



Oklahoma LTC/HHA – MA/MA-IIA

## Test Site Agreement Form

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We will allow Nurse Aide (and/or Medication Aide/Insulin Injection Aide) Knowledge and Skill Tests to be administered at our facility under the following guidelines:

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**As an Oklahoma Nurse Aide and/or Medication Aide/Insulin Injection Aide Test Site, we agree to:**

1. Complete and submit the Test Site Application in Oklahoma TMU© <https://ok.tmutest.com/apply>. A remote test site visit may be arranged with the test site by D&SDT-HEADMASTER staff.
2. Supply an approved, distraction-free, and interruption-free area for testing nurse aide candidates on the Knowledge and Skills Tests (and/or medication aide/insulin injection aide candidates on the Knowledge Test.) The knowledge test area and the skill test area may be used for up to 9 hours on test day.
3. Arrange to have our site open at least 45 minutes before the scheduled test event so that the testing team has ample time to set up for testing.
4. For knowledge exams, we will provide internet-connected computers in an area that allows 3-4 feet of separation between candidates.
5. For skills testing, will have all the materials listed for Testing Sites on the Test Site Equipment List. (Please refer to the Test Site Equipment List for equipment and supplies needed by the test site or brought to the site with the RN Test Observer in the Oklahoma TMU© Test Site Application: <https://ok.tmutest.com/apply>.)
6. Contact D&SDT-HEADMASTER and inform them of the scheduled test date(s) via email at [oklahoma@hdmaster.com](mailto:oklahoma@hdmaster.com).
7. Schedule additional mutually agreed-upon test dates with D&SDT-HEADMASTER as far in advance as possible to help meet the overall testing demand in our area. D&SDT-HEADMASTER staff will contact and schedule the test teams for any Regional events we allow to be held in our facility.
8. Allow, on testing days, the D&SDT-HEADMASTER/OSDH certified RN Test Observer, Actor, Knowledge Test Proctor (KTP), our own trained candidates, as well as at large test candidates admittance to our approved Test Site.
9. Hold test teams and test candidates accountable for damage, theft, or any other act or action harmful to the facility in any way.
10. Assume all liability for our own test candidates.
11. Waive liability claims against D&SDT-HEADMASTER and/or OSDH for assuming any liability for any of the entities involved in testing (D&SDT-HEADMASTER/OSDH certified RN Test Observers, Actors, KTPs, or test candidates).
12. Unannounced visits by the Oklahoma State Department of Health (OSDH) and D&SDT-HEADMASTER staff to observe tests in progress and improve competency testing in Oklahoma.

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### Photographing, Recording, or Videotaping Test Events

- As a competency test vendor, D&SDT-HEADMASTER must ensure the security of knowledge test items and proprietary test delivery software.
- Competency test events are expected to be conducted in a distraction and interruption-free environment with a high degree of personal privacy and security. Photographing, videotaping, or recording via security or surveillance cameras or any other device while any knowledge testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-HEADMASTER and/or the Oklahoma State Department of Health (OSDH).
- To host competency test events for test candidates, you agree that no electronic recording devices will be used to record sound or video of actual test candidates, test events, or any part of test administration. You agree that to allow the recording of competency testing events in progress without the express written consent of D&SDT-HEADMASTER and/or the OSDH may result in the loss of your test site approval and/or training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

### **TEST SITE AFFIDAVIT:**

We will attest on the Oklahoma TMU© Test Site Application, <https://ok.tmutest.com/apply>, that our Facility is not under Oklahoma State Department of Health or OHCA sanctions and that we have read, understood, and will abide by all listed guidelines.