

Paper Knowledge Test Instructions

These instructions are to be placed in the common area so **all** candidates have an opportunity to read these instructions before going into the electronic knowledge test area.

A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during her/his knowledge test.

You are not allowed to leave the Knowledge Testing Area/Room until finished with your Knowledge test. If needed, please remember to use the restroom before entering the testing rooms.

Cell phones, smart watches, fitness monitors, blue-tooth connected and any other electronic devices **MUST BE TURNED OFF** (not on vibrate or mute) during Knowledge testing.

Usage of cell phones, smart watch, fitness monitors, blue-tooth connected or any other electronic devices (tablet, laptop, I-pod, etc.) are not allowed in the testing areas and these items are not allowed to be near or on your person (in pockets, on wrist, etc.) during testing. Any personal belongings (purse, water bottles, bags, cell phones, smart watches, fitness monitors, laptops, tablets etc.) need to be placed in the designated area inside the testing room. Devices and personal belongings may be collected when you leave the test area after completing an exam component.

Anyone using a cell phone, smart watch, fitness monitor, blue-tooth connected or any other electronic device (texting/Google searching/etc.) during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test and will be reported to the their training program and State agency.

Make only 72 marks on your quick score answer form. **DO NOT** fill in any other bubbles on your Quick Score Answer form, except questions 1 through 72 at the bottom of the scan form marking either A, B, C or D. Be sure to make your marks clear and dark and stay within the bubble. Use only a #2 pencil.

No bubbles will be filled in on your Quick Score Answer form for your name. Each answer form is individualized and preprinted with your name and ID number, so you do not need to make any marks at the top of the quick score answer form. **Please** just be sure that your name is spelled correctly on the top of your Quick Score Answer form. Tell the KTP if any name or ID number correction needs to be made.

Double check that the **Knowledge Test Number** printed on the top of your Quick Score Answer Form matches the Knowledge Test number printed on your Knowledge Test booklet. Tell the KTP if these numbers do not match.

DO NOT make any marks in your Knowledge Test booklet. If needed, you may do math calculations on the scratch paper provided to you (or inside the "red bordered area" on the backside of your Quick Score Answer form). If you need a calculator, please quietly approach the Knowledge Test Proctor and one will be provided for your use.

You will have a maximum of 90 minutes to complete the Knowledge Test. The KTP will tell you when there are 15 minutes remaining.

When you are finished with the exam **double check** the marks you have made on your Quick Score Answer form and then quietly bring your test booklet, Quick Score Answer form, **scratch paper** and calculator (if used) to the KTP. The KTP will quietly direct you to your next area.

Please remember to take any personal belongings with you when you leave the knowledge test room. Exit the room quietly.

The KTP will ask you if you have any questions before your Knowledge Test is started.