

KNOWLEDGE TEST CHECKLIST

PLACE THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS BETWEEN EACH WORKSTATION

WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA, THE KTP WILL:

1. Show candidates the room area by the door where they are to place any electronic devices and personal belongings they may have brought into the room with them. Candidates are not allowed to have any items with them at the computer.
2. Direct candidates to a workstation.
3. KTP re-checks the candidates' ID against the sign-in sheet (Examiner's Report-Form 1250) given to the KTP by the RN Test Observer before testing begins. This ensures you have the correct candidates in the knowledge test room.
4. Ask the candidates if they have any questions about the knowledge test instructions they read before coming into the knowledge test area. *Specifically ask:*

Read to group in room →

- "Do you understand the knowledge test is timed?"
- "Do you know you will have ninety (90) minutes to complete the exam?"
- "Do you understand that you may not have any electronic device on your person while taking the knowledge exam?"

5. Tell the candidates about the knowledge exam instructions between the workstations they may refer to during testing.
6. Inform the candidates that they must turn in the scratch paper provided when done, and they need to raise their hand when finished with their exam, and you will come to their computer station to end their test for them. (During this end test time with each candidate, make sure you are whispering to be as quiet as possible for those still testing.) **ANY SCRATCH PAPER PROVIDED MUST BE COLLECTED. IT CANNOT LEAVE THE ROOM!**
7. Remind candidates to collect their belongings as they leave the testing room when they finish their test.
8. Signing candidates into their exam:
 - Assist candidates to sign in to their test – they will need their USERNAME or EMAIL and PASSWORD.
 - If a candidate does not remember their username/email or password, the candidate's email is on the sign-in sheet. **You must be logged in as the RN Test Observer to change a password** -- click on "SELECT ACTION" in the drop-down box to the right of the candidate's name and choose "CHANGE PASSWORD". The TO/KTP would allow the candidate to type in the password they want or assign a temporary password (example: testing123). Then the candidate can sign in to their TMU© account on the computer they are using to test.
 - Once all candidates are logged in to their records, provide the candidates with the START CODE to enter on their screen where it says "ENTER TEST START CODE" (the RN Test Observer will provide this information for you).
 - Have candidates verify their demographic information is correct.
 - If not correct, candidates can click on "GO BACK TO EDIT INFORMATION" and then correct the editable information at this time.
 - When all candidates have confirmed with you that their information is correct, have all the candidates simultaneously click on "INFORMATION IS CORRECT – BEGIN TEST".
9. Ending test when the candidate indicates they are finished with their exam:
 - When candidates finish their exam, they must raise their hand and tell you they are done. You need to check that there are no 'Questions Remaining' (if there are any numbers left, direct the candidate to go back and answer the questions), then click on "END TEST" (a red box found at the top right of the screen).
 - When you click on "END TEST" a message will pop up saying, "Are you sure you want to end this test?" and you will click in the box to the right of "I understand, finish my test."
 - Once the test has ended, a message will pop up at the top of the screen stating, "Your answers have been submitted. Please check back later to get your test results."
 - Quietly direct the candidate to the waiting/holding area if they need to take their skill exam, or let them know they are free to leave if they have completed both portions of their testing or are just a knowledge retake only.
10. Time the test using a wall clock or your watch (cell phones are not allowed to be used by the KTP during testing) and give a verbal announcement when 15 minutes remain (when 75 minutes have elapsed).
11. Make sure you move around the room for ninety (90) minutes and position yourself to see the computer screens to ensure all candidates stay on the test page and are not surfing the web for answers.

IF YOU HAVE ANY ISSUES WITH COMPUTERS OR QUESTIONS, PLEASE CALL:

(800) 393-8664 or (888) 401-0462

(Monday-Friday 5:00AM to 5:00PM PACIFIC TIME / 6:00AM to 6:00PM MOUNTAIN TIME)

CELL PHONE # TO BE PROVIDED TO YOU BY THE RN TEST OBSERVER for the on-call person

(FRIDAY EVENINGS AFTER BUSINESS HOURS TO MONDAY MORNING BEFORE BUSINESS HOURS)

Do NOT share the on-call phone number; it is for after business hours use by test teams only.