



OHIO STNA KNOWLEDGE TEST PROCTOR (KTP) TRAINING GUIDELINES

This is an Instruction handout designed to quickly answer RN Test Observer questions regarding training Knowledge Test Proctors (KTPs) in the administration of the Ohio Knowledge Test.

BECOMING A KNOWLEDGE TEST PROCTOR (KTP)

To become a KTP, an individual must receive these instructions from a certified Ohio RN Test Observer, sign Form 1511OH (Actor/KTP Training Affidavit) certifying that they received and understand these instructions. The KTP would have/should have filled out and signed an RN Test Observer generated application and must sign Form 1501OH-Confidentiality/Nondisclosure Agreement which will be submitted to D&SDT-HEADMASTER and must be trained with the Ohio approved materials that are included in these guidelines. 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.

RN Test Observers or KTPs: Please do not hesitate to contact D&SDT-HEADMASTER at (877)851-2355 with any question at any time.

WHO CAN BE A KTP?

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

- **KTPs need to understand that they are not able to sit for the Ohio NA competency test for six (6) months from the date that they last worked as a KTP.**
- KTPs must be of legal working age in Ohio. Minors must also have a work permit.
- KTPs must be trained and certified with these approved materials.
- KTPs must fill out and sign a Confidentiality/Nondisclosure Agreement-Form 1501OH and a KTP Training Affidavit-Form1511OH.
- After completion, the original 1501OH and 1511OH must be mailed to our Findlay, OH office or imaged and sent to hdmastereast@hdmaster.com, or faxed to (419)422-8328, for inclusion into the KTP database.
- A KTP may **NOT** be a STNA Test Candidate who has not tested.
- A KTP may **NOT** be a student in any STNA Training Program.
- KTPs CAN BE registry active STNAs, RN Test Observer family members, volunteers, etc.

COMPENSATION FOR BEING A KNOWLEDGE TEST PROCTOR:

KTPs may be volunteers. For non-volunteer KTPs, the RN Test Observer should pay KTPs a negotiated remuneration when they assist during the administration of an STNA Knowledge test, at a 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 D&SDT-HEADMASTER staff can contact them for test dispute investigations.

TEST DAY

KNOWLEDGE TEST PROCTORS SHOULD REPORT TO THE TEST SITE AT LEAST 30-45 MINUTES PRIOR TO TESTING.

- The Knowledge Test Proctor assists the RN Test Observer in assessing the Test Site prior to administering any tests to make sure all equipment and supplies are available, the test areas are free from distractions and that the two test areas are only being used for testing.
- The KTP ensures the knowledge test area is well lighted and ventilated.
- Becomes familiar with the locations of the fire exits, rest rooms, drinking fountains etc.
- Makes sure that approximately 6 feet will separate candidates on all sides for the Knowledge Test. Up to three candidates may be taking the Knowledge Test at any one time, so as much space as possible should separate the candidates. The RN Test Observer will provide earphones/headsets for candidates who are scheduled to take an Oral Test or the test site will have earphones/headsets available. If you have oral tests, be sure you are set up for them before the oral test candidates come into the knowledge test area. With TMU© (TESTMASTER UNIVERSE) electronic testing, the controls for the oral 'player' will be on the computer screen and earbuds/headphones will plug into the computer speaker/earphone jack. Instruct oral test candidates how to use the computer controls for the oral audio player. For a paper test event, you will receive a cassette tape with a cassette player or an MP-3 player (with instructions) to plug in the earbuds/headphones.
- Make sure any pre-approved ADA accommodation is in place. The RN Test Observer will be aware of any pre- approved ADA accommodations and will help you setup for any accommodation the D&SDT-Headmaster has granted.



WHEN CANDIDATES SIT FOR THE KNOWLEDGE TEST

- You will be provided with a Knowledge Test Checklist that needs to be followed step-by-step for every knowledge test event you administer.
- Make sure you have placed Knowledge Test Instructions (provided by the RN Test Observer) between each work station for candidates to refer to during testing, if needed.
- All electronic devices (cell phones, smart watches, fitness monitors, etc.) must be turned off and put in a designated area when the candidates come into the Knowledge Test Area. (Yours too!)
- If candidates walk into the testing room with personal items, such as coat, purse, book bag, etc., inform them that they must leave all personal items in a designated area and to not forget the item when they leave the knowledge test area.
- You should introduce/re-introduce yourself to the candidates before beginning the knowledge test.
- You must verify each candidate's identity by asking to see the US government, non-expired, signed, photo identification they presented when they first arrived and signed in on the Examiner's Report-Form 1250. For electronic testing, make sure the name on the ID matches the name of the person pulled up on the knowledge test screen. For paper testing, make sure the name on the scan form matches the name on the Examiner's Report-Form 1250 and that the Knowledge Test Number on the scan form matches the Knowledge Test Booklet number.
- You must ask if the candidates 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 itself or the content thereof. Additionally, as stated above, a copy of the laminated knowledge test instructions should be placed at each knowledge test station for candidate reference at any time during the exam. Specifically ask:
 1. "Do you understand the Knowledge Test is timed."
 2. "Do you know that you will have 90 minutes to complete the exam."
 3. "Do you understand that you may not have any form of an 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 90 minutes for the Knowledge Test. Be sure to announce the start time and **you must announce when 15 minutes are left.** (1 hour and 15 minutes have elapsed)
- The KTP should circulate around the room frequently during testing to be very aware of potential cheating.
- The KTP should have a field of vision such that they can generally see what is on each candidate's TMU© screen at all times. Be aware of any candidates that are not on the TMU© question screen. Make sure candidates are marking their answers on their scan form and not in the test booklet.
- Set an appropriate tone/environment and protect candidates from disturbances.
- **NEVER ALLOW CANDIDATES TO BE LEFT UNSUPERVISED AT ANY TIME, FOR ANY REASON!**
- Ensure that no smoking, eating or electronic device activity (phone usage - texting - wireless communication) takes place during testing.
- The KTP should never engage in any activity that would divert his/her 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 scratch paper or basic calculator (both provided by KTP to candidates) used during the test. Be aware of any candidate using scratch paper!**
- If a candidate requests an Oral Test the questions will be on the TMU© computer/tablet screen as well as read to the candidate through the use of an electronic audio player through earbuds/headphones connected to the computer, or on a cassette tape played on a cassette player or MP-3 player with earbuds/headphones to listen along while being read with the test booklet.
- As candidates finish with the Knowledge Test they should quietly alert you so you can end the knowledge test on the computer. For a paper test, let candidates know when finished with their exam to quietly bring you their answer form, test booklet, scratch paper and calculator. 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 a skill test in process, unless it is an extreme emergency. If you have concerns or issues signing candidates in to their test, issues with an oral exam, issues with a computer, issues with a candidate's ID, etc., please contact D&SDT-Headmaster:
 - **During business hours, Monday through Friday from 8:00am to 7:00pm Eastern time at (877)851-2355.**
 - **During non-business hours, Friday evenings after 7:00pm to Monday mornings before 7:00am Eastern time, call the on-call number (406)431-9042.**

Questions?

Please call D&SDT-HEADMASTER at (877)851-2355.