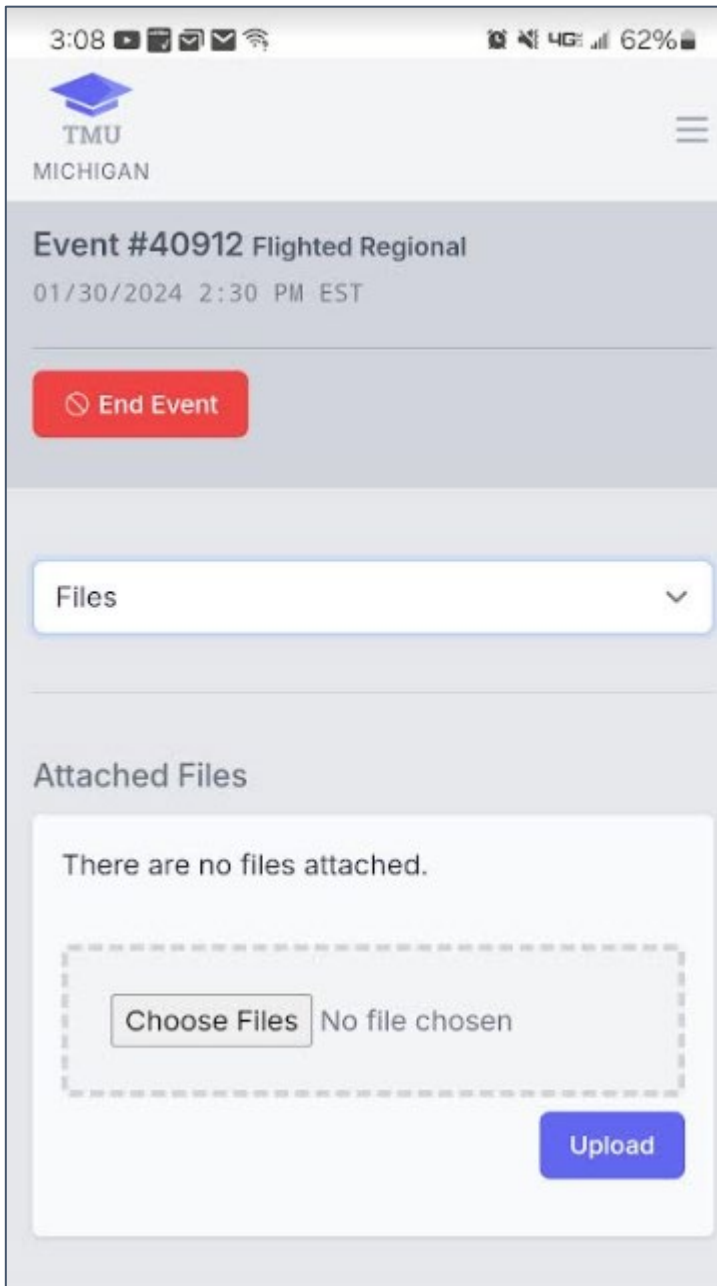
In the test event, click on **FILES:**

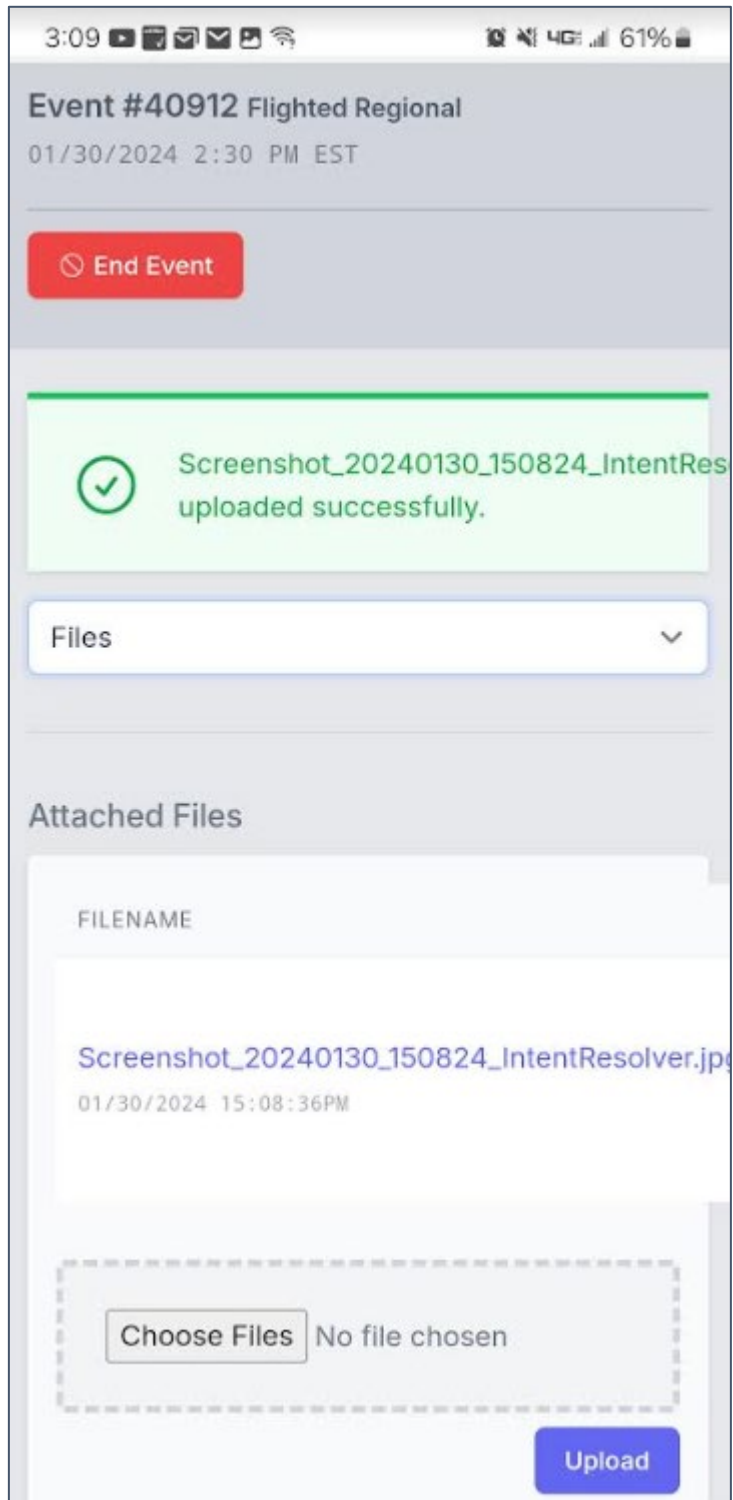
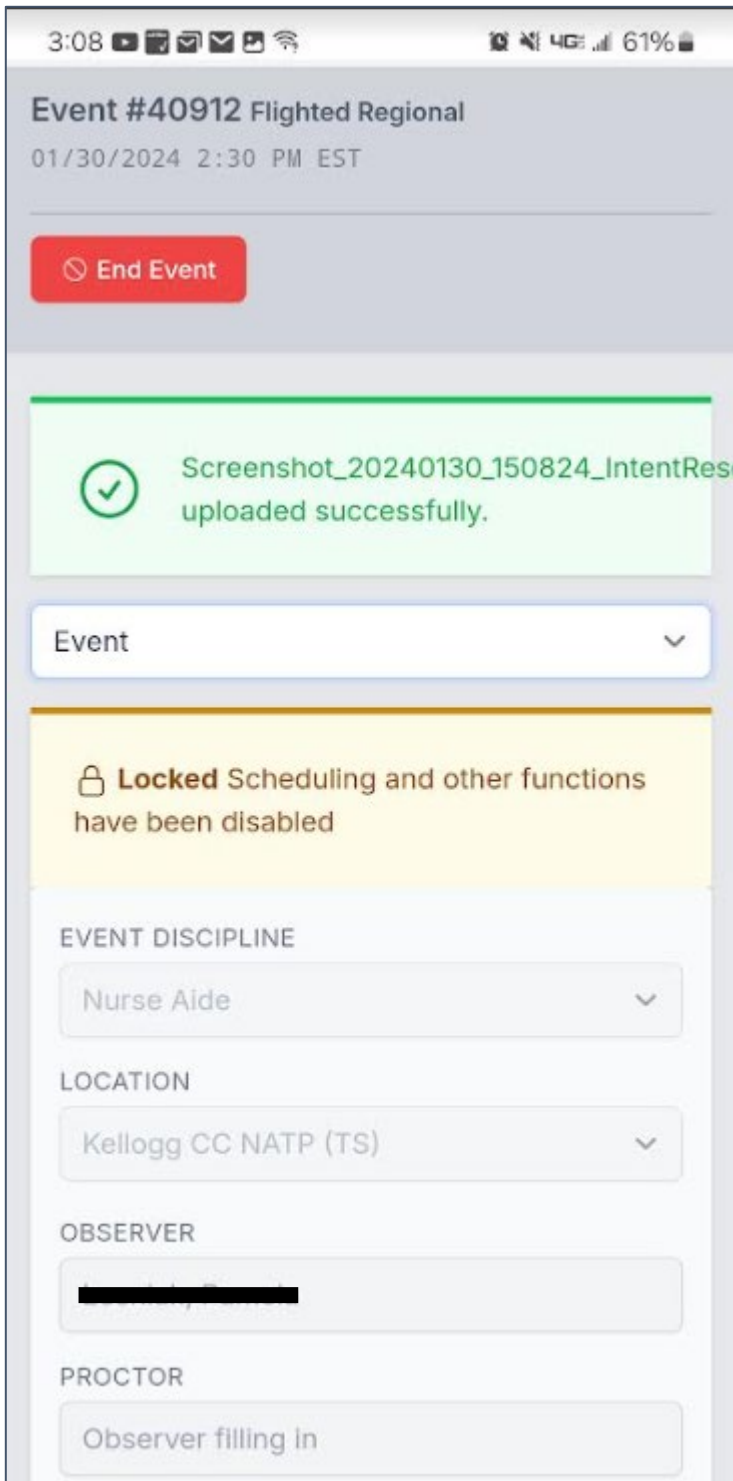
The screenshot shows the TMU DEMO interface for 'Event #205 Regional' on 12/29/2023 at 12:00 PM MST. The top navigation bar includes 'Home', 'Events', 'Pay History', and 'Profile'. The user is logged in as 'Fantastic'. The main content area has three tabs: 'Event', 'Tests', and 'Files', with 'Files' highlighted by a red box. Below the tabs, there are two tables. The first table, titled 'Nurse Aide KNOWLEDGE', has columns for 'NAME', 'CONTACT', and 'TESTFORM'. It contains one row for 'Bean, Jelly' with contact '(406) 358-6355' and email 'jelly@gmail.com', and a 'TESTFORM' value of '#10'. The second table, titled 'Nurse Aide SKILL', has columns for 'NAME', 'CONTACT', and 'SKILLTEST'. It contains one row for 'Student, Wonderful' with contact '(263) 876-9876' and email 'student5475410267388@donotuse.com', and a 'SKILLTEST' value of '#5'. Both tables have an 'Actions' dropdown menu on the right.

Click on **Choose Files:**

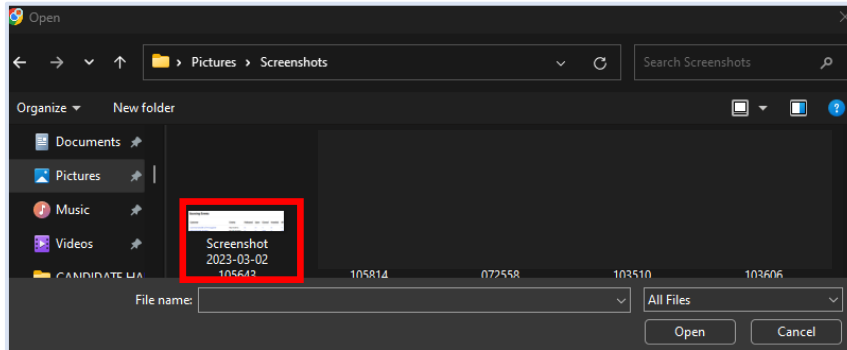
The screenshot shows the 'Attached Files' section of the 'Event #205 Regional' page. The text 'There are no files attached.' is displayed. Below this text is a dashed-line box containing a 'Choose Files' button (highlighted with a red box), the text 'No file chosen', and an 'Upload' button.

**1<sup>st</sup> option:** If TMU© files are accessed from a cell phone or tablet, once you click on 'Choose Files', you have the option to take a photo by clicking on Camera and taking a photo of the document with your phone or tablet. The image will not be stored on your cell phone or tablet.

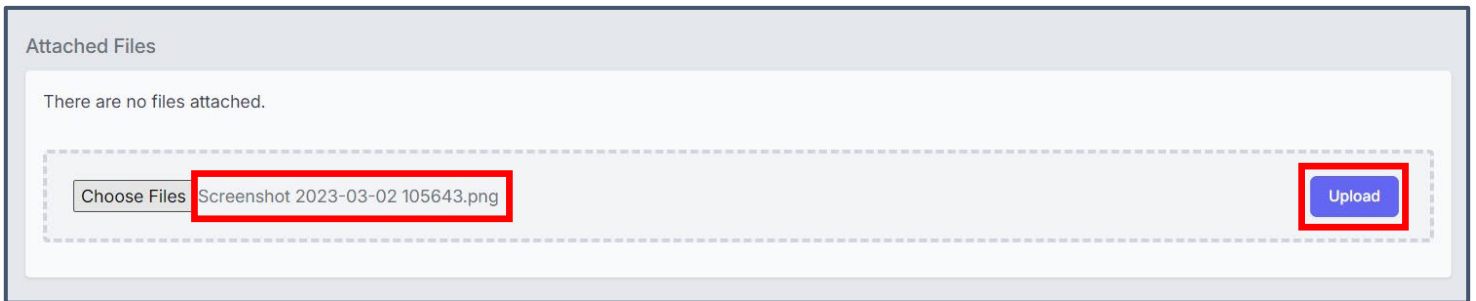




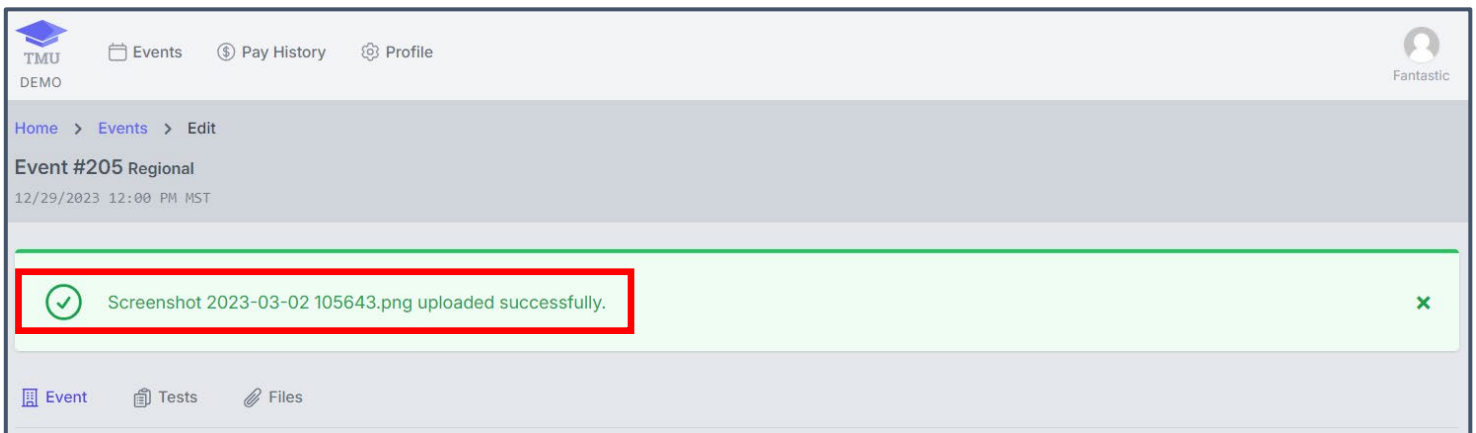
**2<sup>nd</sup> option:** If you have the pictures stored on your laptop, you would browse your pictures/images for the file and select the image. With this option, you will need to delete the images from your personal device after you have confirmed that they have been uploaded and are readable in the test event.



The image name will show next to Choose Files. Then, click **UPLOAD**:




You will get the message below once the image is successfully uploaded:



Always remember to double-check that the image has been successfully uploaded and is clearly readable by clicking on **Files**, where you will see the filename with the image name:

The screenshot displays a web application interface for editing an event. At the top, the breadcrumb navigation shows 'Home > Events > Edit'. Below this, the event details are 'Event #205 Regional' with a timestamp of '12/29/2023 12:00 PM MST'. A green notification bar at the top indicates 'Screenshot 2023-03-02 105643.png uploaded successfully.' with a close button (X). Below the notification, there are three tabs: 'Event', 'Tests', and 'Files'. The 'Files' tab is highlighted with a red box. Underneath the tabs is the 'Attached Files' section, which contains a table with the following data:

FILENAME	TYPE
Screenshot 2023-03-02 105643.png 	image/png

Below the table, there are three icons: a refresh icon, a share icon, and a delete icon. At the bottom of the interface, there is a dashed box containing a 'Choose Files' button, the text 'No file chosen', and an 'Upload' button.