

PAPER KNOWLEDGE TEST INSTRUCTIONS

To be placed in the waiting/sign in area so **all** candidates have an opportunity to read these instructions before going into the knowledge test portion their exam. **A copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during his/her paper knowledge test.**

YOU ARE NOT ALLOWED TO LEAVE ANY TESTING AREA UNTIL FINISHED WITH YOUR TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOM.

CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES MUST BE TURNED OFF (NOT ON VIBRATE OR MUTE) DURING TESTING AND ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON DURING TESTING.

ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. REMEMBER TO COLLECT YOUR BELONGINGS WHEN YOU LEAVE THE TEST AREA.

ANYONE ATTEMPTING TO USE A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE OR ANY FORM OF TEST ASSISTANCE FROM ANY SOURCE FOR ANY PURPOSE DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES AND WILL HAVE THEIR TEST SCORED AS A FAILED TEST. THEY WILL BE REPORTED TO THE TENNESSEE DEPARTMENT OF HEALTH (TDH) AND WILL NOT BE ELIGIBLE TO SCHEDULE FOR A RETEST WITHOUT A LETTER FROM TDH ALLOWING A RETEST.

The Knowledge Test Proctor (KTP) will ask you if you have any questions regarding the instructions you read before your Knowledge Test is started.

Make only 75 marks on your quick score answer form. **DO NOT** fill in any other bubbles on your Quick Score Answer form, except questions 1 through 75 at the bottom of the scan form marking either A, B, C or D. Be sure to make your marks clear and dark and stay within the bubble. Use only a #2 pencil.

No bubbles will be filled in on your Quick Score Answer form for your name. Each answer form is individualized and preprinted with your name and ID number, so you do not need to make any marks at the top of the quick score answer form. **Please** just be sure that your name is spelled correctly on the top of your Quick Score Answer form. Tell the KTP if any name or ID number correction needs to be made.

Double check that the **Knowledge Test Number** printed on the top of your Quick Score Answer Form matches the Knowledge Test number printed on your Knowledge Test booklet. Tell the KTP if these numbers do not match.

DO NOT make any marks in your Knowledge Test booklet. If needed, you may do math calculations on the scratch paper provided to you. A calculator is provided at your work station.

You will have a maximum of 90 minutes to complete the Knowledge Test. **The KTP will tell you when there are 15 minutes remaining.**

When you are finished with the exam **double check** the marks you have made on your Quick Score Answer form and then quietly bring your test booklet, Quick Score Answer form, **scratch paper** and calculator to the KTP. The KTP will quietly direct you to your next area.

Please remember to pick up any of your personal belongings as you exit the room quietly.