KNOWLEDGE TEST CHECKLIST

PLACE THE 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 ninety (90) 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 provided scratch paper when done and they need to raise their hand when finished with their exam. 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 SOCIAL SECURITY NUMBER OR TEST ID NUMBER (to the left of the candidates name on the Administrator Report (Form 1250) as well as the Test Site Number and Packet Number from your Administrator Report.
   - Once all candidates have entered the correct information into the sign-in screen, advise them to click the button below that states, "Click here to Continue".
   - Have candidates verify their demographic information.
     - If a candidate's information is correct, have them select the button stating, "I have reviewed the information and it is correct".
     - If the candidate's information is not correct, make a note of the correct information for that candidate and have them select the button stating, "I have reviewed the information below and reported discrepancies to my test proctor". You will need to type "ETEST" in the box to the right of this statement in order for the candidate to be able to continue to their exam.
   - Have the candidate's simultaneously click the button labeled "Continue to Exam" and start both your timers.
9. Ending the test when candidates 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 enter "ETEST" in the box to the right of the button labeled "STOP EXAM". Then click the button labeled "STOP EXAM".
   - Once the test has been ended – a message will pop up at the top of the screen stating "Your test has been submitted for scoring."
   - 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 their testing process.
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 75 minutes have elapsed.)
11. Make sure you move around the room during the ninety (90) 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:

> **(800)393-8664 (Monday through Friday 7:00am to 5:00pm - Pacific time)**
> **(406)431-8953 for the on-call person (Friday evenings after 5:00pm to Monday morning before 7:00am - Pacific time)**
> ***Do NOT share this '8953' number, as it is for test teams after business hours use only.***