

# TMU© Virtual Knowledge Test Instructions

You are not allowed to leave the virtual knowledge test until finished with your test. Please remember to use the restroom before signing into your virtual knowledge test.

With the exception of the cell phone and tablet/laptop/desktop you are using for your virtual knowledge test, all other electronic and Blue-tooth connected devices (cell phones, smart watches, fitness monitors, tablets/laptops/desktops, etc.) usage is not allowed and these items are not allowed in the testing area or allowed to be near or on your person (in pocket, on wrist, etc.) during testing. Anyone using any other electronic or Blue-tooth connected device of any kind during testing (texting, Google searching, email, etc.) or navigating away from the virtual knowledge test during testing, will have their test stopped, will have their test scored as a failed test, will forfeit all testing fees and will be reported to their training program, D&SDT-HEADMASTER and the State oversight agency.

Your video must remain on for the duration of testing. If, at any time, the video disconnects and you do not rejoin right away, your test will be stopped, you will forfeit all testing fees, and will have your test scored as a failed test. This is a secure virtual testing environment and all testing and security policies stated in the State specific Candidate Handbook will be followed.

The questions will be presented to you, one at a time, on the computer screen. You will have a maximum of **60 minutes** to select answer A, B, C or D for each of the questions. You are able to navigate through the test questions with the previous and next buttons.

Please refer to the time at the top of the screen for time remaining. The KTP will announce when there are 15 minutes remaining.

If needed, you may do math calculations on a piece of scratch paper. You may also use a basic calculator. You will be asked to show both sides of the scratch paper and the basic calculator to the Knowledge Test Proctor (KTP) **before** starting your test.

At the end of your test, you will be asked to show both sides of the scratch paper and the calculator to the KTP **again**. You will then be asked to mute your phone before tearing up the scratch paper in view of the (KTP).

If you have any issues with the computer, please let the KTP know.

When you believe you are finished with your exam, double check all your answers. Then quietly alert the KTP that you are finished.

You will click the **End Test** button. If you have any remaining questions, you will be notified via a pop-up and will be able to go back to answer any remaining questions, provided there is time remaining.

Do you have any questions?