



D&S Diversified Technologies LLP

Headmaster LLP

Ohio General X-Ray Machine Operator (GXMO) Licensure Examination

CANDIDATE HANDBOOK

August 2026

VERSION 9.0



D&S DIVERSIFIED TECHNOLOGIES
(D&SDT)

TMU©



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CONTACT INFORMATION

Questions on: • Testing process • Test scheduling • Eligibility to test	Contact: D&S Diversified Technologies (D&SDT), LLP 333 Oakland Avenue Findlay, OH 45840 Email: ohio@hdmaster.com Website: www.hdmaster.com Ohio GXMO TMU© Webpage: ox.tmutest.com	Hours and Phone #: Monday through Friday 8:00AM – 7:00PM Eastern Time Phone #: (877) 851-2355 Fax #: (406) 442-3357
Questions on: • Registry Status	Contact: Ohio Department of Health (ODH) 246 North High Street Columbus, OH 43215 Website: https://odh.ohio.gov/wps/portal/gov/odh/home	Hours and Phone #: Monday through Friday 8:00AM – 5:00PM Eastern Time Phone #: (614) 466-3543

ABOUT THE GXMO CANDIDATE HANDBOOK

The information in this handbook describes the Ohio General X-Ray Machine Operation Licensure examination process and is designed to help you prepare to take the Ohio Department of Health (ODH) approved GXMO Licensure Examination administered by ODH's approved test vendor, D&S Diversified Technologies (D&SDT). If you have questions that are not answered in this handbook, contact D&SDT:

- Email: ohio@hdmaster.com;
- Call: (877) 851-2355 during regular business hours, 8:00AM to 7:00PM (ET), Monday through Friday, excluding holidays; or

Review the GXMO website found at: hdmaster.com.



PROCESS FOR OBTAINING A GXMO LICENSE

Per the Ohio Department of Health (ODH) website, below are the steps to obtain a GXMO license.

Step 1

To be eligible to take the GXMO exam, complete a GXMO didactic educational program accredited by the Ohio Department of Health (ODH), or be a student enrolled, that has completed a minimum of one (1) year, in a radiologic technology program of study.

Step 2

After completing an accredited GXMO didactic educational program or enrolling in a radiologic technology program of study, the program director will supply you with a GXMO examination registration packet. *If your program does not enter you into the GXMO TMU software*, please complete the [GXMO EXAMINATION APPLICATION FORM 1101](#). The GXMO application form 1101 is available in the GXMO TestMaster Universe (TMU©) database at <https://ox.tmutest.com/apply/1>.

NOTE: DO NOT COMPLETE the GXMO application form 1101 if you have previously taken the GXMO examination. Please call D&SDT at (877) 851-2355 to check your GXMO TMU© record status.

The testing registration information is under the [Exam Registration Process](#) section.

A link to the [GXMO Didactic Syllabus Study Guide](#) (under Study Aides) can be printed from D&SDT's GXMO webpage under "Candidate Forms".

You can view the calendar for available testing dates and locations at ox.tmutest.com, and you can see more detailed test events by signing in to your TMU© account.

After you complete the examination, you can access your exam results through your TMU© account. For more information about exam results and how to access them, see the [Test Results](#) section. You may repeat the examination as many times as necessary after successfully completing a didactic educational program.

Step 3

Complete at least one GXMO clinical educational program accredited by the Department, specific to the type(s) of procedures performed, or, if a student enrolled in a radiologic technology program of study, have your program director complete the [Clinical Competency Affidavit](#) form.

Step 4

Submit your complete ODH GXMO licensure application to the Ohio Department of Health (ODH). You may apply and pay online or by mail, or you may mail a hard copy of the application. A complete ODH GXMO licensure application must include the following on the next page:

- Application and fee in the amount required by GXMO per ODH; refer to the ODH website: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure/welcome/>
- Didactic course certificate or college transcript if a student is enrolled in a radiologic technology program of study



- Clinical course certificate(s), or, if a student is enrolled in a radiologic technology program of study, the Clinical Competency Affidavit form.
- Examination results printed from your TMU© record with a passing score of at least 70 percent (70%).
 - Instructions on how to access your exam results are under the **Test Results** section.

TEST ACCOMMODATIONS: AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Ohio Department of Health (ODH) and D&SDT provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the GXMO Licensure examination. Accommodations are granted under the Americans with Disabilities Act (ADA).

- Submit the [ADA Accommodation Request Application](#), located on the GXMO's TMU© main page under 'APPLICATIONS', for review and approval by D&SDT **in advance** of your licensure examination.
- Submit all required supporting documentation of your diagnosed disability with your request. We will only review applications with the required supporting documentation.
- D&SDT will email you if additional documentation or information is required, using the email address in your TMU© account.
- **Allow for additional time to process your request.** If you have questions regarding the ADA review process or specific required documentation, please call D&SDT at (877) 851-2355.

VA BENEFITS REIMBURSEMENT

D&SDT has been approved by the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio GXMO exam. If you are an active-duty or retired service member, you may be eligible for reimbursement of exam fees if funds are available through your GI Bill. To request VA reimbursement of exam fees, you must provide your receipt for paying your GXMO exam fees along with a completed VA Application for Reimbursement of Licensing or Certification Test Fees [Form 22-0803](#) to the VA for reimbursement. You can find additional information about the GI Bill on the [VA website](#).

To request a copy of your testing fee receipt for possible reimbursement, call D&SDT at (877) 851-2355.

UPDATING YOUR LICENSE TO OPERATE DIGITAL EQUIPMENT

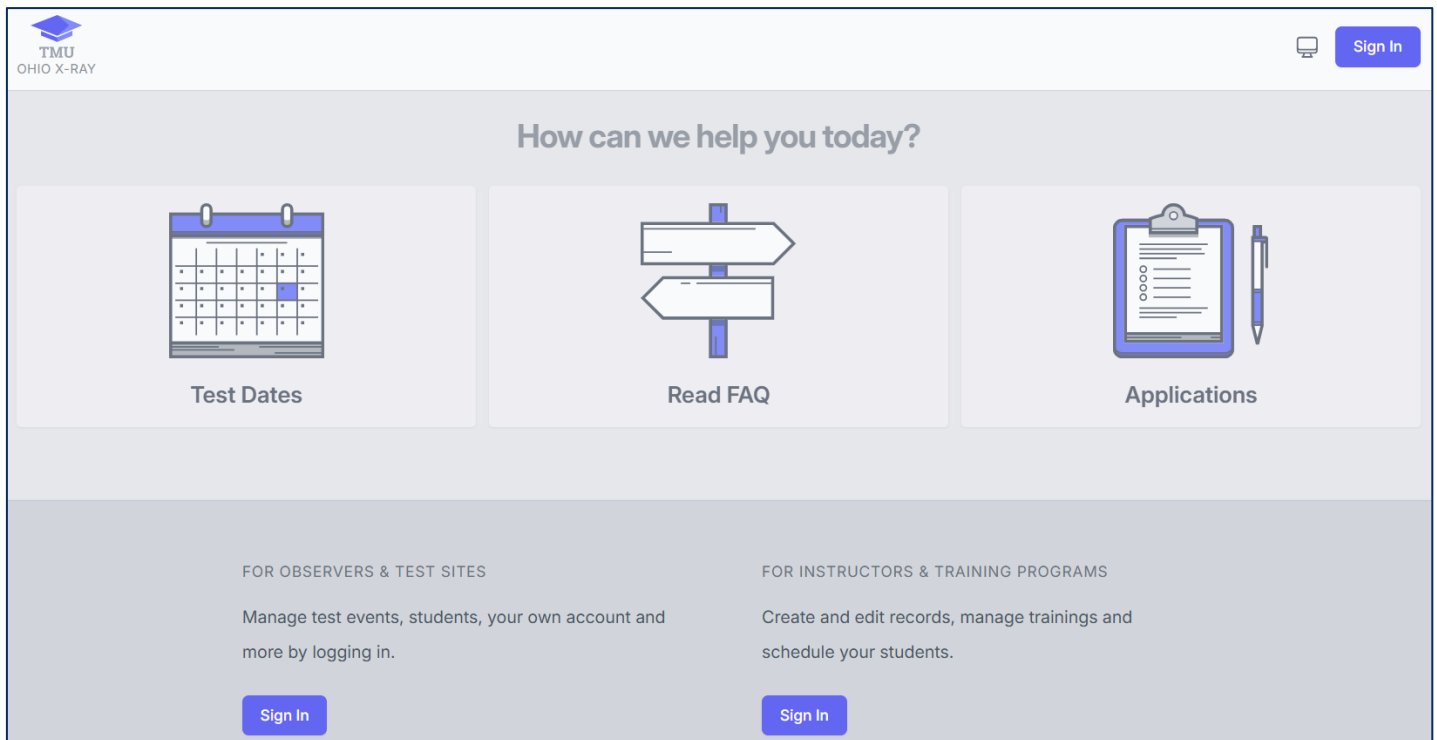
Currently licensed GXMOs may update their license to operate digital equipment by:

Going to "Apply, Amend or Renew" on the ODH website at: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure/welcome/> to add the clinical module(s) you have completed and submit, via fax, mail, or upload online, your clinical course certificate(s).

GXMO TESTMASTER UNIVERSE© (TMU©)

GXMO TMU© Home Page

This is the GXMO TMU© main page, ox.tmutest.com

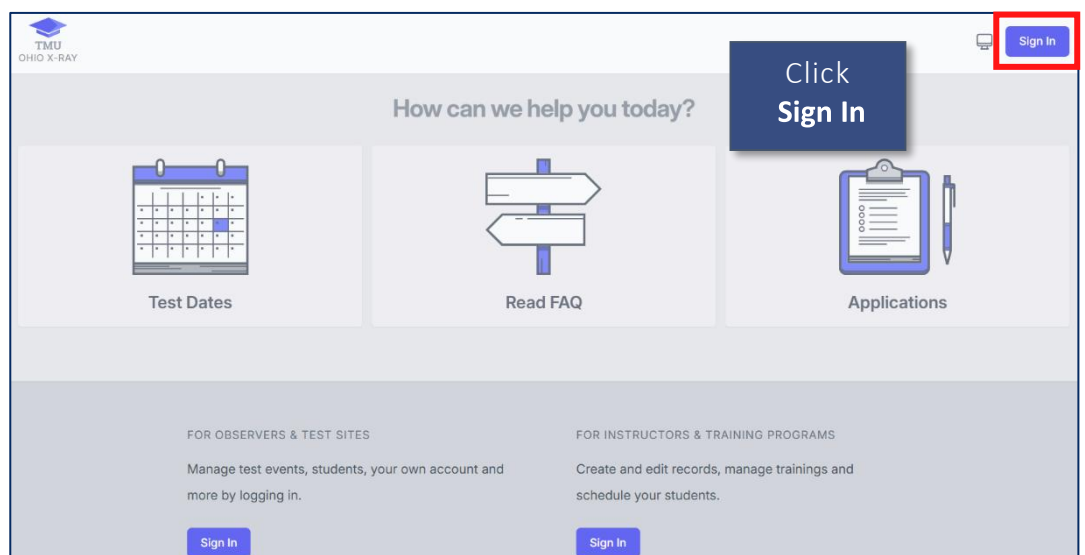


- Click on 'Test Dates' to see the calendar of available test events and their location
- Click on 'Read FAQ' for frequently asked questions
- Click on 'Applications' for frequently used applications

Forgot your Password and Recover your Account

If you do not remember your password or this is your first time accessing the GXMO TMU©, follow the instructions with screenshots in this section.

Go to
ox.tmutest.com.





The image shows a 'Sign In' form with two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Below the password field is a checkbox labeled 'REMEMBER ME' and a blue 'Sign In' button. A dark blue callout box on the left says 'Click **Forgot Your Password?**'. A red rectangular box highlights the 'Forgot Your Password?' link in blue text at the bottom of the form.

Type in your Email Address

Click **Recover Account**

- ◆ An email with the reset link will be sent to you.
- ◆ Click on the reset link in your email to reset your password.

(-OR- if you have already updated your demographic information in your account, you can type in the requested data under **Using other Information**)

Click **Recover Account**

The 'Recover Your Account' form has two sections: 'Using your Email Address' and 'Using other Information', separated by an 'OR' label. The 'Using your Email Address' section has a red box around the 'E-MAIL ADDRESS *' input field and a 'Recover Account' button. The 'Using other Information' section has a red box around four input fields: 'LAST 4 OF SSN *', 'DATE OF BIRTH *', 'LAST NAME *', and 'ZIP CODE *', with a 'Recover Account' button at the bottom.



You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

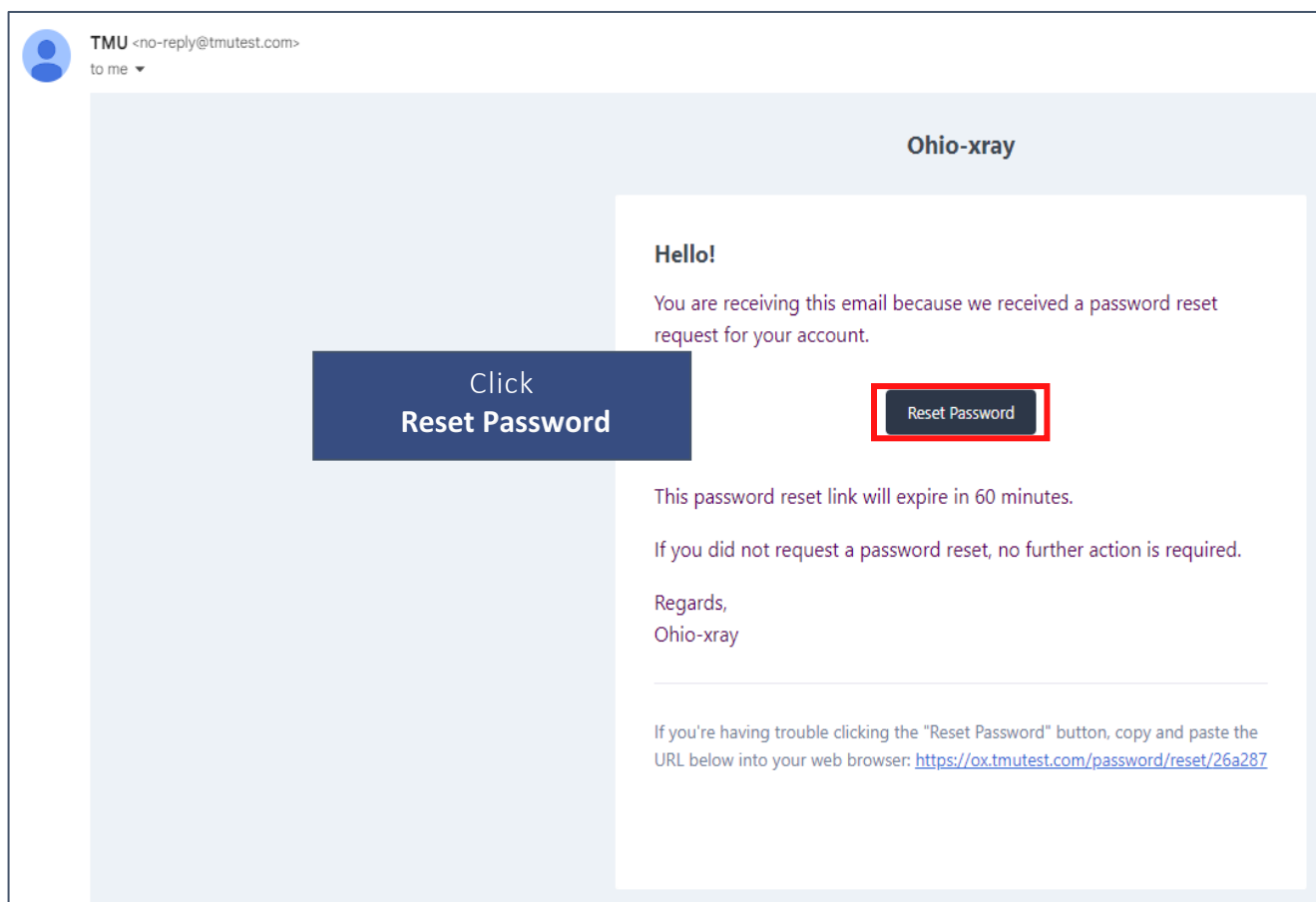
DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

This is what the email will look like. Check your junk/spam folder if you cannot find this email.



Note: If you do not reset your password immediately, the link will expire in 60 minutes, and you will need to request a new one after that.



Reset Your Password

E-MAIL ADDRESS

PASSWORD

CONFIRM PASSWORD

Reset Password

Type in your
Password and
Confirm Password,
then click
Reset Password

You will see one of two screens, depending on whether this is your first time logging in or you have reset your password. *This is the candidate home screen you will see once you have reset your password:*

TMU
OHIO X-RAY

Tests Trainings Billing Resources Profile

Shopping Cart User 2

Welcome, Kristin!

Unread Notifications
You have currently have two unread notifications.

Show Notifications

Training History
View your training details and history

View Your Training History

Testing History
View your testing details and history

View Your Testing History

Your Profile
View and update your personal and login information

Manage Your Profile

Downloads
Download instructions, forms, and other documents

View Resources

Billing
Manage your billing information

View Billing Details

Complete your TMU© Profile

Your training program will enter your initial registration information in D&SDT's GXMO TestMaster Universe (TMU©) software. Your initial registration information may also be entered through an alternate registration route.

IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password and complete the missing demographic information prior to testing. Failure to do so may result in your being turned away from testing. You will be marked as a no-show for your event and forfeit your testing fees.



- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your account, update your password, and complete your demographic information. **This must be done before scheduling a test event**

If you do not know your Username and Password, enter your email address and click “Forgot Your Password?” You will be asked to re-enter your email, and a ‘reset password link’ will be sent to your email (see instructions under **Forgot your Password and Recover your Account**). If you cannot sign in, contact D&SDT at (877) 851-2355.

*This is the screen you will see the first time you sign in to your TMU© account, with the **demographic information you need to enter to complete your account**:*

Home > Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

1. Enter the **blank *** fields

1

LEGAL FIRST NAME *

MIDDLE

LEGAL LAST NAME *

SUFFIX

EMAIL ADDRESS *

BIRTHDATE *

PHONE *

ADDRESS *

CITY *

STATE *

ZIPCODE *

2

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#) *

2. Check the box next to 'I agree to the Terms of Service and Privacy Policy' *

DISCLAIMER

By completing your account you consent to your name and certification status being publicly listed on the Ohio X-ray registry

3. Check 'Finish Account Setup.'

3

Finish Account Setup

This is the candidate's home page:

You will receive the message,
Thanks, your account has now been set up.

TMU OHIO X-RAY Tests Trainings Billing Resources Profile

Thanks, your account has now been setup.

Unread Notifications
You have currently have two unread notifications. Show Notifications

Training History
View your training details and history
View Your Training History

Testing History
View your testing details and history
View Your Testing History

Your Profile
View and update your personal and login information
Manage Your Profile

Downloads
Download instructions, forms, and other documents
View Resources

Billing
Manage your billing information
View Billing Details



EXAM REGISTRATION PROCESS: CANDIDATES WHO ARE NOT ENTERED IN TMU© BY THEIR TRAINING PROGRAM:

If you are a candidate who has not been entered into the GXMO TMU© database, the exam registration process with D&SDT is as follows:

- Complete and submit the [GXMO Examination Application Form 1101](#), including uploading the required documentation. It is available on the GXMO TMU© main page under 'APPLICATIONS.'
 - Upload a copy of your Clinical Course Certificate(s) or college transcripts.
- A record will be created for you in the GXMO TMU© database once your GXMO Examination Application 1101 has been approved.
- You will receive an email, text message, and a notification in your TMU© account that your record has been created, and you will need to sign in to your TMU© account and complete your record (refer to the [Complete your TMU© Profile](#) section for instructions).
- You will pay your testing fee in your TMU© record (see instructions under [Self-Pay of Testing Fees](#)).
- Once your fees are paid, you can select a test date and site (see instructions under [Schedule or Reschedule a Test Event](#)).
- You can view the calendar for available dates and locations for testing by going to ox.tmutest.com, and can see further detailed test events by signing in to your TMU© account.

THE GXMO LICENSURE EXAM

Payment Information

Exam Description	Price
Knowledge Exam	\$175.00
RETAKE: Knowledge Exam	\$175.00

Securely processed Visa or MasterCard credit/debit card information is required when scheduling online. After testing fees are paid, you will be able to schedule and/or reschedule your exam up to the business day before a scheduled exam date of your choice and receive your test confirmation notification online or on the screen while you are logged in. You may log in with any Internet-connected device.

- Candidates and facilities can pay testing fees online through TMU©.
 - For candidates:
 - Please follow the instructions under the section below, [Self-Pay of Testing Fees](#).

Schedule a GXMO Licensure Exam

Once your completed record is in the D&SDT GXMO TestMaster Universe© (TMU©) database and your testing fee has been paid (see instructions under [Self-Pay of Testing Fees](#)), you may schedule or reschedule your exam date online at the GXMO TMU© webpage, ox.tmutest.com, using your Email or Username and Password (see instructions under [Schedule or Reschedule a Test Event](#)).

If you cannot sign in or schedule/reschedule online with your email, please call D&SDT for assistance at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

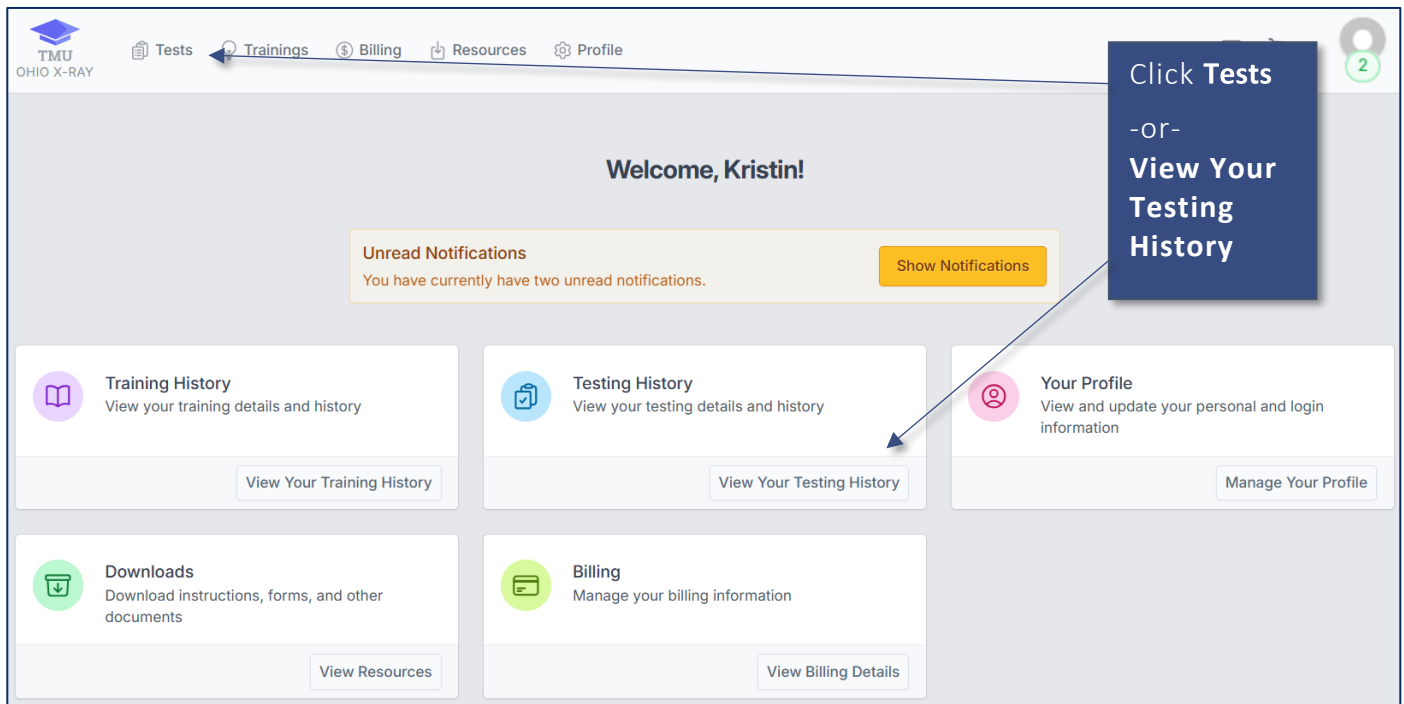
Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your TMU© account, update your password, and complete your demographic information. **You must do this before scheduling a test event.** See the instructions under **Complete your TMU© Profile**.

SELF-PAY OF TESTING FEES IN TMU©

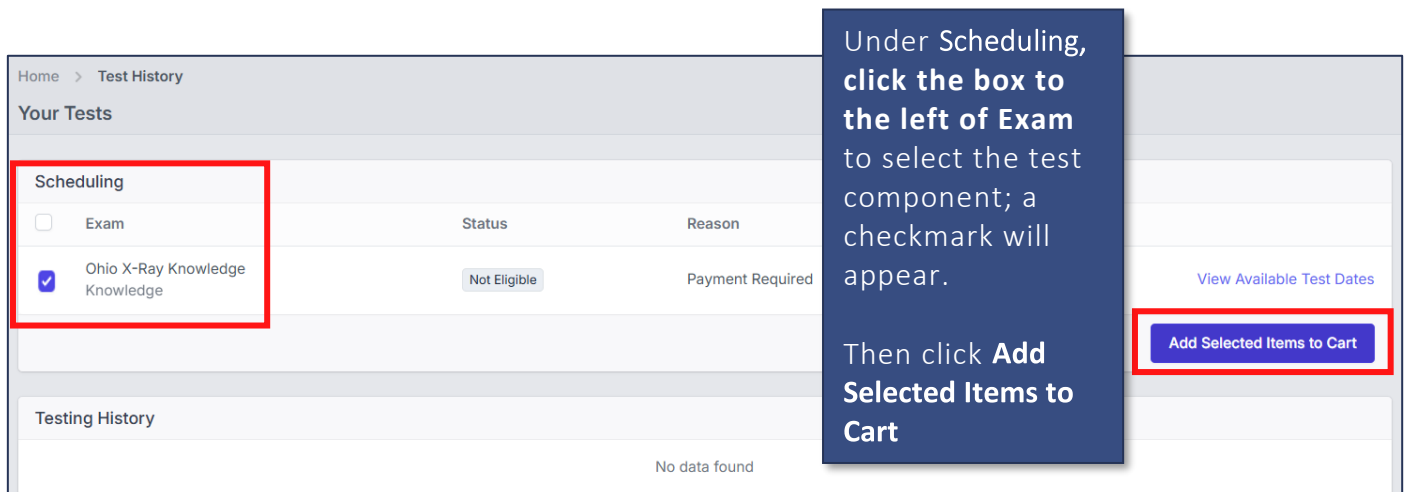
Testing fees must be paid before you can schedule a test date.

Once your training program is complete, your training record will include the completion hours and date, or your GXMO Examination Application 1101 has been approved, you will receive an email and text message notifying you that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, confirm with your instructor whether the training program has already prepaid.

Securely processed Visa or MasterCard credit/debit card information is required when paying testing fees online.



The screenshot shows the TMU Ohio X-Ray dashboard. At the top, there is a navigation bar with links for Tests, Trainings, Billing, Resources, and Profile. The main heading is "Welcome, Kristin!". Below this, there is a section for "Unread Notifications" with a "Show Notifications" button. The dashboard is divided into several tiles: "Training History" (View Your Training History), "Testing History" (View Your Testing History), "Your Profile" (Manage Your Profile), "Downloads" (View Resources), and "Billing" (View Billing Details). A callout box on the right says "Click Tests -or- View Your Testing History" with an arrow pointing to the "Testing History" tile.



The screenshot shows the "Your Tests" page. It has a breadcrumb "Home > Test History". Below the heading "Your Tests", there is a table with columns: Scheduling, Exam, Status, and Reason. The "Scheduling" column has a checkbox. The "Exam" column lists "Ohio X-Ray Knowledge Knowledge". The "Status" column shows "Not Eligible". The "Reason" column shows "Payment Required". A callout box on the right says "Under Scheduling, click the box to the left of Exam to select the test component; a checkmark will appear." Below the table, there is a "Testing History" section with "No data found". At the bottom right, there is a button "Add Selected Items to Cart" which is highlighted with a red box.



You will get a message that the Knowledge Exam has been added to your cart, and the **Ohio X-Ray Knowledge Amount**.

Click **Pay with Credit Card**

Cart

✓ Added Ohio X-Ray Knowledge Knowledge to your cart. ✕

DESCRIPTION	ITEM TYPE	AMOUNT	
Ohio X-Ray Knowledge for Chloe Abraham	Knowledge	175.00	Available Test Dates Remove
Total:		\$ 175.00	

Pay with Credit Card

Enter the Credit Card information and then click **Submit Payment**.

You will receive a receipt of the transaction.

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Ohio X-Ray Knowledge for Sample	175.00
Total:	\$ 175.00

Pay with a Card

CARDHOLDER NAME CARD NUMBER

EXP MONTH EXP YEAR SECURITY CODE

CARDHOLDER ADDRESS

CITY STATE ZIP CODE

Payment refunds may be subject to a processing fee per your state's refund policy
We accept Visa and Mastercard.

Submit Payment

For special circumstances only: You may also pay your testing fees with a money order or cashier's check via a paper Payment Form. Please email ohio@hdmaster.com to request a paper payment form.

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in the next section to schedule or reschedule a test event.



SCHEDULE OR RESCHEDULE A TEST EVENT

Go to ox.tmutest.com.

TMU OHIO X-RAY

Tests Trainings Billing Resources Profile

Welcome, Kristin!

Unread Notifications
You have currently have two unread notifications. [Show Notifications](#)

Training History
View your training details and history
[View Your Training History](#)

Testing History
View your testing details and history
[View Your Testing History](#)

Your Profile
View and update your personal and login information
[Manage Your Profile](#)

Downloads
Download instructions, forms, and other documents
[View Resources](#)

Billing
Manage your billing information
[View Billing Details](#)

Click **Tests**
-or-
View Your Testing History

After your fees have been paid, your 'Status' will show that you are 'Eligible'.

Click **Schedule**

Your Tests

Scheduling	Status	Reason
Exam		
Ohio X-Ray Knowledge Knowledge	Eligible	Schedule

The next screen opens, showing you available test events. Click **Schedule** to the right of the site and date you want to test.

Find Event OHIO X-RAY

Show Map

TEST DATE	TEST SITE	SCHEDULING FOR
08/26/2026 5:30 PM EDT	D&S DIVERSIFIED TEST CENTER (TS) FINDLAY, OH	K Ohio X-Ray Knowledge
08/31/2026 12:00 PM EDT	RN & ASSOCIATES (TS) CINCINNATI, OH	K Ohio X-Ray Knowledge

[Schedule](#) [Schedule](#)



ox.tmutest.com says

Schedule into this Event on 08/26/2026 for Ohio X-Ray Knowledge Knowledge. Are you sure?

OK

Cancel

To confirm this is the site and date you want to schedule for a knowledge exam, click **OK**

This screen confirms that you are scheduled for a test date to take your knowledge exam.

Your status shows **Scheduled**.

Click **Actions** and select **Test Confirmation Page** to view your test confirmation and important testing reminders.

Home > Test History

Your Tests

Scheduling

Exam	Status	Reason
Ohio X-Ray Knowledge Knowledge	Not Eligible	Already Scheduled

Testing History

Test Date	Exam	Test Site	Status
09/09/2026 5:30 PM EDT	Ohio X-Ray Knowledge Knowledge	D&S DIVERSIFIED TEST CENTER (TS) FINDLAY, OH	Scheduled

Actions

- Test Confirmation Page
- Reschedule
- Get Map

Rescheduling a Test Event

You may reschedule an exam date online in your TMU© account at ox.tmutest.com up to one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.

ox.tmutest.com says

Reschedule this Knowledge Exam? Are you sure?

OK

Cancel

Click **OK** to confirm you wish to 'RESCHEDULE' from the event. You can then select another available test date.

The following message will be in your notifications:

Home > Inbox > View Notification

Removed From Test Event 16 minutes ago

Removed From Test Event

You have been removed from a Test Event

Back to All Messages

Send to Trash

Mark as Unread



TEST CONFIRMATION LETTER

Your test confirmation letter will provide important information regarding where you are scheduled to test (date, time, and address). You can access it anytime.

The body of the test confirmation letter will refer you to read the GXMO candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to the testing policies, etc.

It is important that you read this letter!

Test Confirmation Example:

Scheduled Test Confirmation - Ohio X-Ray Knowledge

[Get Map](#) [Print Page](#)

Test Date: 09/09/2026

Test Time: 5:30 PM EDT

Test Exam: Knowledge - Ohio X-Ray Knowledge

Test Site: D&S DIVERSIFIED TEST CENTER (TS)
333 OAKLAND AVENUE 2ND FLOOR
FINDLAY, OH 45840

SAMPLE CANDIDATE
123 Sunflower Lane
Findlay, OH 45840

Click on-
Print Page
to print your
confirmation letter.

Click on-
Get Map
to get directions to
the test site.

• TESTING BEGINS AT 5:30 PM EDT ON 09/09/2026:

- **FOR ON-SITE KNOWLEDGE EXAM CANDIDATES:** You **MUST** be at your confirmed test site location waiting area/room **20 minutes before** your scheduled exam start time, **5:30 PM EDT**, to check in.
 - Testing **begins** promptly at the start time noted on this test confirmation.
- **FOR REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATES:** You **MUST** be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes before 5:30 PM EDT** for the check-in process with the remote test proctor. Please see the **Remotely Proctored Knowledge Exam** section of the **Candidate Handbook** for detailed information.
- If you cannot access your account, go to <https://ox.tmutest.com>, click 'Forgot Password', enter your Email, click 'Send Reset Password Link', and follow the directions. If you need further assistance, please call D&SDT at 1.800.393.8664.

Refer to the **GXMO Knowledge Exam** and **Remotely Proctored Knowledge Exam** sections of the **Ohio GXMO Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this information before your testing date.

[Click to open the Candidate Handbook](#)

Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation when they schedule.

D&SDT **does not send** postal mail test confirmation letters.

Please see this handbook's **Remotely Proctored Knowledge Exam Option** section if you are interested in taking your knowledge exam with a remote proctor from your home, etc. If you have questions about your test schedule, call D&SDT at (877) 851-2355, Monday through Friday (excluding holidays), 8:00AM to 7:00PM ET.



VIEW YOUR NOTIFICATIONS

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the instructions that follow:

When you have 'notifications', they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on-

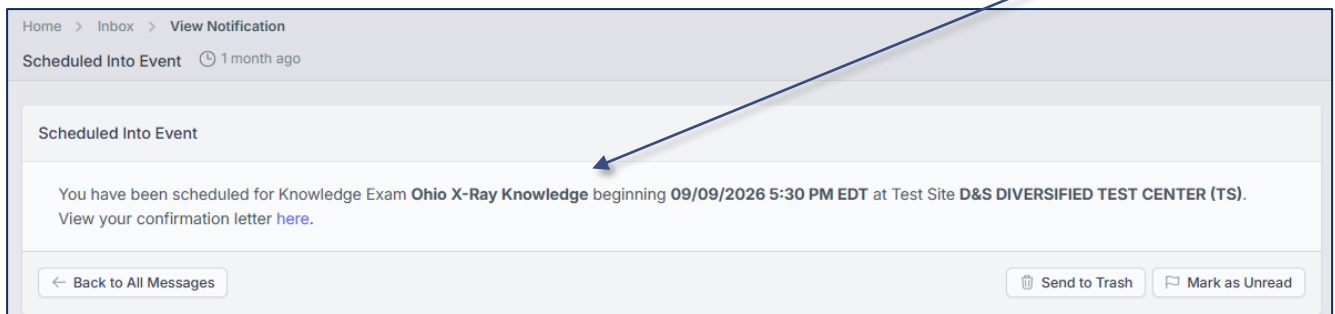
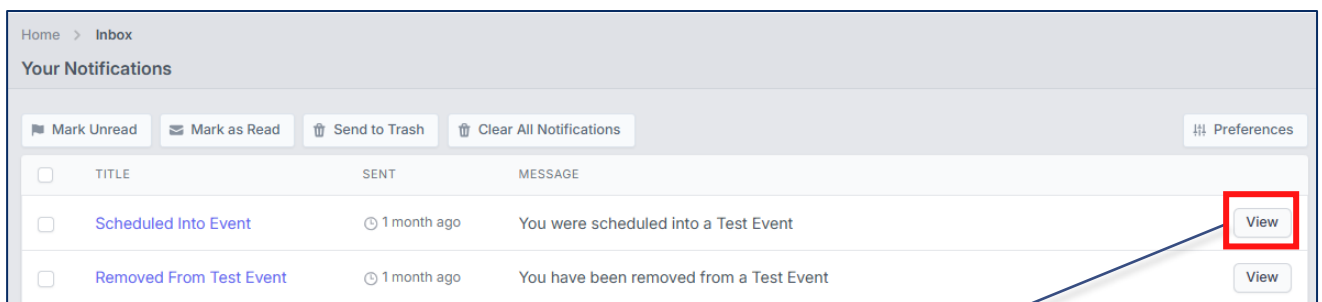
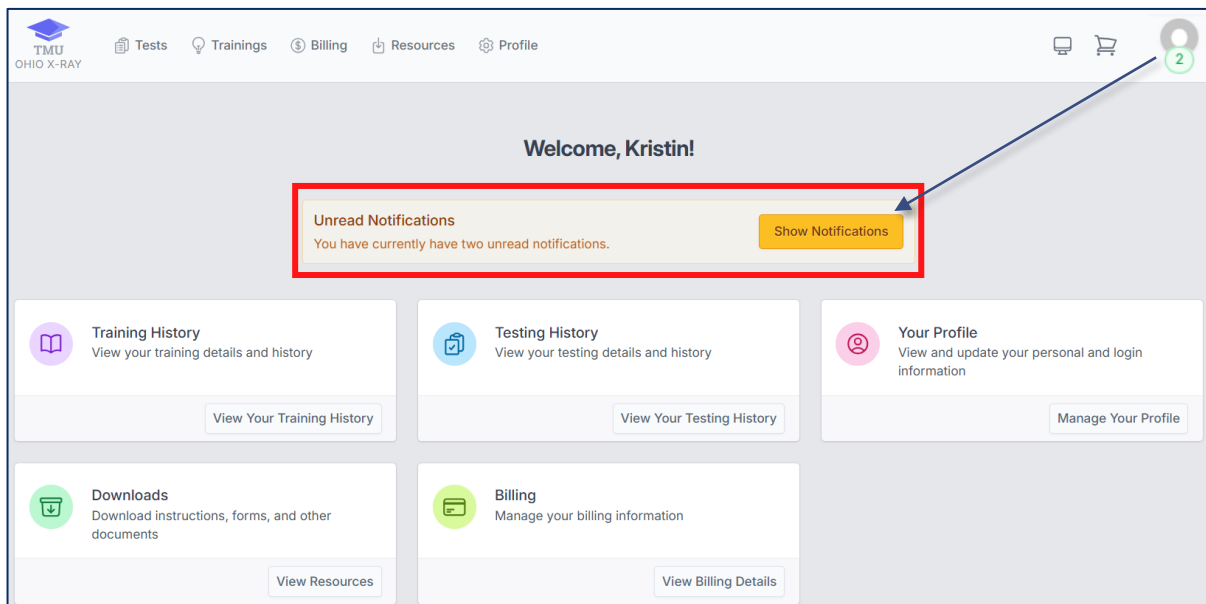
Your Profile Pic to open your profile and notifications.

Or click on-

Show Notifications to view all of your notifications.

Click on-

VIEW to open each of your notifications.





TEST DAY

Exam Check-In

You **must** arrive at your confirmed test site waiting area/room at least 20 minutes before your test is scheduled to begin. No one will be admitted after the 20-minute cutoff. Anyone arriving after that time will be considered a no-show and will forfeit their testing fees.

- Testing **begins** promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room at least 20 minutes before your test is scheduled to begin to allow time to get checked in with the RN Test Observer.

Note: If you arrive late, you will not be permitted to take the test.

If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies in the [Remotely Proctored Knowledge Exam Check-In](#) section.

Testing Attire

You must be wearing:

- ◆ **Appropriate clothing** such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.
 - *Bluetooth-connected devices such as smartwatches, smart glasses, wearable technology, activity trackers, etc., **are not allowed**.*
- ◆ You are not allowed to have coats or hooded apparel covering your head during testing in the testing room.
 - *Candidates with long hair will be asked to pull their hair back to ensure that no Bluetooth device is present.*

You will not be allowed to test if you are not wearing appropriate clothing as shown above. You will be considered a NO SHOW status and will forfeit any fees paid.

If you are scheduled for a Remotely Proctored Knowledge Exam, please see the [Remotely Proctored Knowledge Exam Testing Attire](#) section.

Identification

You must bring a [United States \(US\) government-issued, *signed, unexpired, photo-bearing form of identification](#) and a second form of ID.

We accept only original IDs and a second form of ID. We **do not accept** photocopies, images, faxes, emails, screenshots, or electronic or digitally stored forms of identification (for example, Apple or Google Wallet).

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- State-issued Driver's License
- State-issued Identification Card
- Signed U.S. Passport (Foreign Passports and Passport Cards *are not* acceptable)
 - * *Exception: A signed foreign passport with a U.S. Visa within the passport is acceptable (the Visa does not have a signature)*
- Permanent Resident Card (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)
 - * *Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.*



- U.S. Military Identification Card
 - * *Accepted without a signature or fingerprint, but will have a barcode or may contain a fingerprint in place of a signature*
- Concealed Handgun Carry Permit
 - * *That meets all identification requirements listed above.*

Examples of a second form of ID are:

- Library Card
- Utility Bill
- Credit/Debit Card

The **FIRST** and **LAST** names listed on the ID and second form of ID presented to the test proctor during check-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in D&SDT's Ohio GXMO TMU© database.

You may call D&SDT at (877) 851-2355 to confirm that your name of record matches your US government-issued ID and second form of ID, or log in at ox.tmutest.com using your Email or Username and Password to check on or change your demographic information. See more information under [Demographic Updates/Changes/Corrections](#).

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification.**
 - Be sure both forms of identification are not expired, and that they are both signed.
 - Check to ensure that the FIRST and LAST printed names on both forms of your identification match your current name of record in your TMU© account.
- A driver's license or state-issued ID card with a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match, or your IDs are not proper/valid, this is considered a no-show status, and you will have to reschedule and pay for another test date.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date-of-birth changes, and Social Security number corrections must be verified with appropriate documentation. Please complete the [DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM](#) and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the Ohio GXMO TMU© main web page (before you log in to your account).

Test Instructions

Test instructions for the knowledge exam will be provided in written format in the waiting area when you check in for your test.

These instructions explain the process and what to expect during your exam. Please read the instructions **before** entering the knowledge exam room. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The Test Proctor will ask questions about the instructions you read when entering the testing rooms.

The **Knowledge and Remotely Proctored Knowledge Exam Instructions** are available under the **'RESOURCES'** tab in your TMU© account. Refer to the [Access the Candidate Handbook and Testing Instructions](#) section of this handbook.



Testing Policies

NOTE: If you are scheduled for a remotely proctored knowledge exam, please see the [Remotely Proctored Knowledge Exam Testing Policies](#) for additional policies that apply to the remotely proctored knowledge exam.

The following policies are observed at each test event:

- Make sure you have signed in to your TMU© account at ox.tmutest.com well before your test date to update your password and complete your demographic information. Refer to this handbook's [Complete Your TMU© Profile](#) section for instructions and information.
 - **If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam, and any exam fees paid will NOT be refunded.**
- Testing begins promptly at the start time noted on your confirmation. You **must** be at the on-site test site waiting area/room to **check in 20 minutes before your scheduled start time**. (For example: if your test start time is 8:00AM, you must be at the test site waiting area at 7:40AM.) If you are not present at the on-site test waiting area/room 20 minutes before your test start time, you will not be admitted to the exam; you will be considered a NO SHOW, and any exam fees paid *will NOT be refunded*.
 - If you are scheduled for a remotely proctored knowledge exam, please see the procedures/policies under [Remotely Proctored Knowledge Exam Option](#).
- If you do not bring a valid and appropriate US government-issued, non-expired, *signed photo ID and a second form of ID (see details in this handbook's [Identification](#) section), you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
 - If the **FIRST** and **LAST** names listed on your IDs presented to the Test Proctor during check-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the Ohio GXMO TMU© database, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you do not adhere to the testing attire as outlined in the [Testing Attire](#) section and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
 - You are not allowed to have coats or hooded apparel covering your head during testing in the testing rooms.
 - ❖ *Candidates with long hair will be asked to pull their hair back to ensure that no Bluetooth device is present.*
 - If you are scheduled for a remotely proctored knowledge exam, please see the testing attire under [Remotely Proctored Knowledge Exam Testing Attire](#).
- If you do not show up for your exam day, or are considered a NO-SHOW STATUS for any reason (see details in this handbook's [No-Show Status](#) section), any test fees paid will NOT be refunded. You must repay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Bluetooth-connected devices of any type (cell phones, smartwatches, smart glasses, wearable technology, etc.), electronic recording devices, and personal items (such as water bottles, purses, bags, study materials, books, or papers) are not permitted to be on or near you in either testing room. The testing team will tell you where to place your personal items and electronic devices, and you will collect them when you complete your test(s).
 - All electronic devices must be **turned off**.
 - Bluetooth-connected devices of any type (smartwatches, smart glasses, fitness monitors, wearable technology) must be removed from your wrist, fingers, or body and **turned off**.
 - If you are scheduled for a remotely proctored knowledge exam, please see the additional procedures/policies in the [Remotely Proctored Knowledge Exam Testing Policies](#) section.

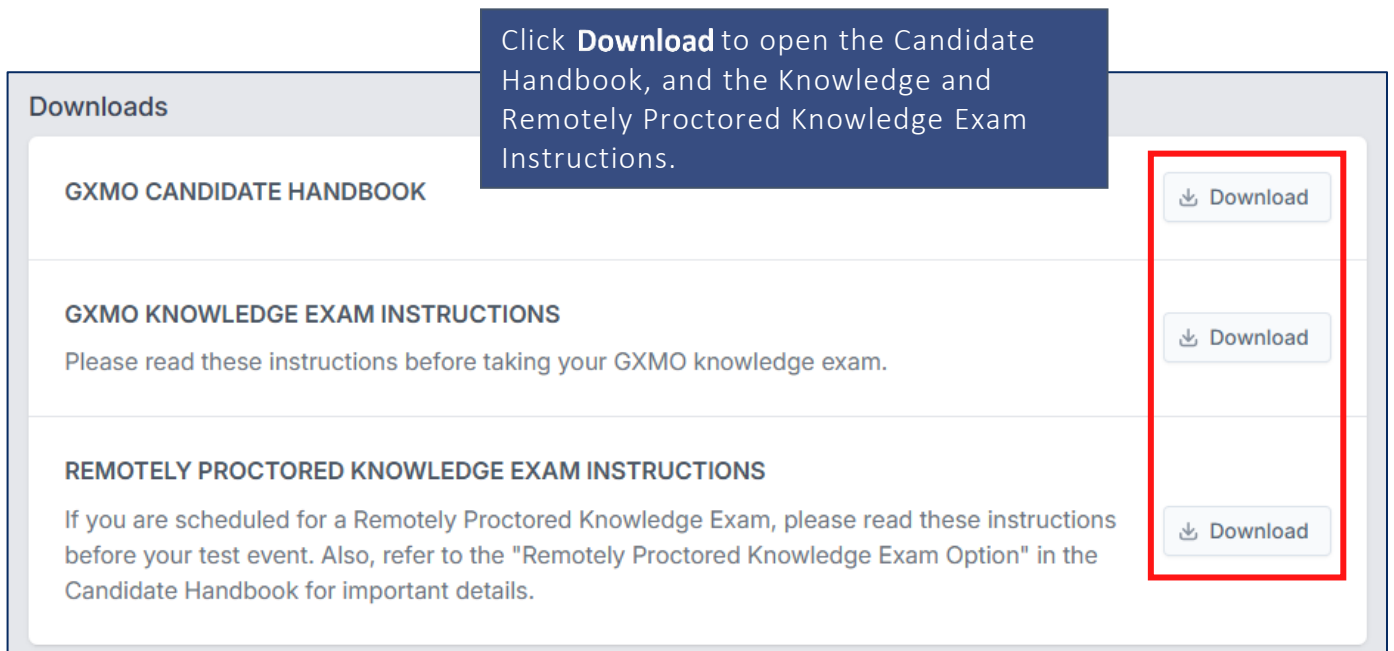
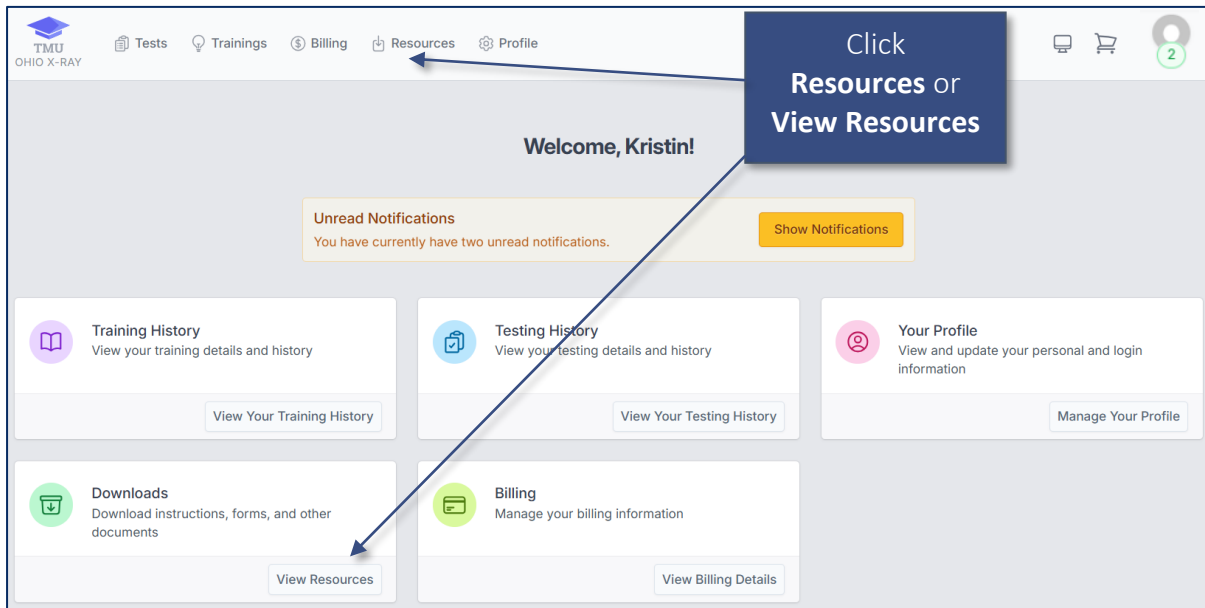


- Anyone caught using any electronic recording device during the knowledge exam will be dismissed from the exam and testing room, and your test will be scored as a failed attempt; you will forfeit all testing fees paid, and you will be reported to your training program and the Ohio Department of Health (ODH). You may, however, use personal devices during your free time in the waiting area. Please see the **Security** section of this handbook.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language translation dictionaries, translating devices, and non-approved language translators **are not permitted** to be used during testing.
- **SCRATCH PAPER:** If needed for math calculations, the Test Proctor will provide you with scratch paper. **Calculators are not permitted during testing.**
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test room/remotely proctored test event) once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room/event to finish your exam.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the licensure evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Ohio Department of Health (ODH). Please see the **Security** section of this handbook.
- D&SDT, test sites, and Knowledge Test Proctors are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
 - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact D&SDT at (877) 851-2355 or via email at ohio@hdmaster.com once you schedule a test date, so we can notify the testing team.
 - If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.
- **You may not test if you are ill (sick).** Call D&SDT at (877) 851-2355 immediately to reschedule.
 - NOTE:** Please see the **Rescheduling Policy** and **No-Show Exceptions** sections in this handbook.
 - *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*
- **Please review this Ohio GXMO Candidate Handbook before your test day for any testing and/or policy updates.**

The Candidate Handbook and testing instructions can also be accessed within your TMU© account under your 'Resources' tab.



ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS



Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited. Such actions may result in dismissal from the onsite or remotely proctored test locations, denial of testing privileges, and reporting you to your training program and the Ohio Department of Health (ODH).

Reportable misconduct includes, but is not limited to, the following:

- Cheating
- Refusing to follow directions
- Using abusive language or threatening others
- Disrupting the examination environment
- Visibly impaired
- Engaging in unprofessional or aggressive behavior
- Attempting to remove test material, take notes, or copy information
- Giving or receiving unauthorized help during testing, including using electronic devices (e.g., cell phones, smartwatches, smart glasses, wearable technology) or navigating to other browsers during your exam

POLICY: If you commit one of these acts, you will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees.

A report of your behavior will be sent to your training program and ODH and will be subject to legal prosecution to the fullest extent of the law. You may not be eligible to retest for at least 6 months and may need to obtain ODH's permission to retest.

Rescheduling Policy

All candidates may reschedule to a new test date up to one (1) business day before the scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date by signing in to your TMU© account using your Email or Username and Password. (See instructions with screenshots under [Schedule or Reschedule a Test Event](#).)

Example: If you are scheduled to take your exam on a Friday, you must reschedule by the close of business on Wednesday before your scheduled exam. D&SDT's regular business hours are 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

The scheduled test date is on a:	Reschedule before 7:00PM ET the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one (1) full business day before a scheduled test date.



Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Ohio General X-Ray (GXMO) Licensure exam at all.

SCHEDULED IN A TEST EVENT

1. If you are scheduled in a test event, a refund request for testing fees paid must be made by filling out and submitting the [Refund Request Form](#) on D&SDT's main webpage at www.hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays, and holidays). No phone calls will be accepted.

Example: If you are scheduled to take your exam on a Friday, you must request a refund by submitting the Refund Request Form by the close of business (D&SDT is open until 7:00PM ET, Monday through Friday, excluding holidays) the Wednesday before your scheduled exam.

2. Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.
3. Refund requests must be made within thirty (30) days of paying the original testing fees with D&SDT. Requests for refunds made after 30 days will not be processed.

NOT SCHEDULED IN A TEST EVENT

1. Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Refund requests made after 30 days will not be processed.
2. To request a refund for testing fees paid, submit the [Refund Request Form](#) on D&SDT's main webpage at www.hdmaster.com. No phone calls will be accepted.
3. Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.

Unforeseen Circumstances Policy

If an exam date is canceled due to an unforeseen circumstance, D&SDT staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you for a mutually agreed-upon new test date at no charge.

Therefore, you must keep your contact information up to date in case we need to contact you (**see examples below for reasons we may not be able to contact you that you are responsible for*).

If D&SDT is unable to reach you via phone call or email with the information in your TMU© account (**see examples below*) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT will not reschedule you until we hear back from you.

NOTE: The **examples* listed below are your responsibility to check and/or keep updated.

- If D&SDT leaves you a message or emails you at the phone number or email in your TMU© account and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/your voicemail box is full
 - you do not check your messages in a timely manner
 - you do not check your email or reply to our email in a timely manner
 - your email is invalid, or you are unable to access your email for any reason

See more information under [No Show Exceptions](#).



INCLEMENT WEATHER POLICY

In the event of inclement weather, you will be expected to attend your scheduled exam date unless:

- The county you reside in or the county of the testing site is placed under a weather or other emergency.
 - **LEVEL 2 SNOW EMERGENCY:** Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
 - **LEVEL 3 SNOW EMERGENCY:** All roadways are closed to non-emergency personnel. No one should drive during these conditions unless travel is absolutely necessary or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
- The test site closes.
- The test proctor cancels the test event.
- There is an accident due to weather or another cause on your route to the test site, in which case:
 - Documentation from the Department of Transportation Services or a Police report is required within three (3) business days of your scheduled exam day to qualify for a free reschedule.

If the above-listed circumstances are not met, failure to attend your scheduled test date will result in a no-show status, and any exam fees paid *will NOT be refunded*. See more information under **No Show Exceptions**.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT at least one (1) full business day before your scheduled testing event, excluding Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW STATUS**. You will forfeit all fees paid and must sign in to your TMU© account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT's costs incurred for requested services and resulting work performed. If you do not submit or we do not receive a reschedule or refund request before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **Schedule or Reschedule a Test Event** and **Refund of Testing Fees Paid**), we will assign a no-show status. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

NO-SHOW EXCEPTIONS

Exceptions to the no-show status exist; if you are a no-show for the knowledge exam for any of the following reasons, a free reschedule will be authorized to the remitter of record, provided **the required documentation is received within the appropriate time frames outlined below**.

Complete, upload the required documentation, and submit the **No Show Exception Form** (within the required time frames outlined below) available on the GXMO TMU© main page under 'APPLICATIONS'.

- **Car breakdown or accident:** D&SDT must be contacted within one business day via phone call, fax, or email, and a tow bill, police report, or other appropriate documentation showing your name and the service provider's name must be submitted **within three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
- **Weather or road condition-related issue:** D&SDT must be contacted within one business day via phone call, fax, or email, and a road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.



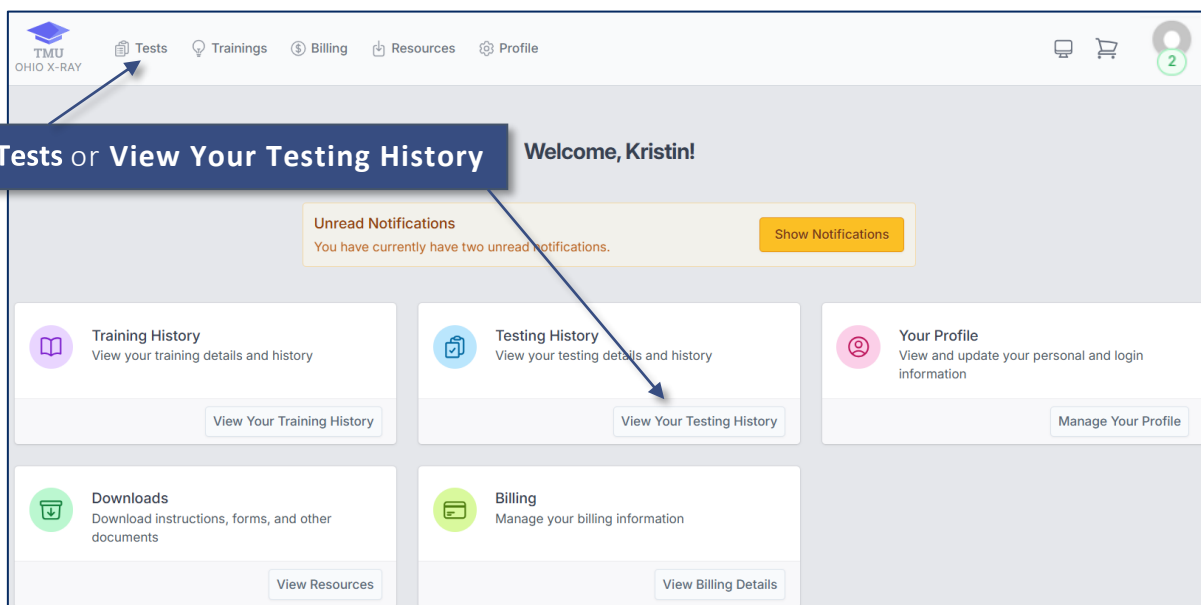
- **Medical emergency or illness:** D&SDT must be contacted within one business day via phone call, fax, or email, and a doctor's note showing your name and the provider's name (or on the provider's letterhead) must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
- **Death in the family:** D&SDT must be contacted within one business day via phone call, fax, or email, and an obituary showing your name and the provider's name, or a letter on your behalf from the funeral home for immediate family only, must be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within seven business days, you will be required to pay as if you were a no-show. (Immediate family includes parents, grandparents, great-grandparents, siblings, children, spouse, or significant other.)
- **Remotely proctored testing issues:** D&SDT must be contacted within one business day via phone call, fax, or email, and appropriate documentation showing your name and the service provider's name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three business days, you will be required to pay as if you were a no-show.
 - **Internet outage or issue:** Documentation showing your name and the service provider's name from the Internet provider, including the date and times of the outage.
 - **Computer or cell phone issue:** If the computer or cell phone fails to function for any reason, provide documentation that includes your name and the name of the service provider, obtained from a computer repair technician or shop, or other relevant documentation.

Test Results

After you have completed the GXMO Knowledge Exam, your test results will be officially scored and double-checked by D&SDT scoring teams. Official test results will be available when you sign in to your TMU© account after 7:00PM ET on the business day after your test event.

Note: D&SDT does not email or send postal mail test result letters to candidates.

ACCESS YOUR TEST RESULTS





Your Tests

Scheduling

Exam	Status	Reason	
Ohio X-Ray Knowledge Knowledge	Eligible		<button>Schedule</button>

Testing History

Test Date	Exam	Test Site	Status	
04/22/2026 5:30 PM EDT	Ohio X-Ray Knowledge Knowledge	D&S DIVERSIFIED TEST CENTER (TS) FINDLAY, OH	Failed	Actions ▾ Details Print Test Results

Under Actions, click on **Details** to view your results.
Click on **Print Test Results** to print your results.

Test Results Example:

[← Back](#)

[Print](#)

HEADMASTER, LLP

P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM
OHIO X-RAY KNOWLEDGE EXAM RESULTS REPORT

SAMPLE CANDIDATE
123 Sunflower Lane
Findlay, OH 45840

IMPORTANT TEST RESULTS

TEST DATE: Wednesday, April 22, 2026

Dear SAMPLE,

You have **failed** the knowledge portion of the Ohio X-Ray Knowledge exam.

Your overall knowledge test score is 38.33%.

You must have an overall score of **70%** or better to pass.

A passing score **does not** imply certification. You must verify on the registry.

Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

X-rays, Ionization & Matter (3.3)	58%
X-ray Tube Design & Formation of X-rays (3.4)	57%
X-ray Beam (3.5)	0%
Primary Radiologic Image (3.6)	58%
Digital Imaging (3.7)	25%
Technique (3.8)	11%
Image Quality (3.9)	0%
Radiation Safety Basics (3.10)	22%
Patient Safety (3.11)	58%
Operator Safety (3.12)	67%
Patient Assessment & Care (3.13)	100%

Vocabulary words to study: radiobiology, digital display qualities, mAs dosage, radiobiology, body habitus, interactions with matter, sources of radiation, x-ray tube, CR, filtration, x-ray tube, sharpness of detail, spatial resolution, subject contrast, distortion, brightness, grid contrast, image contrast, spatial resolution, digital image: CR, digital image: CR, digital image: CR, personnel shielding and protective barriers, pregnant workers, Law of Bergonie and Tribondeau, early/late effects, kilovoltage, differential absorption, x-ray beam quality, artifact quantum mottle, pregnant patient, image quality



Test Attempts

You have **unlimited attempts** to pass the Knowledge Exam after successfully completing a didactic educational program.

Retaking the GXMO Knowledge Exam

In the event that you fail the knowledge examination, when you want to apply for a retest, you will need to pay before you can schedule a new exam date.

You can schedule a test or retest in your TMU© account using your Email or Username and Password at ox.tmutest.com. You must pay with a Visa or Mastercard before you can schedule. (See instructions under **Schedule or Reschedule a Test Event**.) Call D&SDT at (877) 851-2355 during regular business hours (8:00AM to 7:00PM ET, Monday through Friday, excluding holidays) if you need assistance. We can help you schedule a test or retest date, provided you pay your fees first.

Test Review Requests

You may request a review of your test results or dispute any other testing condition. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

Please read **BEFORE** you fill out the Test Review Request:

- Please call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays, to discuss the test outcome you are questioning before committing to paying the \$25 non-refundable test review request deposit.
- After you learn the details about the scoring of your test, you may better understand the scoring process and learn how to prepare more effectively for subsequent exam attempts.
- If, after discussing your concerns with D&SDT staff, you still have concerns about your testing process that affected the outcome of your exam, you may submit a Test Review Request.

To request a review:

- Complete the [Test Review Request and Payment Application](#), available on the GXMO TMU© main page under 'APPLICATIONS' (before logging in to your account) at ox.tmutest.com.
- Test Review Requests must be received **within three (3) business days** from the official scoring of your test (excluding Saturdays, Sundays, and Holidays).
- Late requests will be denied and will not be considered.
- **There is a \$25 non-refundable test review deposit fee.**
- D&SDT will review your detailed recollection, knowledge test markings, as well as the markings and notations recorded by the Test Proctor at the time of your test. We will interview the Test Proctor about the facts detailed in your dispute documentation. D&SDT will recheck your test scoring and may contact you, the Test Proctor, and other candidates who were on-site at your test event for additional information.
- D&SDT will complete your review request **within ten business days of receiving it** within the required timeframe. We will send the final determination of the review results to the email address listed in your TMU© account, along with a notification to the Ohio Department of Health.
- The outcome of your review will determine who pays for any retests that may be granted.
 - If, after investigation, the review finding is in your favor, you will be refunded the \$25 test review deposit.
 - If the review findings are *not in your favor*, the \$25 test review deposit will remain, and the fee is non-refundable.

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Test consists of **60 multiple-choice** questions. Questions are selected from subject areas based on the Ohio Department of Health (ODH)-approved Ohio GXMO test plan and include questions from all required categories. The subject areas and number of items are below.

SUBJECT AREAS

SUBJECT AREA	NUMBER OF QUESTIONS	SUBJECT AREA	NUMBER OF QUESTIONS
Digital Imaging (3.7)	8	Radiation Safety Basics (3.10)	9
Image Quality (3.9)	2	Technique (3.8)	9
Operator Safety (3.12)	6	X-Ray Beam (3.5)	2
Patient Assessment and Care (3.13)	3	X-Rays, Ionization and Matter (3.3)	4
Patient Safety (3.11)	6	X-Ray Tube Design and Formation of X-rays (3.4)	7
Primary Radiologic Image (3.6)	4		

Knowledge Exam Information

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have a maximum of **60 minutes** to complete the **60-question** Knowledge Exam. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam (such as “What does this question mean?”).

You must score 70% or higher to pass the knowledge exam.

All test sites in Ohio utilize electronic TMU© testing using Internet-connected computers. The Knowledge Test will be displayed on a computer screen for you to read and enter your answers.

- The Knowledge Test Proctor will provide you with a code at the test event to start your test.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under [Complete Your TMU© Profile](#) to sign in to your TMU© account.

TRANSLATION DICTIONARIES/DEVICES

Translators, foreign language dictionaries of any kind, language translators that are not pre-approved, and electronic dictionaries **are not allowed**.

SCRATCH PAPER

If needed, you may do math calculations on the scratch paper provided by the KTP.

- Any scratch paper must be left with the KTP when finished with your test.*

Calculators of any type are not allowed.

Anyone who takes or tries to take materials, notes, or information from the testing room is subject to prosecution and will be reported to their training program and the Ohio Department of Health (ODH).



Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home or elsewhere. Along with all other policies and requirements in this handbook, this section outlines the additional requirements for the remotely proctored knowledge exam. The Candidate Handbook can be accessed within your TMU© account under your 'Downloads' tab. Please see the [Access the Candidate Handbook and Testing Instructions](#) section.

REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS – RESPONDUS LOCKDOWN BROWSER

You **must download and install the Respondus LockDown Browser** on the device (computer, etc.) you will be using to take your exam. Do this before logging in to the Zoom meeting, and allow time to download and install it well before your remotely proctored exam start time.

Please see the important information below:

- **The day before your scheduled exam, test the Respondus LockDown Browser on the device you will use.**
 - If you have questions or run into issues, this is the time to call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.
- On testing day, if you do not have the Respondus LockDown Browser downloaded, installed, and correctly running on the device you will be testing on, **you will not be allowed to test**. You will be considered a no-show and will forfeit any fees paid.
- **You will not be able to download the Respondus LockDown Browser on a 'public computer'** (example: a library computer).

Please see the following instructions. If you have any questions, please call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

DOWNLOAD, INSTALL, AND TEST THE RESPONDUS LOCKDOWN BROWSER

Please follow these instructions to download, test, and install the Respondus LockDown Browser to take your knowledge exam. After testing, please follow the instructions to close and uninstall the Respondus LockDown Browser from your device.

You must **download and install the Respondus LockDown Browser** on the device (computer, etc.) you will be using to take your exam. **Do this before logging in to the Zoom meeting, and** allow time to download and install it well before your remotely proctored exam start time.

A couple of days before your scheduled test, test the Respondus LockDown Browser on the device you will use to take your test. See the instructions that follow.

If you have questions or run into issues, call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

Please see the important information below:

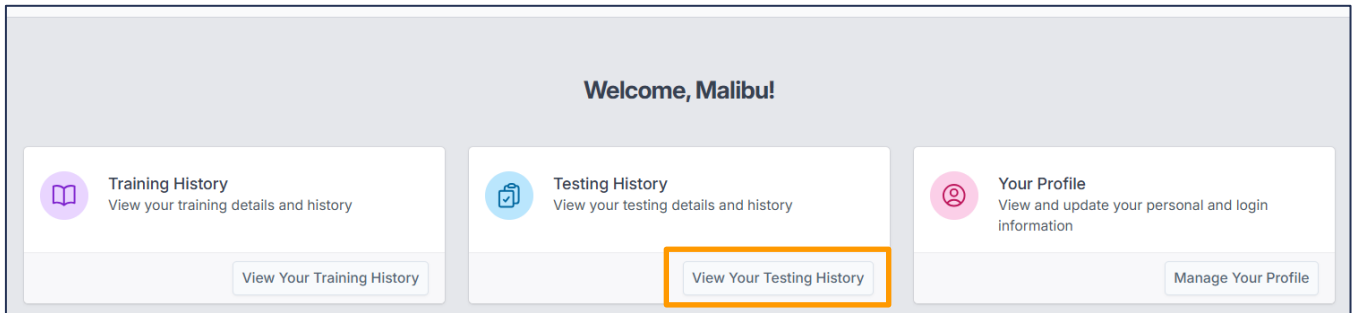
- On testing day, if you do not have the Respondus LockDown Browser downloaded, installed, and correctly running on the device you will be testing on, **you will not be allowed to test**.
- **You will not be able to download the Respondus LockDown Browser on a 'public computer'** (example: a library computer).

Please follow the instructions to **Launch the LockDown Browser Test.**

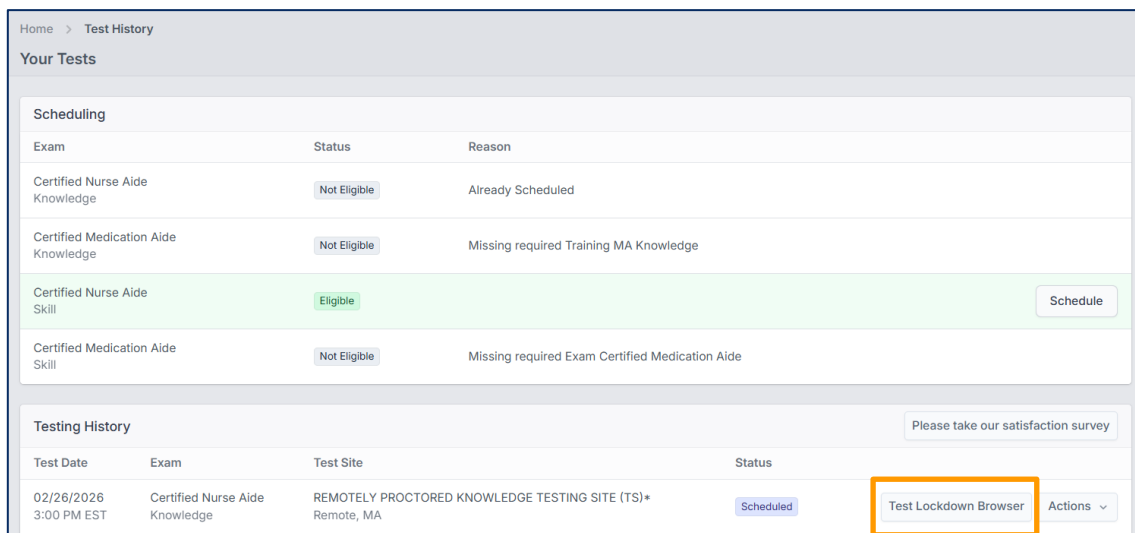
TESTING THE LOCKDOWN BROWSER

Log in to your TMU© account.

Click on **VIEW YOUR TESTING HISTORY**



Click **TEST LOCKDOWN BROWSER**



1 Download and install the browser or extension from one of the following links:

- ◆ **Windows 10 / Windows 11**
- ◆ **Mac (macOS 11 – 26.0+)**
- ◆ **iPadOS (iPad only, 12.0+)**
- ◆ **ChromeOS (Chromebook)**

NOTE:

- ◆ Mac systems can use Chrome and Firefox to start the Respondus LockDown Browser.
→ Please note that **when using a Mac, the Mac download link must be used.** Even if you reach this page in Chrome, you must use the Mac download link on a Mac system.
- ◆ iPadOS is only for iPads, not for iPhones.



2 Please see the links below if you need help installing a browser.

Lockdown Browser Required for Upcoming Test

Your upcoming **Certified Nurse Aide Knowledge Exam** on 02/26/2026 at 3:00 PM EST requires the use of Respondus LockDown Browser.

Please install and test the browser **prior to testing day** in case there are any issues.

Please download and install the browser or extension from one of the following links:

A

- Windows 10 / Windows 11
- Mac (macOS 11 - 26.0+)
- iPadOS (iPad only, 12.0+)
- ChromeOS (Chromebook)

More information if you need help installing the browser:

B

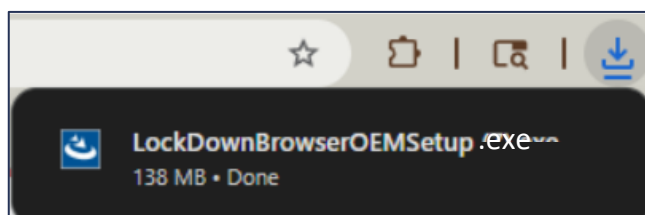
- Devices compatible with the Lockdown Browser
- How to install Lockdown Browser

Once the browser is installed click the button below to test your installation.

Launch Lockdown Browser Test

Click the pop-up

LockDownBrowserOEMSetup.exe

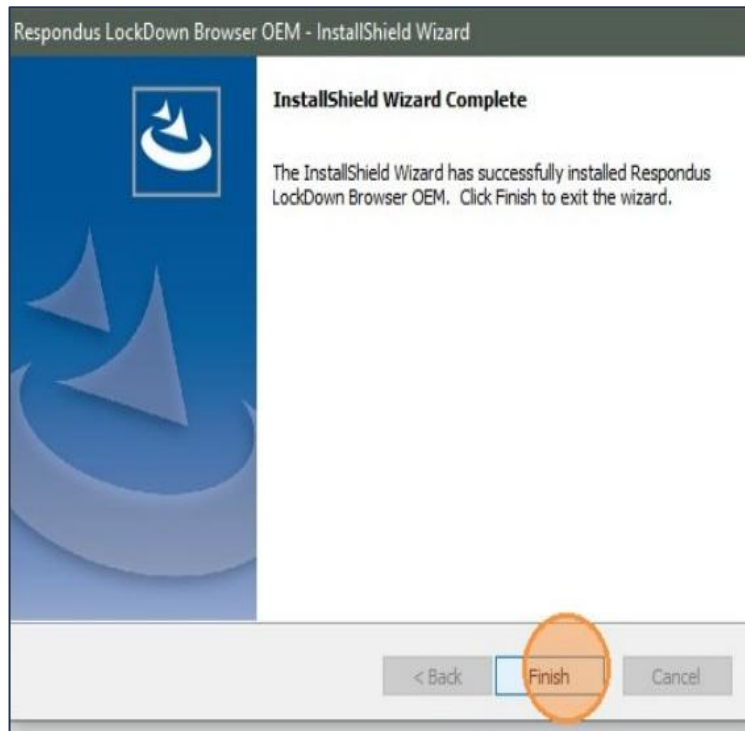


Click **Next >**

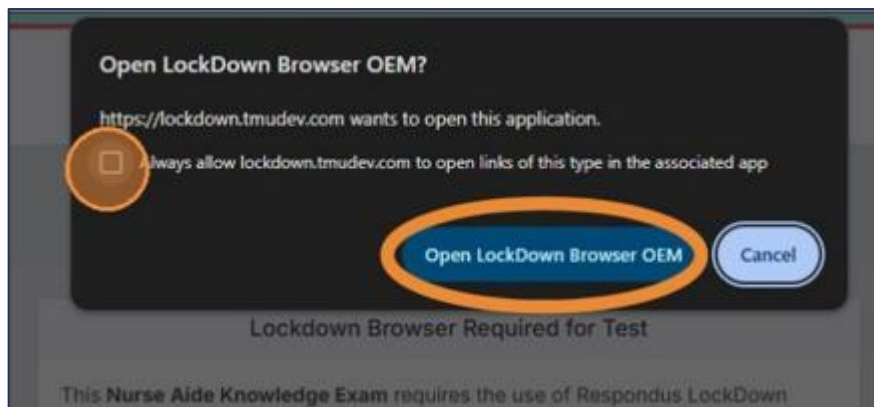




Click **Finish**



Click the box to the left of **Always allow (URL of the browser or link you are using) to open links of this type in the associated app**



-CONTINUED ON THE NEXT PAGE-



Click **LAUNCH LOCKDOWN BROWSER TEST**

Lockdown Browser Required for Upcoming Test

Your upcoming **Certified Nurse Aide Knowledge Exam** on 02/26/2026 at 3:00 PM EST requires the use of Respondus LockDown Browser.

Please install and test the browser **prior to testing day** in case there are any issues.

Please download and install the browser or extension from one of the following links:

- [Windows 10 / Windows 11](#)
- [Mac \(macOS 11 - 26.0+\)](#)
- [iPadOS \(iPad only, 12.0+\)](#)
- [ChromeOS \(Chromebook\)](#)

More information if you need help installing the browser:

- [Devices compatible with the Lockdown Browser](#)
- [How to install Lockdown Browser](#)

Once the browser is installed click the button below to test your installation.

Launch Lockdown Browser Test

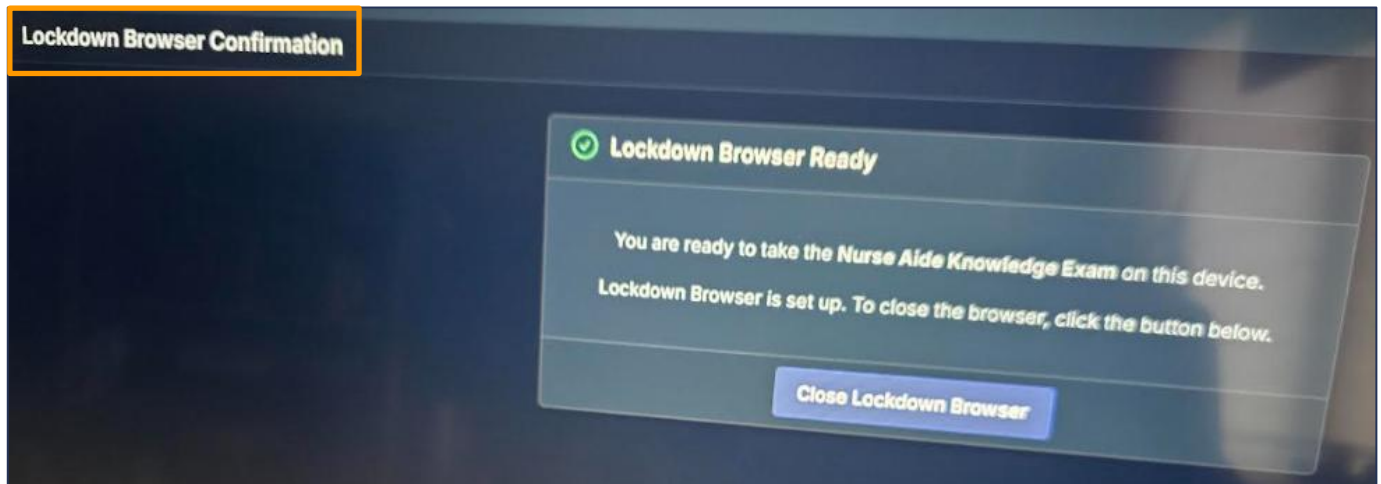
You will see this screen while loading:





When done loading, you will get the following **Lockdown Browser Confirmation**

Click **Close Lockdown Browser**



TEST DAY

IMPORTANT:

On testing day, if you do not have the Respondus LockDown Browser downloaded, installed, and correctly running on the device you will be testing on, **you will not be allowed to test.**

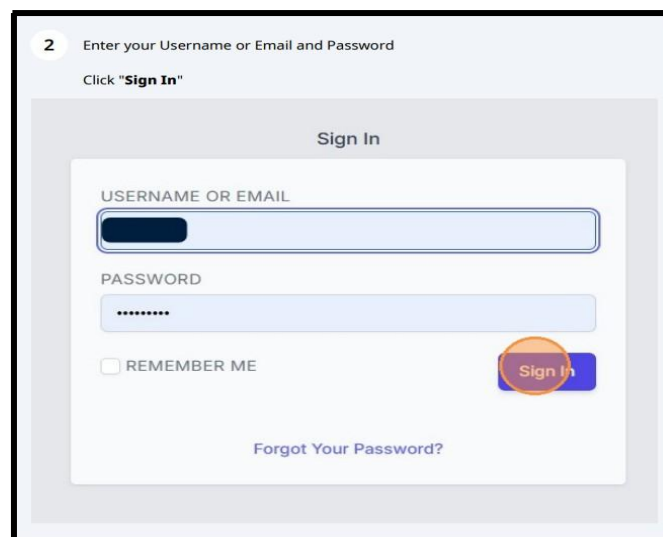
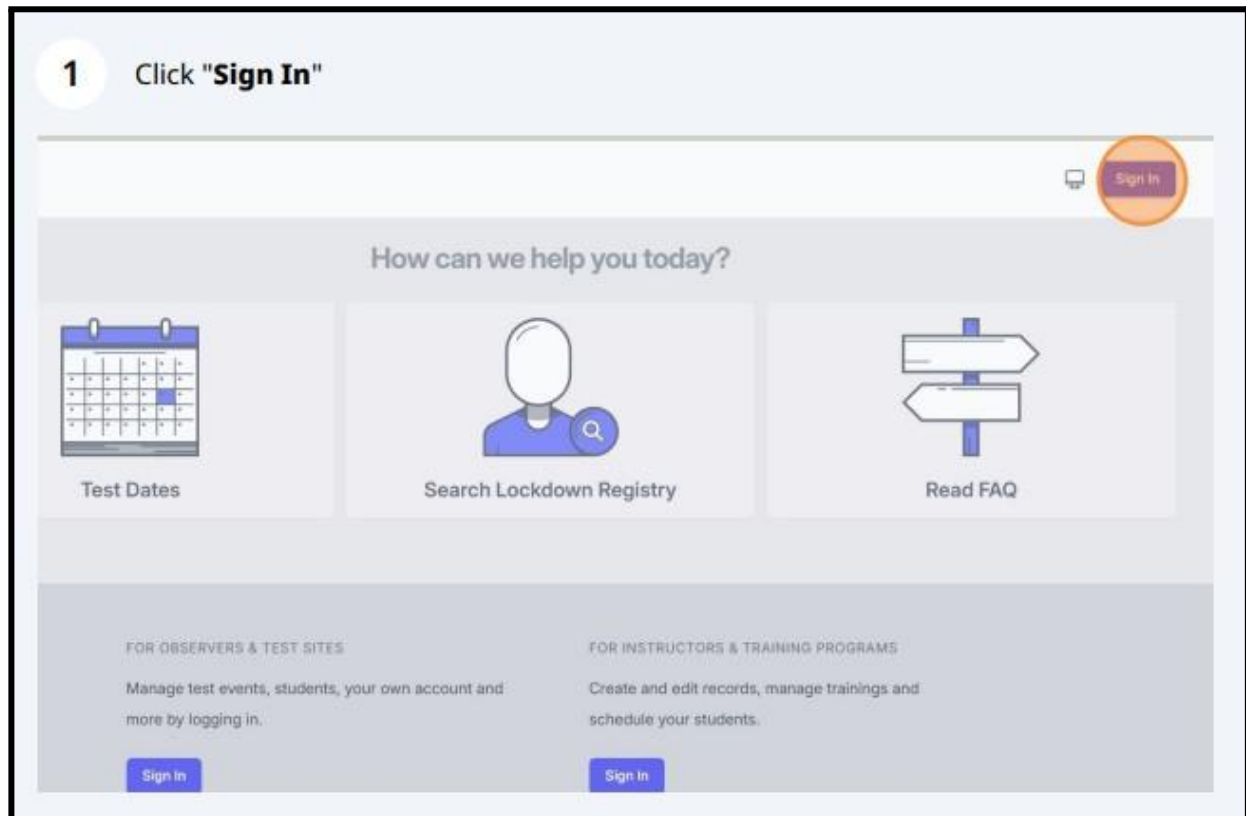
You cannot download the Respondus LockDown Browser on a 'public computer' (example: a library computer).

Make sure you have run the **Lockdown Browser Test** and received the **Lockdown Browser Confirmation**. *Refer to the instructions at the beginning of this section.*

-CONTINUED ON THE NEXT PAGE-



LOGGING IN TO YOUR TMU© ACCOUNT TO START YOUR TEST





3

Click "**Prepare to Test**"

ing

ding Nurse Aide knowledge test

Prepare to Test

Welcome, Test!

g History

ur training details and history

View Your Training History



Testing History

View your testing details and history

View Your Testing History



Your Profile

View and update your personal and login information

Manage Your Profile

an History

No data found

DOWNLOADING AND INSTALLING THE LOCKDOWN BROWSER

NOTE: You should have already run the **LockDown Browser Test** to download and install the LockDown Browser for your test. Please refer to the beginning of this document.

If you have not run the **LockDown Browser Test**, please refer to the instructions below. Please remember: if you do not have the Respondus LockDown Browser downloaded, installed, and running correctly on the device you will be testing on, **you will not be allowed to test.**

Click one of the following links and install the browser or extension.

Lockdown Browser Required for Test

This **Certified Nurse Aide Knowledge Exam** requires the use of Respondus LockDown Browser before you can continue.

Please download and install the browser or extension from one of the following links:

- Windows 10 / Windows 11
- Mac (macOS 11 - 26.0+)
- iPadOS (iPad only, 12.0+)
- ChromeOS (Chromebook)

More information if you need help installing the browser:

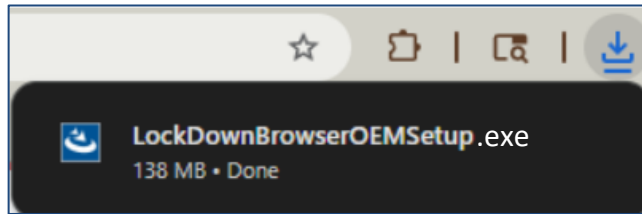
- Devices compatible with the Lockdown Browser
- How to install Lockdown Browser

Once the browser is installed click the button below to prepare your test.

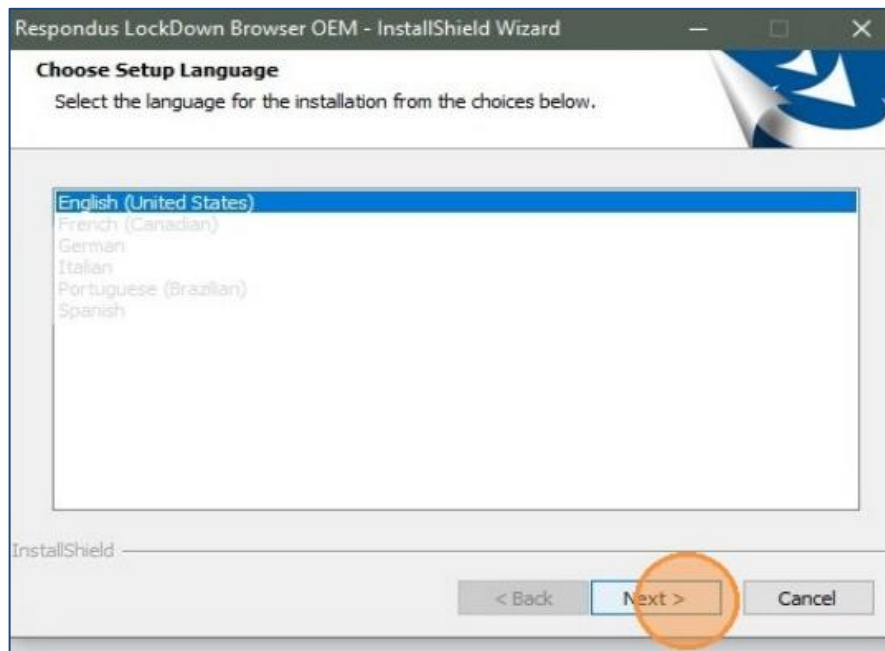
Prepare to Test with Lockdown Browser



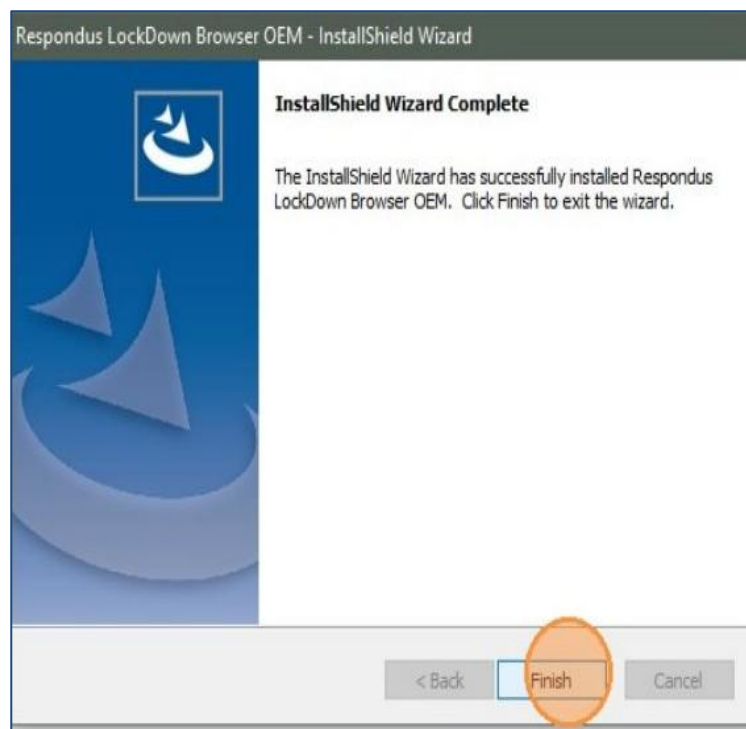
Click the pop-up **LockDownBrowserOEMSetup.exe**



Click **Next >**

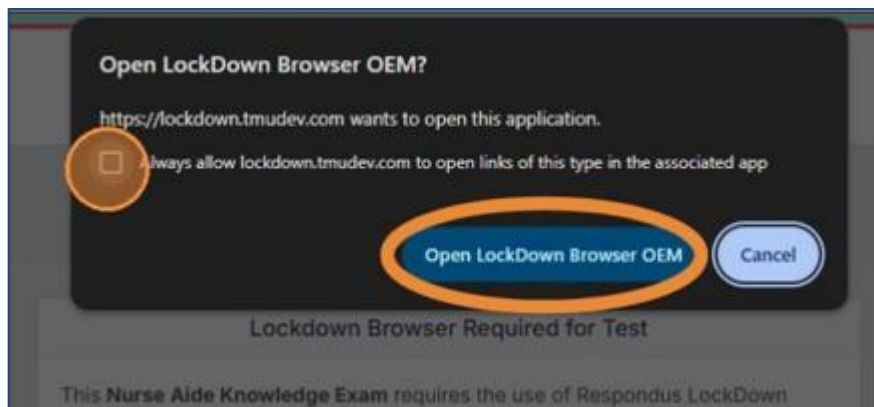


Click **Finish**





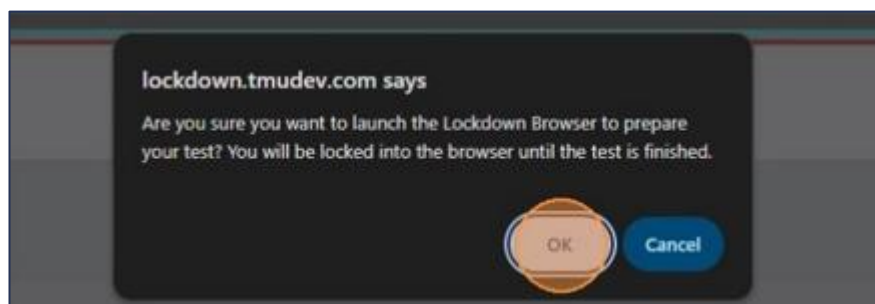
Click the box to the left of **Always allow (URL of browser or link you are using) to open links of this type in the associated app**



Click **PREPARE TO TEST WITH LOCKDOWN BROWSER**



Click **OK** when asked if you want to launch the LockDown Browser



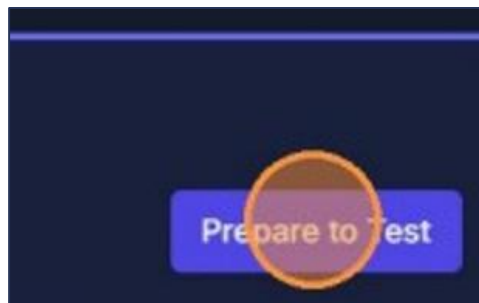
You will see this screen when the LockDown Browser is loading:



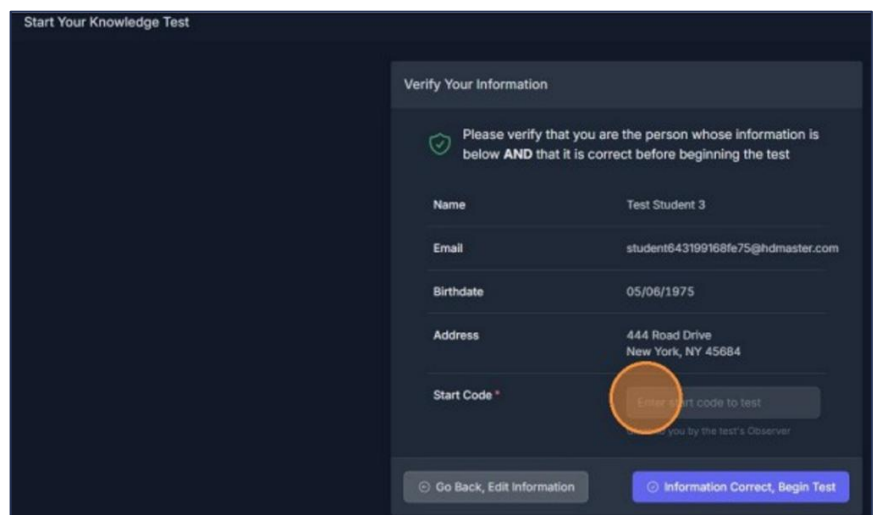
START YOUR TEST AFTER THE LOCKDOWN BROWSER HAS LOADED

After the LockDown Browser is done loading, your testing screen in TMU© will open:

Click **Prepare to Test**

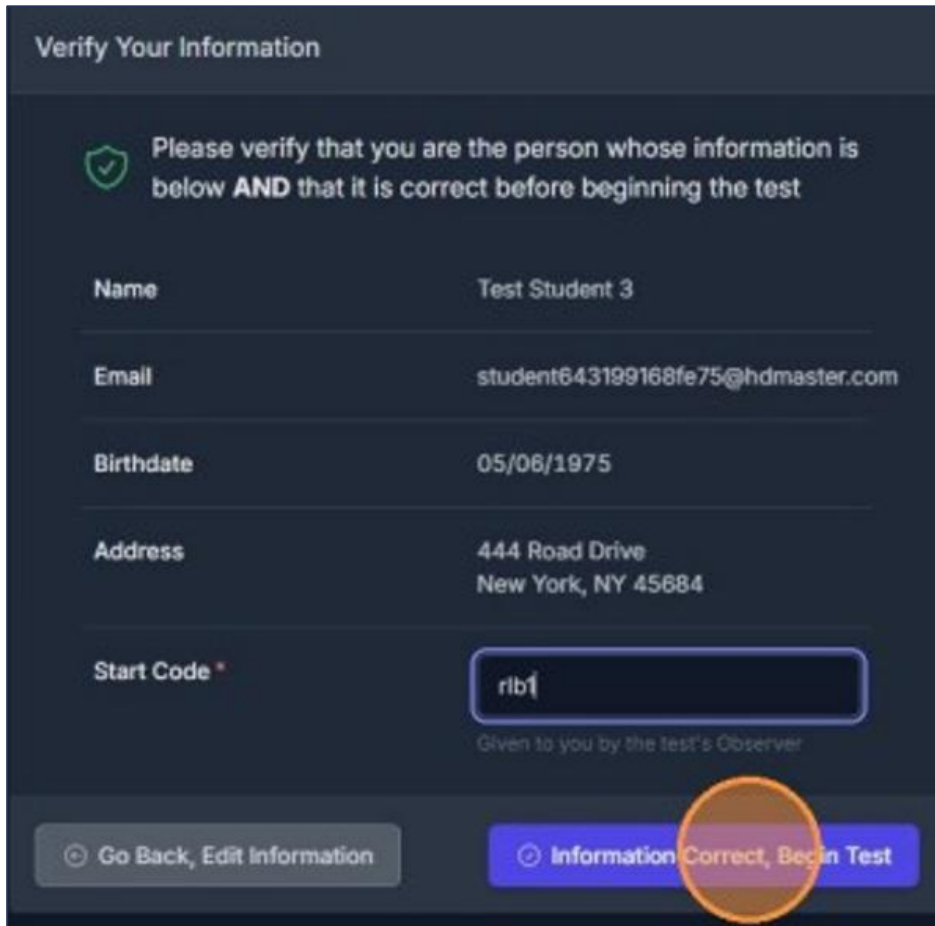


Enter the **Start Code** provided to you by the Test Proctor

A dark blue screen titled "Start Your Knowledge Test". On the right side, there is a white box titled "Verify Your Information". Inside this box, there is a green checkmark icon and the text "Please verify that you are the person whose information is below AND that it is correct before beginning the test". Below this, there are several fields with labels and values: "Name" (Test Student 3), "Email" (student643199168fe75@hdmaster.com), "Birthdate" (05/06/1975), and "Address" (444 Road Drive, New York, NY 45684). At the bottom of the box, there is a "Start Code" field with a red asterisk. The field contains the text "Enter start code to test" and is highlighted with a circular orange glow. Below the "Start Code" field, there is a small line of text: "Provided to you by the test's Observer". At the bottom of the white box, there are two buttons: "Go Back, Edit Information" and "Information Correct, Begin Test".

Click **Information Correct, Begin Test**

- If your information is not correct, you can click **Go Back, Edit Information** (only certain fields can be edited; please let the test proctor know if you are unable to update a demographic field).
- Click **Save Changes** when you're done editing, and you will be returned to this screen.



The screenshot shows a 'Verify Your Information' screen with a dark blue background. At the top, there is a green shield icon with a checkmark and the text: 'Please verify that you are the person whose information is below AND that it is correct before beginning the test'. Below this, there are five rows of information, each with a label on the left and a value on the right: 'Name' (Test Student 3), 'Email' (student643199168fe75@hdmaster.com), 'Birthdate' (05/06/1975), 'Address' (444 Road Drive, New York, NY 45684), and 'Start Code *' (rlb1). The 'Start Code' is entered in a rounded rectangular box. Below the 'Start Code' box, it says 'Given to you by the test's Observer'. At the bottom, there are two buttons: 'Go Back, Edit Information' (grey) and 'Information Correct, Begin Test' (blue). The 'Information Correct, Begin Test' button is circled in orange.

Name	Test Student 3
Email	student643199168fe75@hdmaster.com
Birthdate	05/06/1975
Address	444 Road Drive New York, NY 45684
Start Code *	rlb1

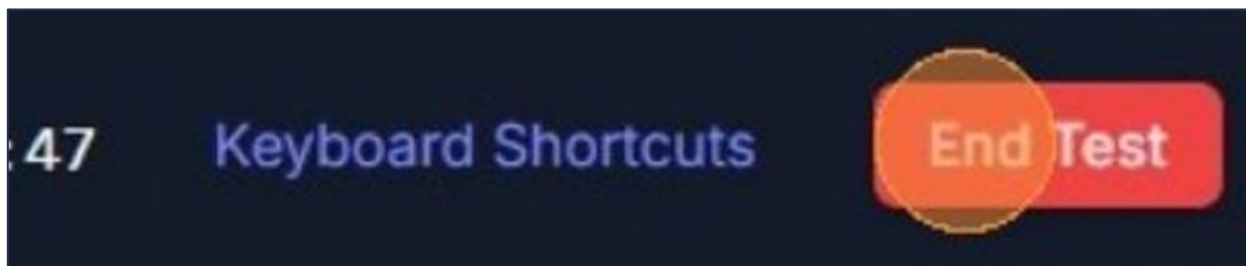
Given to you by the test's Observer

[Go Back, Edit Information](#) [Information Correct, Begin Test](#)

END YOUR TEST

When you are finished with your test, you will:

Click **END TEST**





Click **I Understand, Finish my Test**

Finish Test

Are you sure you want to end this test?

WARNING!
You have some questions **without answers!** Are you sure you want to end this test?

By checking the box below and clicking the 'I Want To End This Test' button you acknowledge that you are **finished taking this test** and that you **cannot** go back.

☐ I understand, finish my test

← Back to Test I Want To End This Test

Click **I Want to End this Test**

Finish Test

Are you sure you want to end this test?

WARNING!
You have some questions **without answers!** Are you sure you want to end this test?

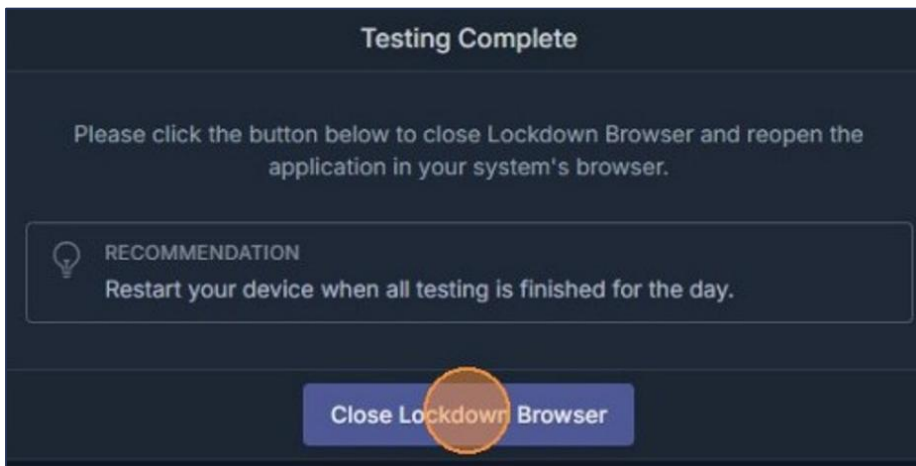
By checking the box below and clicking the 'I Want To End This Test' button you acknowledge that you are **finished taking this test** and that you **cannot** go back.

☒ I understand, finish my test

← Back to Test I Want To End This Test

CLOSE THE LOCKDOWN BROWSER WHEN FINISHED WITH YOUR TEST

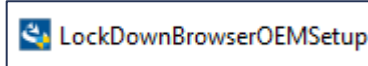
Click **Close Lockdown Browser**



UNINSTALL THE LOCKDOWN BROWSER

Go to your **Recent Download History (Downloads)**, or locate and click the **Downloads** icon

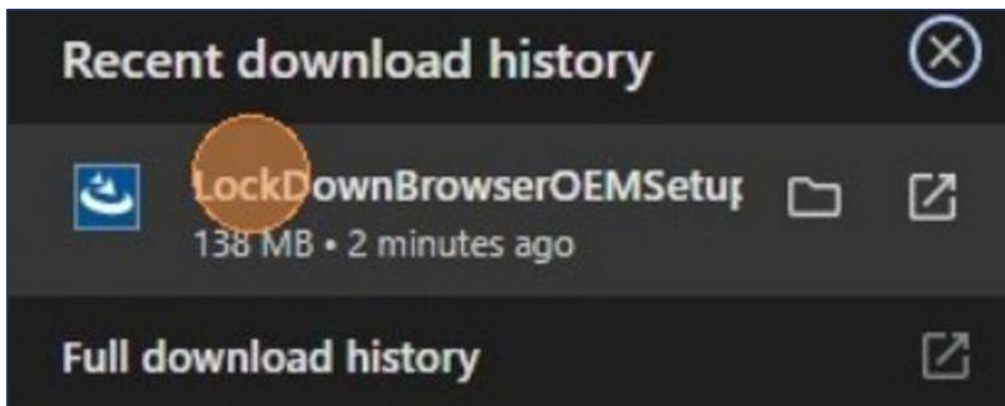
From your Downloads, double-click



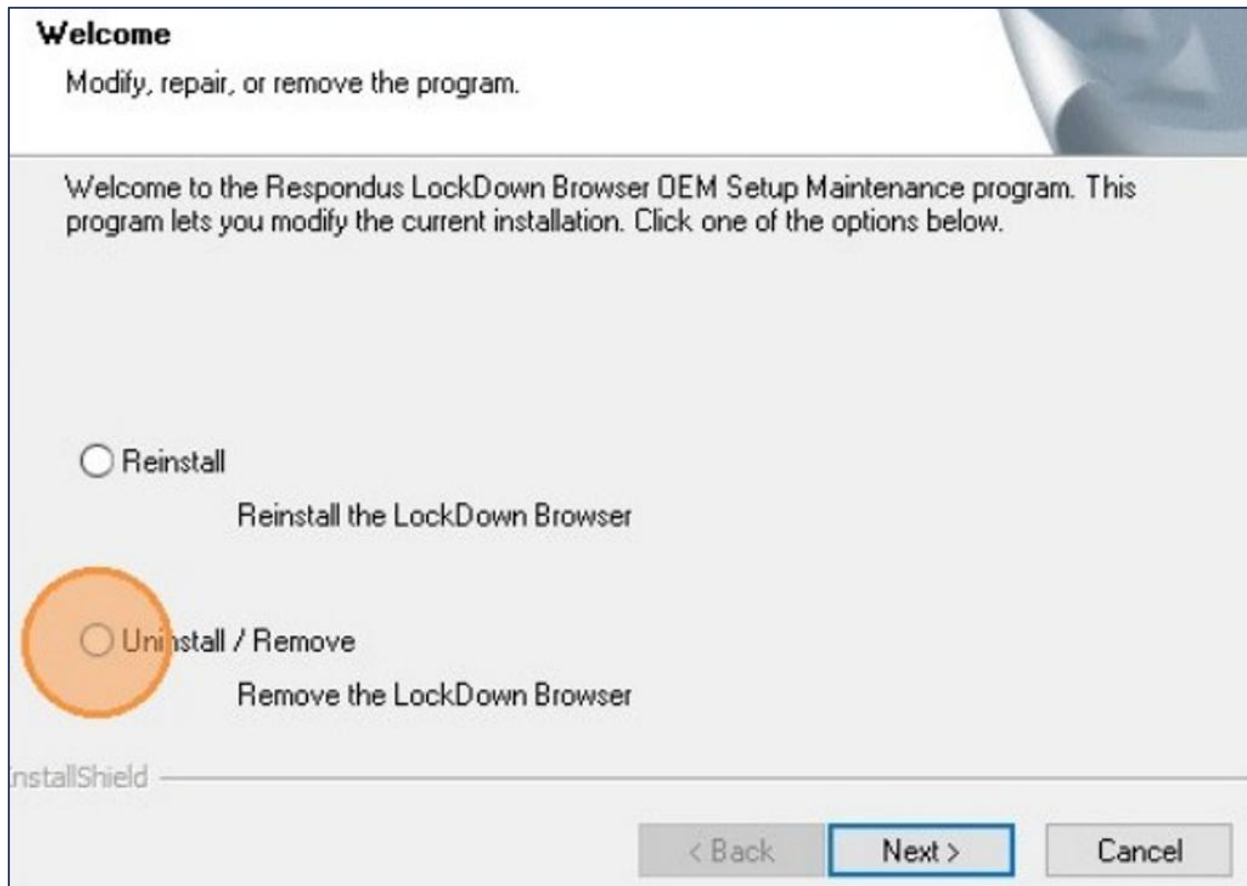
Or, click the Downloads icon



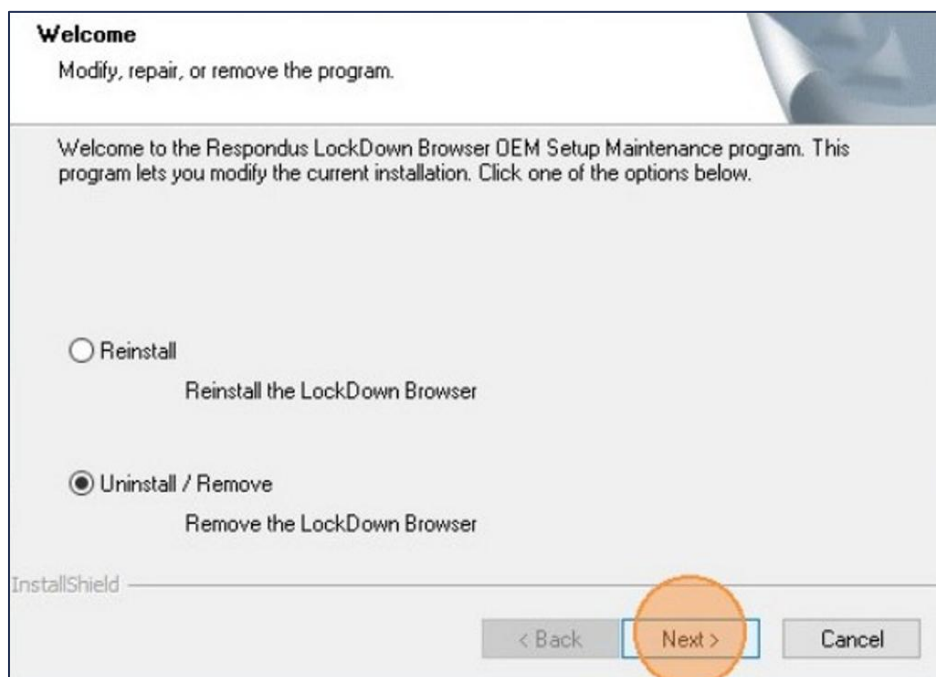
Click **LockDownBrowserOEMSetup**



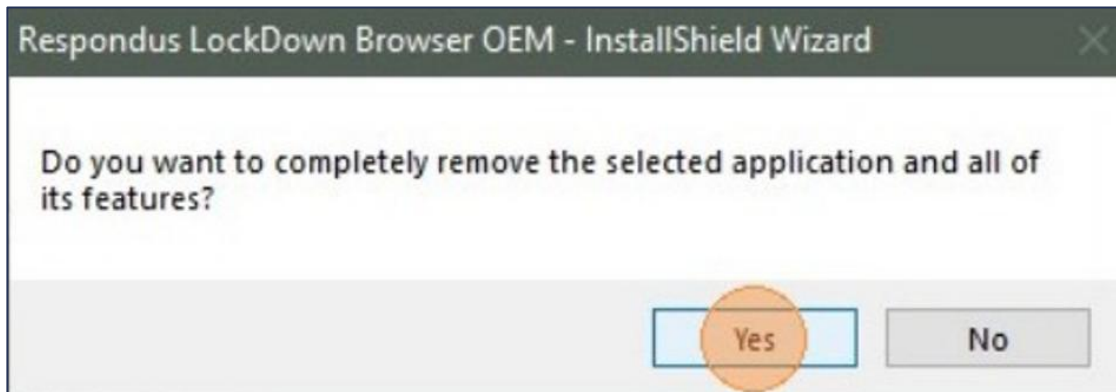
Click **Uninstall / Remove**



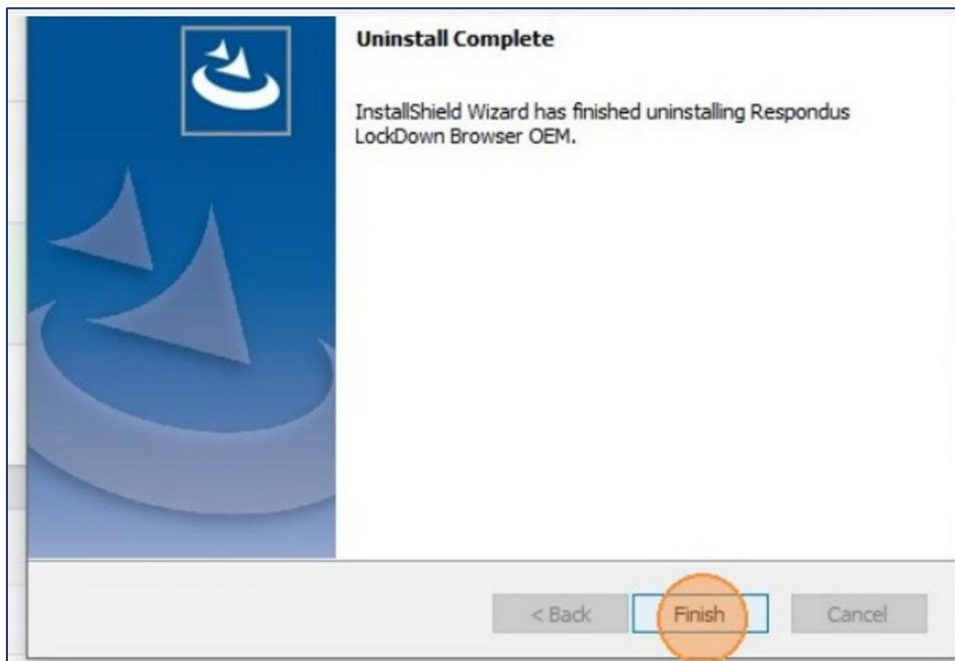
Click **Next >**



Click **Yes** on the pop-up



Click **Finish**



The LockDown Browser has been uninstalled from your computer.

If you have questions about installing or removing the Respondus LockDown Browser, please call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

REMOTELY PROCTORED KNOWLEDGE EXAM OTHER CANDIDATE REQUIREMENTS

Along with the Respondus LockDown Browser being installed and running on the device you will be testing on (please see the [Remotely Proctored Knowledge Exam Candidate Requirements – Respondus LockDown Browser](#) section).

Candidates must also have the following:

An updated version of Google Chrome as your Internet browser.

▪ **TMU© does not support Internet Explorer.**

- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU© to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU© Knowledge exam. The remote Proctor will provide you with a ‘code’ to start your test.**
- A smartphone/tablet to access the ‘video conferencing app’ (for example, Zoom, etc.) that you **must download**.
 - An email will be sent to you, and you will receive notifications (in your TMU© account) with information about the ‘video conferencing app’ (for example, Zoom, etc.) **you must download before test day.**
 - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU© account), a reminder with the password-protected link to join the test event.
- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter, such as a background or blurring your screen.
- **IMPORTANT NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

You will need to sign in to your TMU© account using your Username or Email and Password and follow the instructions to **Schedule or Reschedule a Test Event**.

- **Please ensure you have met the [Remotely Proctored Knowledge Exam Candidate Requirements](#) listed above before scheduling a remotely proctored knowledge exam.**
- The test site location for a remotely proctored knowledge exam will be ‘**Remotely Proctored Knowledge Exam**’.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account for you to view (see this handbook’s [Test Confirmation Letter](#) and the [View your TMU© Notifications](#) sections for information to access your test confirmation).
- Instructions and the link to download the ‘video conferencing app’ (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and sent to your notifications.
 - Remember, for this information, check your ‘NOTIFICATIONS’ under your profile pic in your TMU© account. Please refer to the [View your TMU© Notifications](#) section.

Please call D&SDT at (877) 851-2355 if you have questions or concerns, or need help scheduling a remotely proctored knowledge exam.

REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under [Access the Candidate Handbook and Testing Instructions](#).

REMOTELY PROCTORED KNOWLEDGE EXAM TESTING ATTIRE

For remotely proctored knowledge testing, **you must be wearing:**

- ◆ **Appropriate clothing** such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.
 - *Bluetooth-connected devices such as smartwatches, smart glasses, wearable technology, activity trackers, etc., **are not allowed**.*
- ◆ You are not allowed to have coats or hooded apparel covering your head during testing.
 - *Candidates with long hair will be asked to pull their hair back to ensure that no Bluetooth device is present.*

You will not be allowed to test if you are not wearing appropriate clothing as shown above. You will be considered a NO SHOW status and will forfeit any fees paid.

REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

You must be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) for the check-in process with the remote test proctor **at least 20 minutes before the start time** listed on your test confirmation.

If you are not signed into the remotely proctored exam waiting room at least 20 minutes before the time listed on your test confirmation, you will not be allowed to test, will be considered a No-Show status, forfeit your testing fees paid, and have to pay for another test date.

- The **Respondus LockDown Browser must be installed and running on the device you will be testing on**. If it is not, **you will not be allowed to test**. You will be considered a no-show and will forfeit any fees paid.
- You must show your **mandatory and second form of identification** to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see this handbook's [Identification](#) section for specifics.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- You must show your surroundings/entire room to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
 - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.

- Then, you must position your smartphone/tablet so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - **You may not use a video filter, such as a background or blurring your screen.**
- **NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES

All **Security**, **Testing Attire**, and **Testing Policies** requirements are followed during the remotely proctored knowledge exam. Please refer to those sections for information. The following are additional policies regarding the remotely proctored knowledge exam.

The following additional policies are observed at each remotely proctored test event:

- If you do not wear appropriate attire as outlined in the **Remotely Proctored Knowledge Exam Testing Attire** section, and do not conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- On testing day, you **will not be allowed to receive any assistance with your setup** from anyone in your environment (room/area). **If someone else is in the room with you, the remote Proctor will remove you from the meeting and mark you as a no-show.** You will forfeit any testing fees paid and must repay to reschedule a new test.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secure room/area free of distractions, interruptions, and other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - **You may not use a video filter, such as a background or blurring your screen.**
- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
 - If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** You need to test in an isolated, secure room/area that is free of distractions and interruptions, *just as you would if you were sitting in the knowledge test room at a test site*.
- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.
- Please see the information on remotely proctored testing issues under the **No-Show Exceptions** section.

- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign language word-for-word translation dictionaries, electronic dictionaries, and unapproved language translators **are strictly prohibited**.
- **SCRATCH PAPER:** If needed, you may do math calculations on scratch paper. Before starting your exam, you will be asked to show both sides of the scratch paper to the remote Proctor.
 - At the end of your exam, you will be asked to show both sides of the scratch paper to the remote Proctor ***again***. You will then be told to tear up the scratch paper in view of the remote Proctor and to mute your phone before doing so.
 - **Calculators are strictly prohibited.**

Failure to adhere to any of these remote testing conditions/policies will require the remote Proctor to stop your test, which will be scored as a failed attempt.

GXMO VOCABULARY/TERMINOLOGY

ALARA	CR	general safety
Anode	density	principles
artifact classification	differential absorption	genetic-fetal effects
artifact dead pixels	differential attenuation	geometric factors
artifact ghosting	digital basics	grid contrast
artifact histogram error	digital display qualities	grid dosage
artifact moire	digital image: CR	grids
artifact quantum mottle	digital post-processing	HIPAA
artifacts	display qualities	image contrast
assessment	distortion	image quality
atomic structure	dose limits	image quality distortion
attenuation	dose-response curves	image quality motion
beam quality	dosimeters	immobilization
beam restrictors	dosimetry	interactions with matter
body habitus	DR	inverse square law
brightness	early/late effects	ionization
Cardinal Principles	electromagnetic spectrum	kilovoltage
collimation	electrons	kvp dosage
collimation dose	exposure index	Law of Bergonie and Tribondeau
compression artifact	field size	licensure
contrast	filbration	mAs
contrast resolution	filtration	
controlled areas		



mAs dosage
milliamperage
monitoring
motion
occupational dose limits
occupational protection
patient ID
patient safety
patient shielding
personnel shielding and protective barriers
photons

practical considerations CR
pregnant patient
pregnant workers
properties of x-rays
protective barriers
public dose limits
radiation sources
radiobiology
radiosensitivity
reduction of unnecessary dose
remnant radiation
scope of practice
sharpness of detail

SNR: DQE
sources of radiation
spatial resolution
subject contrast
technique charts
units of measure
visibility of detail
visibility of structure
wavelengths
x-ray beam quality
x-ray beam quantity
x-ray production
x-ray tube
x-ray tube construction

[illegible]