SKILL TEST CHECKLIST

TEST RESULTS: READ OUT LOUD TO GROUP IN WAITING/HOLDING AREA

"TEST RESULTS WILL BE AVAILABLE ON-LINE NO LATER THAN 7:00PM (LOCAL TIME) THE BUSINESS DAY THE TESTS ARE SCORED.
SIGN IN TO YOUR RECORD IN **TMU©** USING YOUR **USER ID** OR **EMAIL** AND **PASSWORD** TO SEE YOUR RESULTS."

When the candidate enters the skill test area the RN Test Observer will:

1. Show the candidate the "designated area" to place their personal belongings, making sure all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidates ID against the candidate's name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area.
   Specifically ask:

> Read to each → candidate

- **"Do you understand that you can ask me to reread any scenario at any time?"**
- **"Do you know that you can correct anything you think you demonstrated incorrectly, at any time?"**

5. Demonstrate where the medication cart/box is located.
6. Give the candidate the key and show the candidate how to unlock and lock the medication cart/box.
7. Show the different drawers and point out the supplies in the supply drawer.
8. Show the ID band on your Actor.
9. Show the medication administration record (MAR) as well as the "next" and "back" buttons to toggle between the MARs.
10. Introduce the MAR, the initial area and the signature location and the date to be used for recording.
11. Demonstrate the location of the call light, water pitcher and cup.
12. Inform the candidate when they are finished to click "END TEST".
    - Inform the candidate that if they run out of time, they may not make any changes to their MARs and that they must submit both MARs and END TEST as is.
13. Ask the candidate if they have any questions.
14. Read the first scenario.
15. Start the countdown timer in TMU© or start two stand-alone timers (or one multiple timer) when the candidate begins the first task. Record the start time in the candidate's test on the screen.

CLOSURES WHEN FINISHED WITH SKILL TEST:

If allotted time (25 minutes) is remaining say:
- "You have _____ minutes remaining. You have just completed the tasks of _____ and _____. (Read the tasks assigned.) Are you finished?" When you get the "yes", say "Thank you for coming."
  - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with her/his exams s(he) is free to leave the testing site.

When allotted time (25 minutes) is up and the audible buzzer sounds, say:
- "Your allotted time has elapsed. Thank you for showing us your skill demonstrations today."
  - Direct the candidate to the holding area if s(he) needs to take a knowledge exam, or if finished with her/his exams s(he) is free to leave the testing site.