

Guidelines for Remotely Proctored MAP Certification Testing

“Your role in the process”

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MAP Certification Testing

- Remotely proctored knowledge:
 - Student
 - D & SDT test observer (connected via Zoom only)
- Remotely proctored med administration:
 - Student
 - MAP trainer or pre-approved on-site proctor
 - D & SDT test observer (connected via Zoom only)

Remotely proctored Knowledge Test

- To complete a remotely proctored knowledge test the student must have:
 - WI-FI (dependable connection)
 - Internet browser must be (updated) version of Google Chrome
 - A personal computer (PC), desktop, tablet or ipad to log into TMU to access the knowledge test
 - A smartphone device to access Zoom link
 - Must maintain Zoom link throughout entire test. If connection is lost, reconnect asap. Failure to do so will result in automatic failure for the knowledge test
 - Quiet, distraction free environment

Scheduling a Remotely Proctored Knowledge Test

- Student will log into TMU (ma.tmutest.com) using their email and password and self schedule a knowledge test date
 - Please use the “forgot password” link when necessary
- Test confirmations will be sent by TMU to the student and anyone selected in the contact section of the student record
- Day of testing instructions, including a Zoom link, will be sent by the remote test observer to the student the day before testing
 - This will be sent via email and/or text. It is also found in the notifications section when a student logs into their own TMU file (upper right corner of their TMU home page, select notifications)
- The student is expected to log into Zoom link 10 minutes before test start time.

Remotely Proctored Med Administration Test

- To complete a remotely proctored med administration test, the student must
 - Work with their MAP trainer or approved on-site test proctor. A student can not schedule their own med administration test
 - The MAP trainer or approved on-site proctor must have
 - WIFI signal (dependable connection)
 - Device with camera feature to connect to our Zoom link
 - All testing materials prepared and ready

Scheduling a Med Administration Test

- MAP trainer or approved on-site proctor must contact D & SDT
- Before calling our office
 - Be sure that the candidate record is ready to schedule and that no payment or employment verification is needed.
 - Be sure that you have reviewed the calendar options with the candidate. To see the calendar, simply visit ma.tmutest.com and do not log into a record
 - In the middle of the screen there is a “Available test events” link. Once on the calendar, you can even tell it the type of test you are looking for
 - Be sure that you and the student have decided what location you will meet at for the testing

Con't Scheduling a Med Admin test

- D & S DT will provide to the MAP trainer or approved on-site proctor the following items after scheduling the test date:
 - Trainer / on-site proctor responsibilities
 - Med administration directions
 - Zoom link to connect with the remote test observer on test date
 - No longer sharing the scenario # b4 testing

Day of Med Administration test

- The day of the test the MAP trainer or approved on-site proctor must:
 - Log into Zoom 10 minutes prior to the test time
 - Ensure connectivity (audio/visual)
 - Review testing requirements with the D & SDT remote test observer
- The student will enter just before testing start time to review instructions
- The MAP trainer or approved on-site proctor is responsible for capturing the active test process with their smartphone or PC via Zoom. After testing, they are responsible for sending images of the blister pack, med sheet, count sheet to the remote test observer

Reminders

- It is important that the MAP trainer or approved on-site proctor:
 - Uses the required testing supplies.
 - Use this link to order **Online Order form**
 - Print materials yourself from **mapmass.com**
 - Items include Med book, count book, pharmacy labels
 - Has testing materials printed and ready to go prior to start of test.
 - Understands that they are responsible for capturing the test process with their smartphone or PC for the D & SDT test observer to view
 - Understands that the test will take place in a location that the student and MAP trainer or approved on-site proctor have decided upon

Remote skills testing

- If you have questions regarding remote certification testing and your role in the process please contact:
 - **MAP State Agency Contact List (click link)**
 - DSDT / Headmaster Program Manager is Anne Shields **annes@hdmaster.com**