



ARKANSAS NURSE AIDE – KNOWLEDGE TEST PROCTOR (KTP)

**KNOWLEDGE TEST CHECKLIST**

**PLACE THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS BETWEEN EACH WORK STATION**

**WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA THE KTP WILL:**

1. Show candidates the area of the room by the door where they are to place any electronic devices and any personal belongings, they may have brought into the room with them. Candidates are not allowed to have any items with them at the computer.
2. Direct candidates to a work station.
3. KTP re-checks the candidates' ID against the sign-in sheet (Examiner's Report-Form 1250) given to the KTP by the RN Test Observer before testing begins. This is to make sure you have the correct candidates in the knowledge test room.
4. Ask the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test area.

**Specifically ask:**

Read to group in room -->

- "Do you understand the knowledge test is timed?"
- "Do you know you will have sixty (60) minutes to complete the exam?"
- "Do you understand that you may not have any form of electronic device on your person while taking the knowledge exam?"

5. Tell the candidates that there are knowledge test instructions between the work stations that they may refer to during testing.
6. Inform the candidates they must turn in the scratch paper or basic calculator provided when done and they need to raise their hand when finished with their exam and you will come to their computer station to end their test for them. (During this end test time with each candidate, make sure you are whispering to be as quiet as possible for those still testing.) **ANY SCRATCH PAPER PROVIDED MUST BE COLLECTED – IT CANNOT LEAVE THE ROOM!**
7. Remind candidates to collect their belongings as they leave the testing room when finished with test.
8. Signing candidates in to their exam:
  - Assist candidates to log into their test – they will need their USERNAME or EMAIL and PASSWORD.
    - If a candidate does not remember their username/email or password, the candidate's email is on the sign-in sheet. **You must be logged in as the RN Test Observer to change a password** -- click on "SELECT ACTION" in the drop down box to the right of the candidate's name and choose "CHANGE PASSWORD". The TO/KTP would allow the candidate to type in the password they want, or assign a temporary password (example: testing123). Then the candidate will be able to log into their record on the computer they are testing on.
  - Once all candidates are logged in to their records, provide the candidates with the START CODE to enter on their screen where it says "ENTER TEST START CODE" (the RN Test Observer will provide this information for you).
  - Have candidates verify their demographic information is correct.
    - If not correct, candidates can click on "GO BACK TO EDIT INFORMATION" and then correct editable information at this time.
  - When all candidates' have confirmed with you that their information is correct, have all the candidates simultaneously click on "INFORMATION IS CORRECT – BEGIN TEST".
9. Ending test when candidate indicates they are finished with exam:
  - When candidates are finished with their exam, they need to raise their hand and let you know they are done. You need to check that there are no 'Questions Remaining' (if there are any numbers left, direct the candidate to go back and answer the questions), then you will click on "END TEST" (a red box found at the right top of the screen).
    - When you click on "END TEST" a message will pop up saying "Are you sure you want to end this test?" and you will click in the box to the right of "I understand, finish my test."
  - Once the test has been ended – a message will pop up at the top of the screen stating "Your answers have been submitted. Please check back later to get your test results."
  - Quietly direct the candidate to the waiting/holding area if they need to take their skill exam, or let them know they are free to leave if they have completed both portions of their testing, or they are just a knowledge retake only.
10. Time the test using a wall clock or your watch (cell phones are not allowed to be used by the KTP during testing) and give a verbal announcement when 15 minutes are remaining – (when 45 minutes have elapsed.)
11. Make sure you move around the room during the sixty (60) minutes and position yourself so you can see all of the computer screens to make sure all candidates stay on the test page and are not surfing the web for answers.

**IF YOU HAVE ANY ISSUES WITH COMPUTERS OR QUESTIONS PLEASE CALL:**

**(888)401-0462 (Monday through Friday 7:00am to 7:00pm - Central time)**  
**(888)401-0468 for the on-call person (Friday evenings after 7:00pm to Monday morning before 8:00am - Central time)**  
**Do NOT share this '0468' number, as it is for test teams after business hours use only.**