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Headmaster LLP

**D&S DIVERSIFIED TECHNOLOGIES - HEADMASTER
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Attention MAP trainers and MAP providers:

Virtual testing came to all of us in an unanticipated way. As we have all discovered, managing virtual testing and training and Zoom calls has been an unexpected challenge but a great learning experience for all involved. We rolled out virtual testing in April and have made great strides while at the same time being open to suggestions made by other agencies. While we are announcing a few changes now, we are also working collaboratively with the state agencies to advance our virtual testing for knowledge and skills testing. For now, I would like to share a few changes that are being made to the original virtual testing guidelines. We will continue to update you on any further adjustments made to virtual testing.

- The MAP trainer (or point of contact person for your facility in TMU) can schedule your candidate's skills test with any member of the Massachusetts Team. (Anne, Amber, Alisha, Peggy, and Danielle)
- Previous references told you that the candidate (during med administration and transcription testing) needed to be confined to an area defined as 2 feet x 2 feet. The new dimensions are defined as "An area large enough to contain all testing materials yet confined enough so that the entire area can be seen by the virtual tester. "
- The MAP trainer (or point of contact person for your facility in TMU) is being asked to follow these revised instructions during the virtual test: (referenced as Proctor below)
 - The proctor cleans and sets up the test space and brings D & S test observer up on the computer, tablet or smart phone device (needs video and audio capabilities) and assures that all testing materials and their placement meet the approval of the Test Observer.
 - You must still have the Zoom application downloaded on that device prior to test day.
 - You are asked to still sign in with the test observer 10 minutes BEFORE testing is set to begin.
 - The proctor and candidate are wearing a mask and following proper social distancing practices.
 - The proctor also screens the test candidate for symptoms of Covid-19 or exposure.
 - Proctor sets candidate up in front of the video link and introduces them to the Test Observer. Then the Proctor temporarily leaves the room.
 - Test Observer checks the candidate in by verifying their ID and then testing begins.
 - Once all testing is completed, the candidate leaves the room and the proctor reenters. The test observer remains on the video link.
 - Proctor checks with the test observer about taking pictures of testing materials and submitting them via email back to the test observer for grading.
 - Once pictures are received, the testing is finished and unless the test observer and trainer (or point of contact person) are continuing with another candidate the video link will be closed out.