

# Maryland Instructor Workshop

2025



*Presented by:*  
D&SDT – Headmaster

# Welcome!



The purpose of the Instructor Workshop is to provide Instructors with insight into the testing day so they can better prepare their candidates for their nurse aide exam.

Remember, testing is not all-inclusive care, but a spot check on minimum competency for each task tested.

Candidates are less anxious when they are well prepared and familiar with the format, equipment used and what is being read to them during testing.

Take the tools and tips we give you in this workshop and use them in your labs and during mock testing as you prepare your candidates for their nurse aide competency exam.



# Secrets to Successful Testing

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# D&SDT-Headmaster's Maryland

## Nursing Assistant Testing Web Page

[www.hdmaster.com](http://www.hdmaster.com)

 D&S Diversified Technologies LLP  
Headmaster LLP

### Maryland Nurse Aide Testing & Registry Services

Innovative, quality technology solutions  
throughout the United States  
since 1985.



D&SDT-Headmaster is honored to be approved by the Maryland Board of Nursing to offer Certified Nurse Aide Testing for the Maryland Health Care Community.

We look forward to working with everyone involved with Certified Nurse Aide Training and Testing in Maryland!

For training programs and instructors, please read our Maryland Welcome Letter under the Training Programs/Instructors column below, for an introduction to D&SDT-HEADMASTER and for information regarding upcoming workshops.

[Coming Soon, Maryland Nurse Aide Competency Evaluation FAQs](#)

#### Candidates

[TestMaster Universe \(TMU®\)](#)

MD TMU® Login

#### MARYLAND CANDIDATE HANDBOOK

[TestMaster Universe \(TMU®\) How To Guides](#)  
**CANDIDATES**  
(please refer to the Candidate Handbook for more information)

[How to Sign In to your Account and Forgot Your Password](#)

[How to Complete your Account](#)

[How to Schedule or Reschedule for a Test Event](#)

[Knowledge Exam Instructions](#)

[Remotely Proctored Knowledge Exam Instructions](#)

[Skill Test Instructions](#)

You will need a reader to view and print some documents. You may download it here...



#### Training Programs - Instructors

[Test Date Request Form  
\(For facility use only\)](#)

#### MARYLAND WELCOME LETTER

[Instructor Workshop Registration Form](#)

[Mock Skills](#)

#### TestMaster Universe TMU® How To Guides

#### TRAINING PROGRAMS - INSTRUCTORS

[How to Enter Candidates at Start of Training](#)

[How to Complete a Student's Training](#)

[How to Incomplete a Student's Training  
\(candidates who do not successfully complete training\)](#)

[How to Pay Testing Fees  
\(for Training Programs and Sponsoring Facilities\)](#)

[Training Program Reports  
\(Accessing and Understanding\)](#)

[Fluid Intake Cups](#)

[FLUID INTAKE CUP ORDER FORM](#)

#### Test Sites

[TEST SITE AGREEMENT APPLICATION](#)

[Test Site Agreement Form  
\(Referenced in the Test Site Agreement Application\)](#)

[TEST SITE EQUIPMENT LIST](#)

#### TEST ADMINISTRATION SERVICES ENTITY (TASE) | RN TEST OBSERVER

[TASE-RN TEST OBSERVER APPLICATION](#)

[RN TEST OBSERVER/TEST SITE EQUIPMENT LIST  
\(Referenced in the TASE-RN Test Observer Application\)  
Print and keep a copy for your reference.](#)

[OTHER TASE-RN TEST OBSERVER FORMS  
\(Attachment A documents referenced in the TASE-RN Test Observer Application\)](#)

[Test Administration Services Agreement Form  
TASE FORM 1505MD  
\(Referenced in the TASE-RN Test Observer Application\)](#)

[Knowledge Exam Instructions](#)

[Remotely Proctored Knowledge Exam Instructions](#)

[Skill Test Instructions](#)

[Resident Diet Card](#)

[Recording Form](#)

#### Contacts

Please feel free to contact us if you have questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Maryland Nurse Aide training, testing, and certification process.

**D & S Diversified Technologies - HEADMASTER**

Maryland Program Manager  
PO Box 6609  
Helena, MT 59604

TESTING Questions Toll Free  
Phone: 888-401-0462  
Fax: 406-442-3357

REGISTRY Questions  
Phone: ???-???-????

[maryland@hdmaster.com](mailto:maryland@hdmaster.com)

# Information and Resources Available

[www.hdmaster.com](http://www.hdmaster.com)

## Candidates

Candidates
<b>TestMaster Universe (TMU©)</b>
MD TMU© Login
<b>MARYLAND CANDIDATE HANDBOOK</b>
<b>TestMaster Universe (TMU©) How To Guides</b> <b>CANDIDATES</b> <i>(please refer to the Candidate Handbook for more information)</i>
How to Sign In to your Account and Forgot Your Password
How to Complete your Account
How to Schedule or Reschedule for a Test Event
Knowledge Exam Instructions
Remotely Proctored Knowledge Exam Instructions
Skill Test Instructions

## Training Programs / Instructors / Test Sites

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How to Enter Candidates at Start of Training
How to Complete a Student's Training
How to Incomplete a Student's Training (candidates who do not successfully complete training)
How to Pay Testing Fees (for Training Programs and Sponsoring Facilities)
Training Program Reports (Accessing and Understanding)
<b>Fluid Intake Cups</b>
<b>FLUID INTAKE CUP ORDER FORM</b>
Test Sites
<b>TEST SITE AGREEMENT APPLICATION</b>
Test Site Agreement Form (Referenced in the Test Site Agreement Application)
<b>TEST SITE EQUIPMENT LIST</b>

# Maryland Candidate Handbook

## Important Items Covered in the Handbook:

- Knowledge Test Information and Content
- Manual Skills Listing
- Test Day & Testing Policies
- Reschedule / Refund / No Show Information
- Test Results
- Knowledge Test Vocabulary Words

## MARYLAND NURSING ASSISTANT CANDIDATE HANDBOOK

October 2025  
VERSION 1.0

D&S Diversified Technologies (D&S DT) – Headmaster

Email: [maryland@hdmaster.com](mailto:maryland@hdmaster.com)

Maryland TMU©: [md.tmutest.com](http://md.tmutest.com)

Website: [www.hdmaster.com](http://www.hdmaster.com)

(800) 393-8664 | (888) 401-0462

D&S Diversified Technologies  
(D&SDT)  
TMU©



# ADA – Accommodations Request

If a candidate has a qualified disability or limitation, they may request special accommodations for examination. Accommodations must be approved by D&SDT-HEADMASTER **well in advance of the examination**. The request for accommodations can be found by going to the Maryland TMU© Maryland page: <https://md.tmutest.com/apply>, under ADA Accommodation Request. Candidates will complete and submit the ADA Accommodation Form, including attaching the required documentation found on the form to be reviewed for accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

Please allow 7-10 business days for the application to be reviewed and processed.

## ADA ACCOMMODATION REQUEST

In compliance with the Americans with Disabilities Act (ADA), the testing program provides reasonable accommodations for applicants with disabilities that may affect their ability to take the Competency Examination.

Waiver Student

Apply

# Test Results Feedback

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## DIAGNOSTIC FEEDBACK PROVIDED ON TEST RESULTS:

- ❖ Vocabulary words to study for the Knowledge exam
- ❖ Skill steps missed on the Skill Tasks
- ❖ Encourage candidates to call D&SDT for assistance understanding their test results so they may have a successful retake

# Test Review Process

A candidate may request a review of their test results or dispute any other testing condition. The purpose of the review process is to ensure fairness and accuracy in the evaluation of a candidate's test. **There is a \$25 non-refundable test review deposit fee.** Test Review Requests must be received **within three (3) business days** from the official scoring of a candidate's test (excluding Saturdays, Sundays, and holidays).

We recommend that candidates call D&SDT-HEADMASTER and discuss the test outcome they are questioning before committing to sending the \$25 test review request deposit fee. Once they have further details about the scoring of their test, they will often understand the scoring process and learn how to better prepare themselves for subsequent exam attempts.

Since one qualification for certification as a nurse aide in Maryland is demonstrated by examination of minimum nurse aide knowledge and skills, the likely outcome of a review will determine who pays for any re-tests that may be granted.

- If, after investigation, the review finding is in the candidate's favor, they will be refunded the \$25 test review deposit.
- If the finding of the review is *not in the candidate's favor*, the \$25 test review deposit will stand, and the fee is non-refundable.

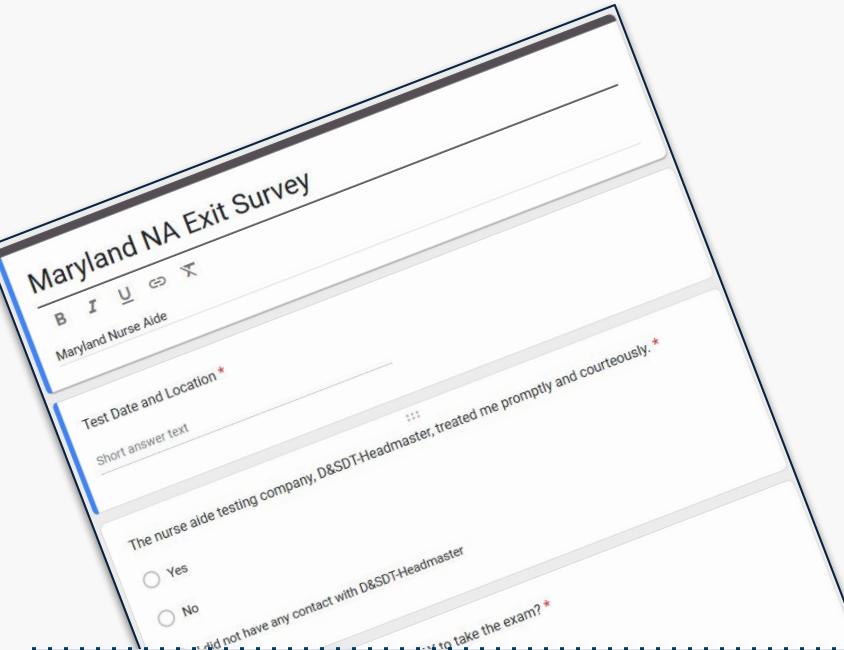
## TEST REVIEW REQUEST AND PAYMENT FORM - \$25.00

This application is to request a review of your test results or dispute any other condition of your testing that you think altered the outcome of your test. You must submit the \$25 non-refundable test review fee and a detailed explanation with this Test Review Request. We recommend calling D&SDT-HEADMASTER staff for a test results consultation before submitting this form with your test review fee. NOTE: Please refer to the Candidate Handbook 'Test Review Requests' section.

Waiver Student

Apply

# Candidate Exit Survey



Honest feedback by candidates on the Exit Survey is greatly appreciated.

Candidates have the opportunity to complete an Exit Survey when they receive their test results online in their TMU© account.

These surveys are confidential and only viewed by D&SDT-Headmaster and MBON staff. The feedback provided improves the testing process in Maryland.

# MOCK TESTING

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## **MOCK TESTING PROVIDES:**

- Testing experience that may be encountered on test day
- Familiarity with procedures used during testing
  - Knowledge Exam and Skill Test Instructions
- Hands-on practice with the skill tasks
- Time management experience within the allotted 30 minute time frame

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# MOCK SKILLS

## 1. Apply a Knee-High Anti-embolic Stocking to One Leg

(APPLYING A KNEE-HIGH ANTI-EMBOLIC STOCKING TO ONE OF THE RESIDENT'S LEGS)

Perform hand hygiene.	
a. Cover all surfaces of hands with hand sanitizer.	
b. Rub hands together until hands are completely dry.	
Explain the procedure to the resident.	
Raise bed height.	
Provide for resident's privacy.	
Provide for resident's privacy by only exposing one leg.	
Roll, gather, or turn the stocking down inside out to at least the heel.	
Place the foot of the stocking over the resident's toes, foot, and heel.	
Roll or pull the top of the stocking over the resident's foot, heel, and up the leg.	
Check toes for possible pressure from stocking.	
Adjust stocking as needed.	
<b>Leave the resident with a stocking that is smooth/wrinkle-free.</b>	
Lower bed.	
Place call light or signal calling device within easy reach of the resident.	
Maintain respectful, courteous interpersonal interactions at all times.	
Perform hand hygiene.	
a. Cover all surfaces of hands with hand sanitizer.	
b. Rub hands together until hands are completely dry.	

## Maryland Mock Skills

*Effective for Testing: October 2025*

**Please note:** The skill task steps included in this document are offered as guidelines to help prepare candidates for the Maryland nursing assistant skill test, and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

D&S Diversified Technologies (D&SOT), LLP – Headmaster, LLP



# **KNOWLEDGE EXAM**

## **What to Expect**



## 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 Maryland Board of Nursing (MBON).

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.

## Knowledge Exam Instructions



# CANDIDATE'S VIEW

 TMU  
MARYLAND

Tests Trainings Employment Billing Downloads Profile

1 Daffy

## Test Pending

You have a pending Certified Nurse Aide knowledge test

**Prepare to Test**

### Welcome, Daffy!

Unread Notifications  
You have currently have two unread notifications.  
**Show Notifications**

 **Training History**  
View your training details and history  
**View Your Training History**

 **Testing History**  
View your testing details and history  
**View Your Testing History**

 **Your Profile**  
View and update your personal and login information  
**Manage Your Profile**

 **Downloads**  
Download instructions, forms, and other documents  
**View Downloads**

 **Employment History**  
Manage your employment history  
**Your Employment History**

 **Billing**  
Manage your billing information  
**View Billing Details**

## Your Tests

## Test Pending

You have a pending Certified Nurse Aide knowledge test

[Prepare to Test](#)

OR

[Prepare to Test](#)

### Scheduling

Exam	Status	Reason
Certified Nurse Aide Knowledge	Not Eligible	Already Scheduled
Certified Nurse Aide Skill	Not Eligible	Already Scheduled

### Testing History

Test Date	Exam	Test Site	Status	Actions
08/05/2025 8:30 AM MDT	Certified Nurse Aide Knowledge	Practice Test Site (TS) Baltimore, MD	Pending	<a href="#">Actions</a>
08/05/2025 1:05 PM MDT	Certified Nurse Aide Skill	Practice Test Site (TS) Baltimore, MD	Scheduled	<a href="#">Actions</a>

## Start Your Knowledge Test

Verify Your Information

 Please verify that you are the person whose information is below **AND** that it is correct before beginning the test

Name	BEST STUDENT
Email	beststudent@email.com
Birthdate	01/01/2000
Address	1000 Student Road Student,
Start Code *	<input type="text" value="Enter start code to test"/> Given to you by the test's Observer

[Go Back, Edit Information](#)

**Information Correct, Begin Test**

The RN Test Observer/KTP will provide the **START CODE** to the Candidate.

If all information is correct, the Candidate will enter the provided START CODE and click **'Information Correct, Begin Test'**.

If the information is not correct, click **'Go Back, Edit Information'**.

Candidates can see their time remaining as they work through the exam.

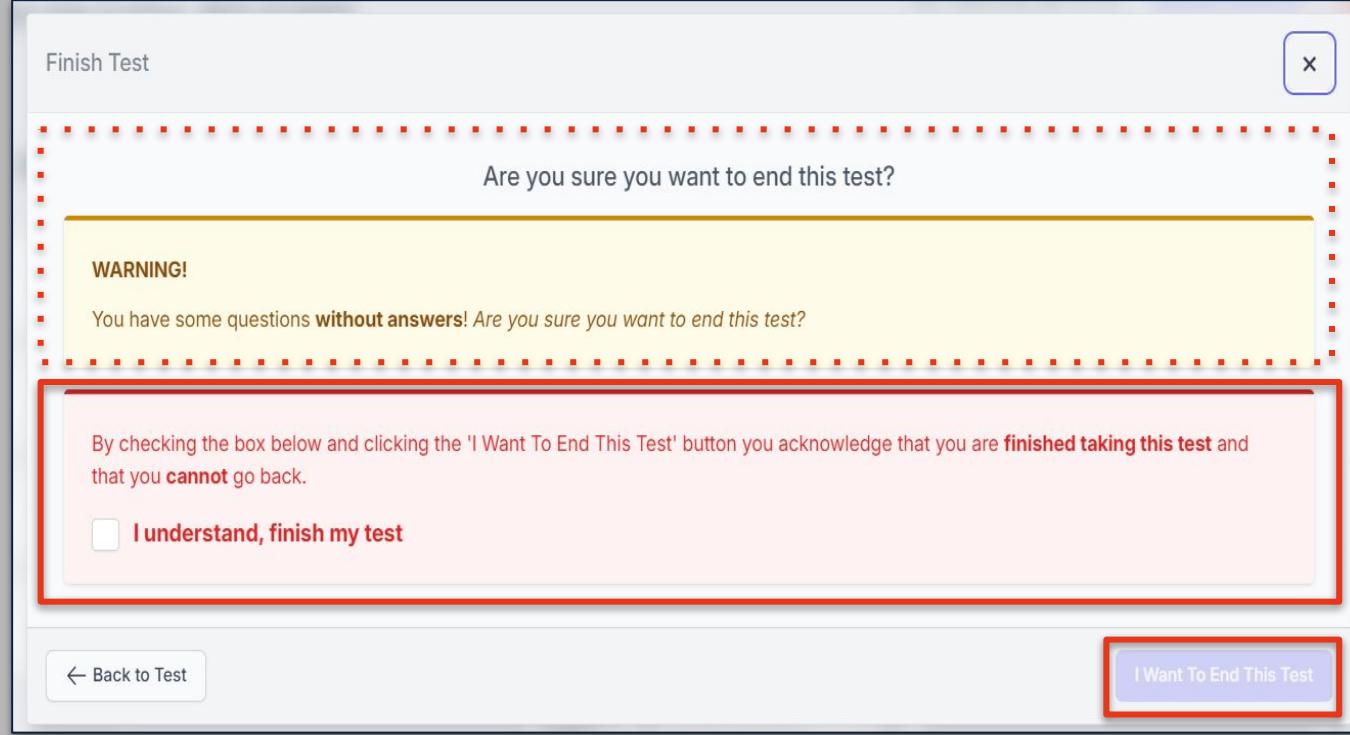
The screenshot shows a test interface with the following elements:

- Header:** CANDIDATE ONE PRACTICE, Remaining: 00:58:44, End Test button.
- Top Bar:** Jump to Question, Go, Keyboard Shortcuts, Question number 7.
- Question List:** Question #1, Question ...., A. dietary list, B. policy book, C. kardex, D. health record.
- Navigation:** ← Prev, → Next, Bookmarks button (5), No questions bookmarked.
- Remaining Questions:** Questions Remaining: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79.
- Countdown:** A vertical column on the right shows a countdown from 1 to 7.

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.
4. Questions can be bookmarked to go back to.
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 END TEST is clicked, if there are any questions remaining, the screen will flag them and they can go back to answer them.

When done with their exam, they will click the box next to 'I understand, finish my test' and then click 'I Want To End This Test'.



Home > Tests

Your Tests

Once submitted, the candidate will see this screen.



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





# SKILL TEST

# What to Expect



## Skill Test Instructions

**These Instructions will be placed in the waiting/check-in area so that all candidates can read them before taking the skill test portion of their exam.**

You are not allowed to leave the skills testing area/lab until you are finished with your skills 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, will forfeit all testing fees, will have their test scored as a failed test attempt, and will be reported to their training program and the Maryland Board of Nursing (MBON).

### WELCOME TO YOUR SKILL TEST

The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps they see you demonstrate. D&SDT-HEADMASTER staff scores your test when the TO submits it for scoring.

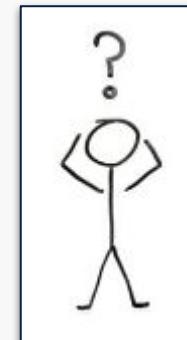
- The first thing the TO will do when you enter the skill test area is show you the designated area to place your personal belongings, cell phone (turned off), etc.
- Then, the TO will show you where the relaxation area is located.
- You will be asked to show your ID as a double check to ensure the TO has your personalized skill test.
- The TO will sit beside you and ask you if you have any questions about these instructions.
- The next thing the TO will do is tell you the tasks you will demonstrate.
- Then, the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.
- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.
- You will have **30 minutes** to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The TO will read **you one scenario at a time**. As soon as you understand the scenario, please actually perform and demonstrate the task.
- At the beginning of your first task, you may use hand sanitizer.
- **When appropriate, you must wash your hands correctly with soap and water at the end of your first task.**
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- **Steps that are only verbalized do not count.**
- At any time, before you run out of time, you may:
  - Ask the Test Observer to **reread** any scenario.
  - Correct any step on any task you believe you did incorrectly.
    - To make a correction, you must tell the TO the specific task and what step(s) you will **re-demonstrate**.
- You may use any equipment necessary. You may move equipment as needed to accomplish your tasks.
- When finished with each task, verbally tell the TO you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain, and the second timer will sound when all 30 minutes have elapsed.
- The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.

# Skill Test Instructions



# Skill Test - What to Expect

- ❖ RELAXATION AREA
- ❖ EQUIPMENT / SUPPLIES DEMONSTRATION
- ❖ READING THE TASKS THE CANDIDATE WILL BE DEMONSTRATING
- ❖ ASKING THE CANDIDATE IF THEY HAVE ANY QUESTIONS
- ❖ READING THE FIRST SCENARIO
- ❖ TIMER STARTS



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# Equipment/Supplies Demonstration

**Every candidate, whether they trained at the site they are testing at or not, will get the same consistent, complete equipment and supplies demonstration.**

- The equipment and supplies demonstration is the time for the candidate to become familiar with the items they will be using for their 3 or 4 tasks:
  - Candidates can ask for items needed if they are used in testing.  
*Example: If there is only one basin on the supplies table and the candidate uses two, the candidate just needs to ask the RN Test Observer for another basin, and one will be placed on the table.*



# Become a Test Site

## **BENEFITS OF BECOMING A TEST SITE FOR YOUR CANDIDATES:**

**Candidates testing where they trained helps decrease anxiety due to familiarity with the**

- Location
- Set-up of the room
- Equipment

Test Sites
<b>TEST SITE AGREEMENT APPLICATION</b>
Test Site Agreement Form (Referenced in the Test Site Agreement Application)
<b>TEST SITE EQUIPMENT LIST</b>

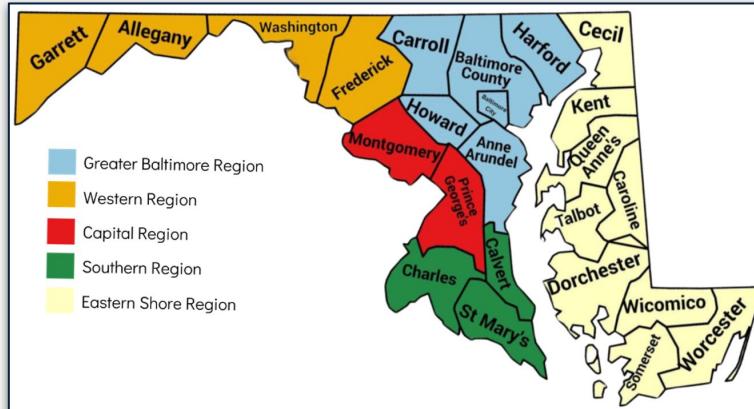
TEST SITE

This application is for Facilities who would like to become approved Test Sites.

Apply

# Key Points about Regional Test Sites

- ❖ **Accessibility**: Regional Test Sites enhance testing accessibility for the local population by simplifying access and reducing travel needs.
- ❖ **Community Involvement**: Hosting nurse aide testing events allows your facility to enhance its mission of serving the local community. As a Regional Test Site, you can demonstrate your commitment to community involvement and support.
- ❖ **Highlight your Organization**: This highlights your facility and available programs, such as nursing programs, etc. that support nurse aide candidates' career advancement or career opportunities within your organization.



# Test Site Requirements



D&S Diversified Technologies LLP  
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT) L.P. - HEADMASTER, LLP  
MT Office: P.O. Box 6609 | Helena, MT 59601-6609  
OH Office: P.O. Box 438 | Findlay, OH 45339  
(800) 933-8664 | (877) 953-2356 | (888) 401-0462 | Fax: (406) 442-3357  
headmaster@headmaster.com | Website: www.headmaster.com

MARYLAND NURSING ASSISTANT

TEST SITE EQUIPMENT LIST

**FOR TEST SITES:** To be approved, a testing site must have all the materials listed for Testing Sites. Please refer to the following list for equipment and supplies needed by the test site or brought to the site with the RN Test Observer.

**FOR RN TEST OBSERVERS:** Your role is crucial. To be certified and remain active, you are responsible for checking test sites before starting each test event. Your task is to ensure that the test site equipment listed herein is available and in good working order. If not, you will report missing or inoperable test site equipment by listing it under the test irregularities in the test event before submitting your test event observations for scoring. You will carry at least the minimum equipment/supplies listed on the Additional Equipment Normally Provided by RN Observers to each test event you choose to oversee.

## EQUIPMENT/SUPPLIES PROVIDED BY TESTING SITE

- At least three Internet-connected computers, laptops, or tablets in the Knowledge Test room and/or provide Internet access (WiFi) for RN Test Observer-provided tablets or laptops.
- Internet-connected computer, laptop, or tablet in the Skill Test room and/or Internet access (WiFi) access for RN Test Observer-provided laptop or tablet.
- Hand washing sink with warm running water, soap, and paper towels (paper towel dispenser should be an automatic advancing or pull-out type, not one that requires a bar or lever to be touched to advance paper towels)  
*The sink must be no further than a 20-second walk from the skills demonstration area.*
- Long-term care bed(s) with working bed brakes, bed controls, and side rails (beds with brakes that are locked when the bed is raised (legs stay down) and beds that sound an alarm when the brakes are not locked are not acceptable. Brakes have to be able to be manually engaged.)
- Manikin (full body anatomically correct – with pan area for female)
- Working privacy curtain(s) (prefer that it not be a foldable/rollable screen)
- Bedside stand
- Overbed table
- Wastebasket(s)
- Laundry receptacle(s) (hamper)
- Hand sanitizer(s)
- Disposable gloves in assorted sizes
- Toilet or commode (if toilet is not available in skills lab)
- Wall clocks – in the knowledge test room and skills lab (skills lab clock must have a second-hand and easily visible)
- Call light or signaling device (doesn't have to be a working signaling device)
- Wheelchair with working brakes and removable footrests (footrests are removed for testing)
- Chair(s)
- Bedpans (one standard and one fracture)

## ROOM REQUIREMENTS

- Distraction and Interruption Free Skills Lab** – with all equipment and supplies listed available and in good working order.
  - For test days, any signage (posters) or displays that may cue candidates must be covered or removed.
  - If the skills lab and/or knowledge test room have any interior windows (i.e., on the door), they would need to be covered (blinds/etc.) during testing.
- Distraction and Interruption Free Knowledge Test Room**
- Holding or Waiting Area** – where candidates may wait to take the exam
- Not** needed if remotely proctored knowledge testing is taking place

**Due to test security, active cameras or video devices are prohibited in the skills lab or knowledge test room!**



D&S Diversified Technologies LLP  
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT) L.P. - HEADMASTER, LLP  
MT Office: P.O. Box 6609 | Helena, MT 59601-6609  
OH Office: P.O. Box 438 | Findlay, OH 45339  
(800) 933-8664 | (877) 953-2356 | (888) 401-0462 | Fax: (406) 442-3357  
headmaster@headmaster.com | Website: www.headmaster.com

Innovative, quality technology solutions throughout the United States since 1985.

## ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY RN TEST OBSERVER

*[Or may be provided by the test site]*

- RN Test Observer may provide their own laptop or tablet for skill testing and three tablets or laptops for knowledge testing (mobile tester)
- Pens/pencils for recordings
- Official date recording forms (*provided in RN TO testing kit*)
- Small clipboard to place the recording form on
- Knee-high elastic stocking that will fit the actor
- Non-skid footwear for the actor (*easy to put on*)
- Over-sized button-up shirt, sweat pants/shorts (*that will easily fit over the actor's clothing*), and socks
- Sample food items (*single-serve size containers of applesauce, pudding, etc.*)
- Diet card (*provided in RN TO testing kit*), disposable spoons, napkins, bendable straws
- One clean 240ml glass and one clear 120ml juice glass for the Feeding task (*provided in RN TO testing kit*)
- Actor's toothbrush, toothpaste, and disposable cups
- Soap (*PERI-WASH AND NO-RINSE SOAPS ARE NOT ALLOWED*)
- Lotion for the Foot Care task
- Tissue/Toilet Paper
- Gait/Transfer belt you know will fit your actor
- Small travel clock or watch with a second hand

## AUDIO KNOWLEDGE TEST ADMINISTRATION:

Disposable wired headphones/earbuds that can plug into the computer speaker jack (Amazon sells disposable ones). Bluetooth-connected devices are not allowed.

- Pre-measured "urine" fluid amounts in unmarked containers (hint: use yellow food coloring in water)
- Two audible count-down timers or a multiple timer that do not tick out loud (one for 15 minutes left warning and one for 30 minutes up) or use the countdown timer on the TMU© Observer screen

## RECOMMENDED ADDITIONAL ITEMS TO CARRY IN TESTING KIT

- Washcloths and towels that you know are clean to be used during the Bed Bath task on your actor
- A syringe to easily fill the drainage bag with pre-measured fake "urine"
- Soap – **PERI-WASH AND NO RINSE SOAPS ARE NOT ALLOWED**
- Extra audible count-down timers in case a set doesn't work or batteries are dead
- Extra disposable wipes and single-serve food items for the Feeding task
- Back up hand sanitizer(s)
- Other small items you can use as backups to salvage a test event when something breaks or is missing, etc.

Test sites and RN Test Observers may mutually agree to a different mix of equipment distribution, depending on mutual agreement with the test site. Please call D&SDT-HEADMASTER at (888)401-0462 if we can assist regarding any of these issues.

## TEST SITE AFFIDAVIT:

Our facility will attest on the Maryland TMU© Test Site Application that our Test Site has the equipment and supplies listed herein and will make the equipment and supplies available to certified RN Test Observers to administer nursing assistant knowledge and skill tests to nursing assistant candidates at our test site for days we have scheduled test events in TMU© and that our Facility is under no authoritative sanctions and that we have read, understood, and will abide by all listed guidelines.

## RN TEST OBSERVER/TASE AFFIDAVIT:

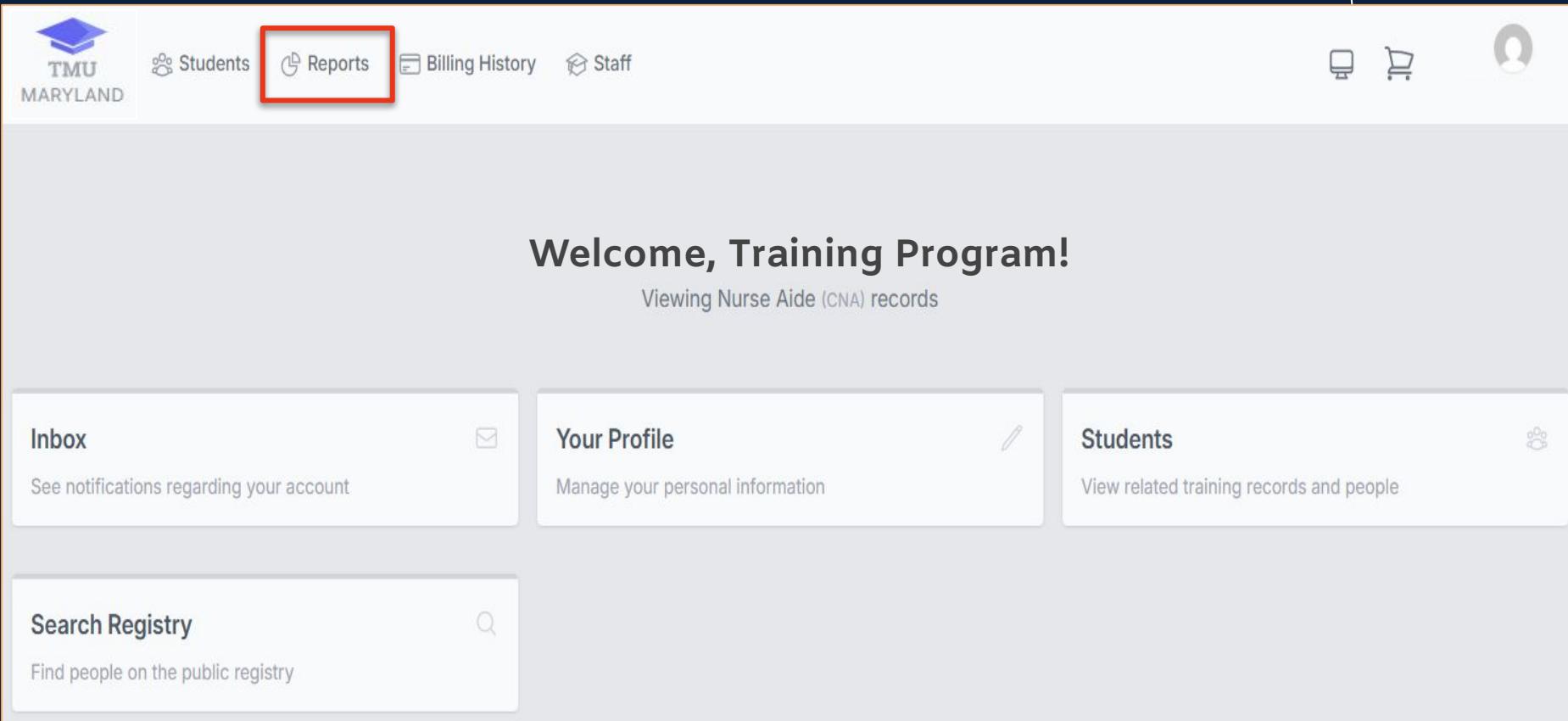
RN Test Observers/TASEs will attest on the Maryland TMU© RN Test Observer | Test Administration Services Entity (TASE) Application that they will provide at least the equipment and supplies listed under **ADDITIONAL EQUIPMENT NORMALLY PROVIDED BY RN TEST OBSERVER** to administer nursing assistant knowledge and skill tests to nursing assistant candidates that they have committed their team to test events for any test dates created in TMU©.



# Training Program/Instructor Reports

...:::..

# Facility Log In



The image shows a screenshot of a web-based facility log-in application. At the top left is the TMU Maryland logo. The top navigation bar includes links for 'Students', 'Reports' (which is highlighted with a red box), 'Billing History', and 'Staff'. On the far right of the top bar are icons for a computer monitor, a shopping cart, and a user profile. The main content area features a large 'Welcome, Training Program!' message with a subtitle 'Viewing Nurse Aide (CNA) records'. Below this are four main navigation boxes: 'Inbox' (with an envelope icon), 'Your Profile' (with a pencil icon), 'Students' (with a people icon), and 'Search Registry' (with a magnifying glass icon). Each box contains a brief description of its function.

- Inbox**  
See notifications regarding your account
- Your Profile**  
Manage your personal information
- Students**  
View related training records and people
- Search Registry**  
Find people on the public registry

**Events & Facilities**

Information about test events

**No Show**

List of tests marked as No Show

[VIEW](#)**Testing**

Information on knowledge and skill tests that have been taken

**Knowledge Detail**

Pass rates per subject and list of most often missed vocabulary words

[VIEW](#)**Pass / Fail**

Details test results of students and where they trained

[VIEW](#)**Retake Summary**

Details pass rates for an exam on a given try (1,2,3, etc...)

[VIEW](#)**Skill Detail**

Pass rates for skill tasks and individual steps in those tasks

[VIEW](#)**Testing Trends**

Totals and pass rates per month for trainings and exams

[VIEW](#)**Trainings**

Information on trainings and locations

**Attrition Rate - Training Programs**

Details about trainings and count of reasons for not completing them grouped by Training Program

[VIEW](#)**Attrition Rate - Instructors**

Details about trainings and count of reasons for not completing them grouped by Instructor

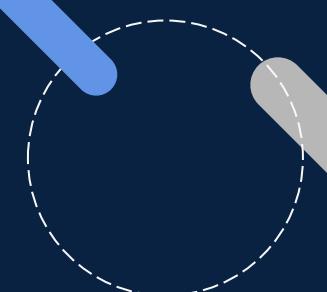
[VIEW](#)**Training to Testing Interim**

Shows length of time from training completion to first test

[VIEW](#)

# Facility Reports





PASSED

SUBJECT

89%	Communication
88%	Infection Control
87%	Data Collection
84%	Care Impaired
82%	Role / Responsibility
81%	Safety
78%	Client Rights
78%	Disease Process
75%	Aging Process and Restorative Care
72%	Mental Health
71%	Basic Nursing Skills
70%	Personal Care

### Knowledge Detail

Pass rates per subject and list of most often missed vocabulary words

## MISSSED VOCAB

73%	needles (15) , antibacterial (15)
72%	arteries (18) , mouth care (18)
65%	mental health (17)
61%	shaving (18)
60%	contact isolation (15) , scabies (15)
59%	delusions (17)
53%	impaction (17) , well balanced meal (17) , depression (17) , apical (15) , angina (15) , living will (15) , enema (15)
50%	aspiration (18) , elastic stockings (18)
47%	validation (17) , elderly (17) , output (17) , care plan (32) , guardian (15) , appropriate response (30)
44%	urine filter (18)
41%	cataract (32)
40%	cardiac arrest (15)
39%	body temperature (36) , care impaired (18)
36%	confidentiality (47)
35%	moving (17)
33%	non-verbal communication (18) , privacy (18) , COPD (18) , circulatory system (18) , contracture (15) , Coronary Artery Disease (15) , sputum (15) , catheter care (15) , hospice (15)
29%	autoclave (35) , restorative care (17) , responding to resident's behavior (17)
28%	anatomy (18) , masturbation (18)

# Missed Vocabulary Words

27%	pulse (30) , fire safety (15)
25%	resident rights (100)
24%	cleaning (17) , respectful treatment (51) , terminal illness (33)
23%	bathing (35) , diabetes (35)
22%	basic needs (32) , accidents (18) , incontinence (18) , bladder training (18) , grand mal seizure (18) , anxiety (18) , hyperventilation (18) , feeding (18) , spiritual needs (18)
20%	nursing assistant's role (35) , patience (15) , constipation (15) , behavior (15) , impaired (15) , AIDS (15) , disposing of contaminated materials (15) , blindness (15) , bedpan (15) , telephone etiquette (15)
19%	oral temperature (32)
18%	dependability (17) , sexual needs (17) , hair care (17)
17%	hand washing (65) , Alzheimer's (64) , medical asepsis (18)
16%	body mechanics (50)
14%	resident independence (71)
13%	communication (82) , standard precautions (32) , gait belt (15) , admitting resident (15)
12%	falls (34) , urinary/urinary system (50) , personal care (17) , dysphagia (17) , Fowler's (17) , seizure (33)
11%	bacteria (18) , pathogen (18) , ombudsman (18) , rectal (18) , urethral (18)
9%	safety (35)
8%	perineal care (50) , lift/draw sheet (36)
7%	infection control (86) , bed position (15) , height (15) , diet (15) , minerals (15) , vitamins (15) , confused resident (15) , resident trust (15) , vision change (15) , transfers (15)
6%	catastrophic reactions (17) , hydration (17) , nutrition (17) , skin integrity (17) , reporting (99) , delegation (17) , restraint (17) , blood pressure (47) , unsteady (18) , skin (18) , body language (18) , CPR (18) , immune system (18) , converting measures (18)
3%	stroke (35) , hearing impaired (35)
0%	microorganism (17) , charge nurse (53) , gastrostomy tube (17) , emotional support (17) , hearing aid (17) , ambulation (34) , de-escalation (17) , fasting (17) , range of motion (17) , sanitizer (17) , dirty linen (17) , respiration (17) , military time (18) , dressing (18) , dementia (18) , gestures (18) , personal protective equipment (18) , activities (18) , reddened/discolored area (18) , unconscious (15) , disrespect (15) , weighing (15) , emphysema (15) , clear liquid diet (15)

# Pass / Fail

## Details test results of students and where they trained

CERTIFIED NURSE AIDE - KNOWLEDGE			CERTIFIED NURSE AIDE - SKILL				
RECORDS	PASS	VARIANCE	RECORDS	PASS	VARIANCE	TOTAL STUDENTS	OVERALL PASS
32	57.14%	-2.32%	30	66.67%	-2.31%	30	50.00%
1803	59.46%	<b>Variance from the statewide pass rate.</b>		1541	68.98%	<b>Variance from the statewide pass rate.</b>	
NAME	CERTIFICATION	TRAINING COMPLETED	TEST DATE	STATUS	EXAM		
Student 1	MD000000000001	12/13/2024	01/02/2025	Passed	Skill Certified Nurse Aide		
		12/13/2024	12/30/2024	Passed	Knowledge Certified Nurse Aide		
Student 2	MD000000000002	12/13/2024	01/03/2025	Passed	Skill Certified Nurse Aide		
		12/13/2024	12/30/2024	Passed	Knowledge Certified Nurse Aide		
		12/13/2024	12/20/2024	Failed	Skill Certified Nurse Aide		

## Retake Summary

Details pass rates for an exam on a given try (1,2,3, etc...)

### KNOWLEDGE EXAM

DATE RANGE	TRAINING PROGRAM	INSTRUCTOR	EXAM			
08/01/2024 - 01/31/2025	Sample Training Program	2	Certified Nurse Aide			
TRAINING PROGRAMS	FIRST	PASS %	SECOND	PASS %	THIRD	PASS %
Sample Instructor	64	73.44%	13	53.85%	11	9.09%
INSTRUCTOR, DEFAULT	-	-	1	100.00%	-	-
<b>Totals</b>	<b>64</b>	<b>73.44%</b>	<b>14</b>	<b>57.14%</b>	<b>11</b>	<b>9.09%</b>

### SKILL TEST

DATE RANGE	TRAINING PROGRAM	INSTRUCTOR	SKILLEXAM			
08/01/2024 - 02/05/2025	Sample Training Program	2	Certified Nurse Aide			
TRAINING PROGRAMS	FIRST	PASS %	SECOND	PASS %	THIRD	PASS %
Sample Instructor	64	82.81%	10	70.00%	5	100.00%
INSTRUCTOR, DEFAULT	-	-	-	-	1	100.00%
<b>Totals</b>	<b>64</b>	<b>82.81%</b>	<b>10</b>	<b>70.00%</b>	<b>6</b>	<b>100.00%</b>

## Skill Detail

Pass rates for skill tasks and individual steps in those tasks

Variance from  
the statewide  
pass rate.

<input type="checkbox"/> TITLE	TESTED	PASSING	VARIANCE	<a href="#">Step Details</a>
<input type="checkbox"/> Apply a Knee-high Anti-embolic Stocking to One Leg	7	85.71%	-7.15%	<a href="#">Step Details</a>
<input type="checkbox"/> Assist Resident to Ambulate using a Gait Belt	8	62.50%	-17.09%	<a href="#">Step Details</a>
<input type="checkbox"/> Assist Resident w/Bedpan, Measure & Record Output and Hand Washing	11	90.91%	3.35%	<a href="#">Step Details</a>
<input type="checkbox"/> Catheter Care for a Female and Hand Washing	16	81.25%	-5.22%	<a href="#">Step Details</a>
<input type="checkbox"/> Denture Care - Clean an Upper or Lower Denture	14	71.43%	-12.09%	<a href="#">Step Details</a>
<input type="checkbox"/> Donn Gown & Gloves, Empty Urinary Bag, Record Output, Remove G&G and Hand Washing	14	100.00%	15.5%	<a href="#">Step Details</a>
<input type="checkbox"/> Dress Resident w/an Affected (Weak) Side in Bed	9	100.00%	13.22%	<a href="#">Step Details</a>
<input type="checkbox"/> Feed a Dependent Resident in Bed	12	50.00%	-9.3%	<a href="#">Step Details</a>
<input type="checkbox"/> Foot Care One Foot	5	100.00%	8.46%	<a href="#">Step Details</a>
<input type="checkbox"/> Modified Bed Bath - Face and One Hand, Arm and Underarm	6	83.33%	-7.35%	<a href="#">Step Details</a>
<input type="checkbox"/> Mouth Care - Brush Resident's Teeth	8	87.50%	-7.35%	<a href="#">Step Details</a>
<input type="checkbox"/> Passive Range of Motion Exercise for Hip and Knee	5	80.00%	-11.4%	<a href="#">Step Details</a>
<input type="checkbox"/> Passive Range of Motion Exercise for One Shoulder	6	100.00%	11.97%	<a href="#">Step Details</a>
<input type="checkbox"/> Perineal Care for a Female and Hand Washing	11	63.64%	-3.17%	<a href="#">Step Details</a>
<input type="checkbox"/> Position Resident in Bed on their Side	8	100.00%	15.73%	<a href="#">Step Details</a>
<input type="checkbox"/> Transfer Resident from Bed to Wheelchair using a Gait Belt	11	81.82%	-1.41%	<a href="#">Step Details</a>
<input type="checkbox"/> Vital Signs: Count and Record Resident's Radial Pulse and Respiration (P&R)	9	88.89%	9.86%	<a href="#">Step Details</a>
<input type="checkbox"/> Making an Occupied Bed	5	100.00%	2.47%	<a href="#">Step Details</a>
<input type="checkbox"/> Nail Care One Hand	4	100.00%	6.32%	<a href="#">Step Details</a>



Denture Care - Clean an Upper or Lower Denture Steps			
#	KEY	STEP	
		PASSING	
1		Performs hand hygiene. (Covers all surfaces of hands with hand sanitizer. Rubs hands together until hands are completely dry.)	85.71%
2		Explains the procedure to the resident.	85.71%
3	☞	Lines the bottom of the sink with a protective lining that will help prevent damage to the dentures. (Towel, washcloth or paper towels are allowed for lining.)	78.57%
4		Puts on gloves.	85.71%
5		Applies denture cleanser (paste) to a denture brush (or toothbrush).	78.57%
6		Removes the denture from the cup.	85.71%
7		Handles the denture carefully to avoid damage.	85.71%
8	☞	Rinses the denture under cool running water.	85.71%
9		Thoroughly brushes the denture inner surfaces.	85.71%
10		Thoroughly brushes the denture outer surfaces.	78.57%
11		Thoroughly brushes the denture chewing surfaces.	78.57%
12		Rinses all surfaces of the denture under cool running water.	78.57%
13		Rinses the denture cup and lid.	78.57%
14		Places the denture in the rinsed cup.	78.57%
15		Adds cool clean water to the denture cup.	78.57%
16		Replaces the lid on the denture cup.	78.57%
17		Rinses equipment.	78.57%
18		Returns equipment to storage.	78.57%
19		Discards the sink protective lining in an appropriate container, if used.	78.57%
20		Removes gloves, turning them inside out as they are removed.	78.57%
21		Disposes of gloves in a trash container.	78.57%
22		Performs hand hygiene. (Covers all surfaces of hands with hand sanitizer. Rubs hands together until hands are completely dry.)	71.43%
23		Places the call light or signaling device within easy reach of the resident.	78.57%
24		Maintains respectful, courteous interpersonal interactions at all times.	85.71%



**Skill Test Detail**  
**By Task Step:**  
After clicking step details



# Testing Trends → Knowledge Exam

Totals and pass rates per month for trainings and exams

## Certified Nurse Aide Knowledge

MONTH	PASS	FAIL	NO SHOW	TOTAL
Jul 2024	2 (50.00%)	2 (50.00%)	0 (0.00%)	4
Aug 2024	0 (0.00%)	1 (33.33%)	2 (66.67%)	3
Sep 2024	8 (36.36%)	12 (54.55%)	2 (9.09%)	22
Oct 2024	2 (25.00%)	4 (50.00%)	2 (25.00%)	8
Nov 2024	10 (41.67%)	9 (37.50%)	5 (20.83%)	24
Dec 2024	13 (56.52%)	8 (34.78%)	2 (8.70%)	23
Jan 2025	9 (81.82%)	0 (0.00%)	2 (18.18%)	11

# Testing Trends → Skill Test

Totals and pass rates per month for trainings and exams

## Certified Nurse Aide Skill

MONTH	PASS	FAIL	NO SHOW	TOTAL
Jul 2024	1 (50.00%)	1 (50.00%)	0 (0.00%)	2
Aug 2024	0	0	0	0
Sep 2024	9 (60.00%)	6 (40.00%)	0 (0.00%)	15
Oct 2024	6 (54.55%)	2 (18.18%)	3 (27.27%)	11
Nov 2024	15 (78.95%)	0 (0.00%)	4 (21.05%)	19
Dec 2024	18 (85.71%)	1 (4.76%)	2 (9.52%)	21
Jan 2025	0	0	0	0

# Thank You!

From  
D&S Diversified Technologies (D&SDT) -  
Headmaster

• • • •



D&S Diversified Technologies LLP

Headmaster LLP