

# 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 paper 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 his/her paper knowledge test.

**YOU ARE NOT ALLOWED TO LEAVE ANY TESTING AREA UNTIL FINISHED WITH YOUR TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOM.**

**CELL PHONES, SMART WATCHES, FITNESS MONITORS AND ANY OTHER ELECTRONIC DEVICES MUST BE TURNED OFF (NOT ON VIBRATE OR MUTE) DURING TESTING AND ARE NOT ALLOWED TO BE NEAR OR ON YOUR PERSON DURING TESTING.**

**ANY PERSONAL BELONGINGS (PURSE, BAGS, CELL PHONES, SMART WATCHES, FITNESS MONITORS, LAPTOPS, TABLETS, ETC.) NEED TO BE PLACED IN THE DESIGNATED AREA INSIDE THE TESTING ROOM WHEN YOU ENTER. REMEMBER TO COLLECT YOUR BELONGINGS WHEN YOU LEAVE THE TEST AREA.**

**ANYONE ATTEMPTING TO USE A CELL PHONE, SMART WATCH, FITNESS MONITOR OR ANY OTHER ELECTRONIC DEVICE OR ANY FORM OF TEST ASSISTANCE FROM ANY SOURCE FOR ANY PURPOSE DURING TESTING WILL BE ASKED TO LEAVE THE TEST SITE, WILL FORFEIT ALL TESTING FEES AND WILL HAVE THEIR TEST SCORED AS A FAILED TEST. THEY WILL BE REPORTED TO THE OHIO DEPARTMENT OF HEALTH (ODH) AND WILL NOT BE ELIGIBLE TO SCHEDULE FOR A RETEST WITHOUT A LETTER FROM ODH ALLOWING A RETEST.**

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

Mark only 79 answers on your Quick Score Answer Form. Fill in numbers 1 through 79 on the front side, bottom half, of the Answer form marking either A, B, C or D. DO NOT fill in any other bubbles on your Quick Score Answer Form. Be sure to make your marks clear and dark and stay within the bubble selected as your answer. Use only a #2 pencil.

Each answer form is individualized and preprinted with your name and ID number printed at the top of the front side. Do not make any marks in the top section of the Quick Score Answer Form. You must be sure that your name is spelled correctly on your Quick Score Answer Form. Tell the KTP if any name or ID number corrections need to be made.

Double check that the **Knowledge Test Number** printed at the top of your Quick Score Answer Form matches the Knowledge Test Number printed on your Knowledge Test Booklet. Immediately tell the KTP if these numbers do not match.

**DO NOT** make any marks in your Knowledge Test Booklet. Mark only 79 bubbles on the front side of your answer form. If needed, you may do math calculations on scratch paper provided to you by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor and one will be provided.

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

When you believe you are finished with your exam, **double check** the marks made on your Quick Score Answer Form. Then quietly alert the KTP that you are finished. The KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you exit the room quietly.