



Knowledge Test Proctor (KTP) Training Guidelines

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

BECOMING A KNOWLEDGE TEST PROCTOR (KTP):

You must complete the **Knowledge Test Proctor (KTP) Training Affidavit and Confidentiality/Nondisclosure Agreement**. The Testing Services Contractor/RN Test Observer you will be working with can provide you with the link to the agreement form.

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

Please do not hesitate to contact D&SDT-HEADMASTER at (800)393-8664, (877)851-2355, or (888)401-0462 with any questions at any time.

WHO CAN BE A KTP?

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

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

COMPENSATION FOR BEING A KNOWLEDGE TEST PROCTOR:

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



TEST DAY:

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

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

WHEN CANDIDATES SIT FOR THE KNOWLEDGE TEST:

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



9. Specifically ask:

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

- **UNDER NO CIRCUMSTANCES MAY ONE CANDIDATE'S TEST BE USED FOR ANY OTHER CANDIDATE.**
- Be organized and conduct the test efficiently and quietly.
- Use a watch or visible wall clock to accurately time the test. Allow NO MORE THAN _____ (State allowed) minutes for the Knowledge Test.
- Be sure to announce the start time, and you must announce when there are **15 minutes left**.
- The KTP should circulate around the room frequently during testing to be aware of potential cheating.
- The KTP should have a field of vision so they can generally see what is on each candidate's computer screen at all times. Be aware of any candidates who are not on the TMU© knowledge test question screens.
- Set an appropriate tone/environment and protect candidates from disturbances.
- **NEVER ALLOW CANDIDATES TO BE LEFT UNSUPERVISED AT ANY TIME FOR ANY REASON!**
- Ensure no smoking, eating, or electronic device activity (navigating to other browsers - phone usage - texting - wireless - Bluetooth communication, smart watches, smart pens, etc.) occurs during testing.
- The KTP should never engage in any activity that would divert their attention from the candidates or behave in a manner that would distract the candidates, such as talking to others or texting (your cell phone off - must at least be in airplane mode!!), eating, or reading books and newspapers.
- Be certain that ALL TESTING MATERIALS are collected. ***This includes any State-specific allowed scratch paper or basic calculator (provided by KTP to candidates) used during the test for the state you are testing in. Be aware of any candidates using scratch paper!***
- If a candidate requests an Audio version of the Knowledge Test, the questions will be on the computer/tablet screen as well as read to the candidate through the wired (no Bluetooth-connected devices are allowed) earbuds or headsets connected (plugged in) to the computer.
- As candidates finish their knowledge test, they should quietly alert you so you can log them out of the knowledge test on the computer, and they should quietly bring you their scratch paper and basic calculator if allowed. Be sure to quietly direct them to the waiting area to either wait for their Skill Test turn or, if they are finished with both components of the exam, the candidate may leave the test site.
- NEVER interrupt the RN Observer when a skill test is in process unless it is an extreme emergency. If you have concerns or issues signing candidates into their test, issues with an audio exam, issues with a computer, issues with a candidate's ID, etc., ***please contact D&SDT-HEADMASTER at:***
 - ***During regular business hours, Monday through Friday, excluding holidays, from 8:00AM to 8:00PM Eastern time; 7:00AM to 7:00PM Central time; 6:00AM to 6:00PM Mountain time; and 5:00AM to 5:00PM Pacific time at (800)393-8664, (877)851-2355 or (888)401-0462.***
 - ***During non-business hours on the weekends, call the on-call number(s) (406)431-8953 or (406)431-9042 for assistance. Do not share the on-call numbers with candidates, test sites, etc. They are for testing teams only.***