D&S Diversified Technologies LLP

Headmaster LLP

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

Candidate Handbook

EFFECTIVE FOR TESTING: March 2025 | UPDATED: May 2025

Version 8.0

EFFECTIVE MARCH 2025: The test time has decreased from 90 minutes to 60 minutes.
The Identification section has been updated.
The Knowledge Exam Subject Areas have been updated.
The Vocabulary/Terminology words have been updated.

Contact Information

Questions regarding: • testing process • test scheduling • eligibility to test: .... **(877) 851-2355**		
Questions regarding: • Registry status: .... **(614) 466-3543**		
D&S Diversified Technologies, LLP 333 Oakland Avenue Findlay, OH 45840 Email: ohio@hdmaster.com Website: www.hdmaster.com TestMaster Universe (TMU©): https://ox.tmutest.com	Monday through Friday 8:00AM – 8:00PM (ET)	Phone #: (877) 851-2355 Fax #: (419) 422-8328
Ohio Department of Health 246 North High Street Columbus, OH 43215 Website: https://odh.ohio.gov/wps/portal/gov/odh/home	Monday through Friday 8:00AM – 5:00PM (ET)	Phone #: (614) 466-3543

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Process for Obtaining a GXMO License

Per the Ohio Department of Health (ODH) website, below are the steps to take to receive 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 enrollment 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.

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" at:

http://hdmaster.com/testing/othertesting/ohio_xray/OH_XRAY_Home.htm

You can view the calendar for available dates and locations for testing by going to https://ox.tmutest.com, and can see further detailed test events by signing in to your TMU© record.

Upon completion of the examination, you will be able to access your exam results through your TMU© record. Further information regarding exam results and how to access them is under the **'Test Results'** section. The examination may be repeated as many times as necessary after successful completion of 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:

- Application and fee in the amount required by GXMO per ODH, refer to the ODH web site:
  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 a student enrolled in a radiological 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.

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 competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for the examination. D&SDT must approve accommodations in advance of the examination. Complete the ADA Accommodation Request Application, located on the Ohio GXMO TMU© main page under 'APPLICATIONS,' to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT will email you if further documentation or information is required using the email address in your TMU© account.

Please allow additional time for your request to be approved. 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 of 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. Additional information regarding the GI Bill can be found on the VA website.

You may request a copy of your testing fee receipt to submit to VA for possible reimbursement by calling 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).

The GXMO Knowledge Exam

Completing your TMU© Account

Your initial registration information will be entered in D&SDT-Headmaster's GXMO TestMaster Universe (TMU©) software by your training program or an alternate registration route.

IMPORTANT: **Before you can test, you must sign in to the Ohio General X-Ray Machine Operation (GXMO) TMU© (http://ox.tmutest.com) using your secure Email or Username and Password and complete/review the missing demographic information _prior to testing_. Failure to do so may result in you being turned away from testing. You will be a no-show status 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, update your password, and complete your demographic information. **This must be done before scheduling a test event**.

If you do not know your Email or Username and Password, enter your email address and click on "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 for any reason, contact D&SDT at (877)851-2355.

This is the GXMO TMU© main page http://ox.tmutest.com:
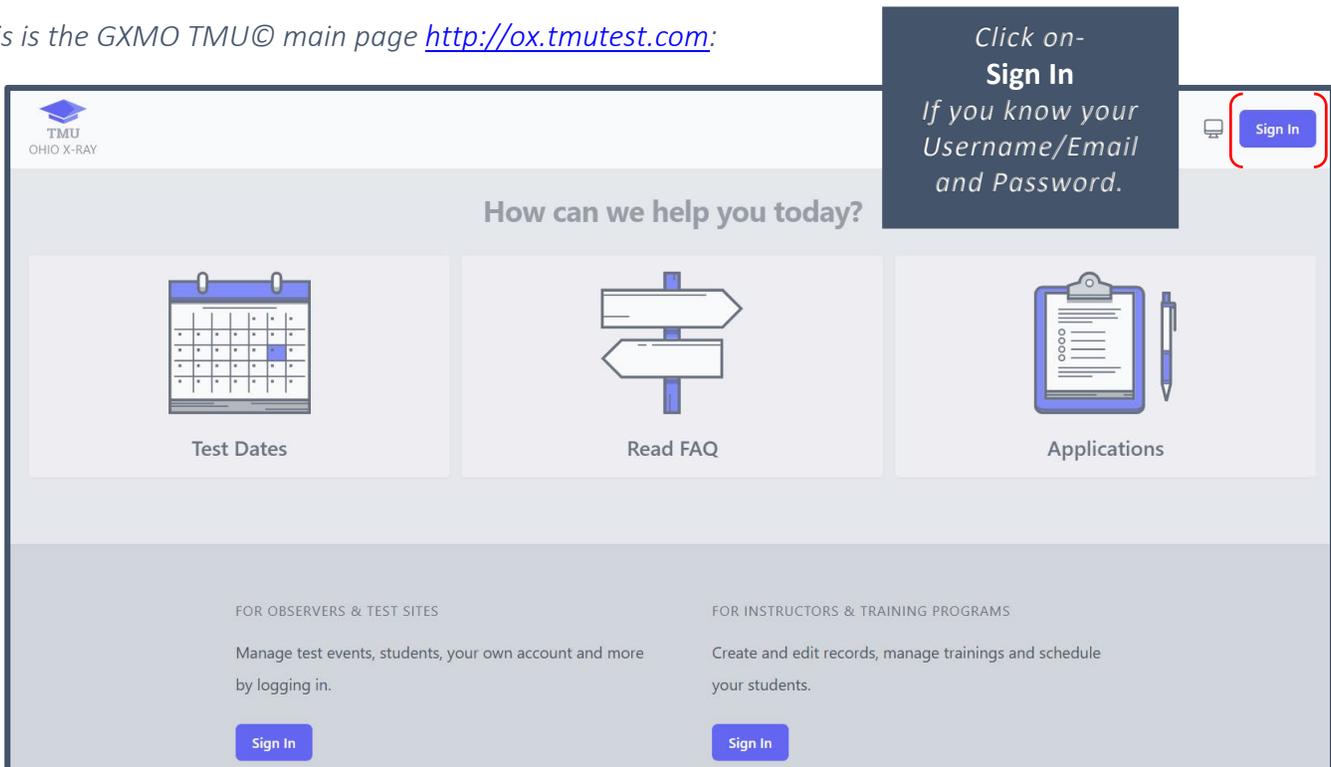
- _Click on 'Available Test Dates' to see the calendar of available test events and their location._
- _Click on 'Read FAQ' for frequently asked questions._
- _Click on 'Applications' for frequently used applications._

If you know your email or username and password, 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 record**:

Home > Setup Account

Setup Account

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

FIRST * | MIDDLE | LAST * | SUFFIX
TEST | | TEST |

BIRTHDATE * | PHONE *

Enter the blank ✱ fields and then click on- **Finish Account Setup**

ADDRESS *
1111 Test Avenue

CITY * | STATE * | ZIPCODE *
Findlay | OH | 45840

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

Finish Account Setup

TMU
OHIO X-RAY | 📋 Tests | 💡 Trainings | 💲 Billing | 📥 Downloads | ⚙ Profile | 🛒 | 👤 TEST

✓ Thanks, your account has now been set up. ✕
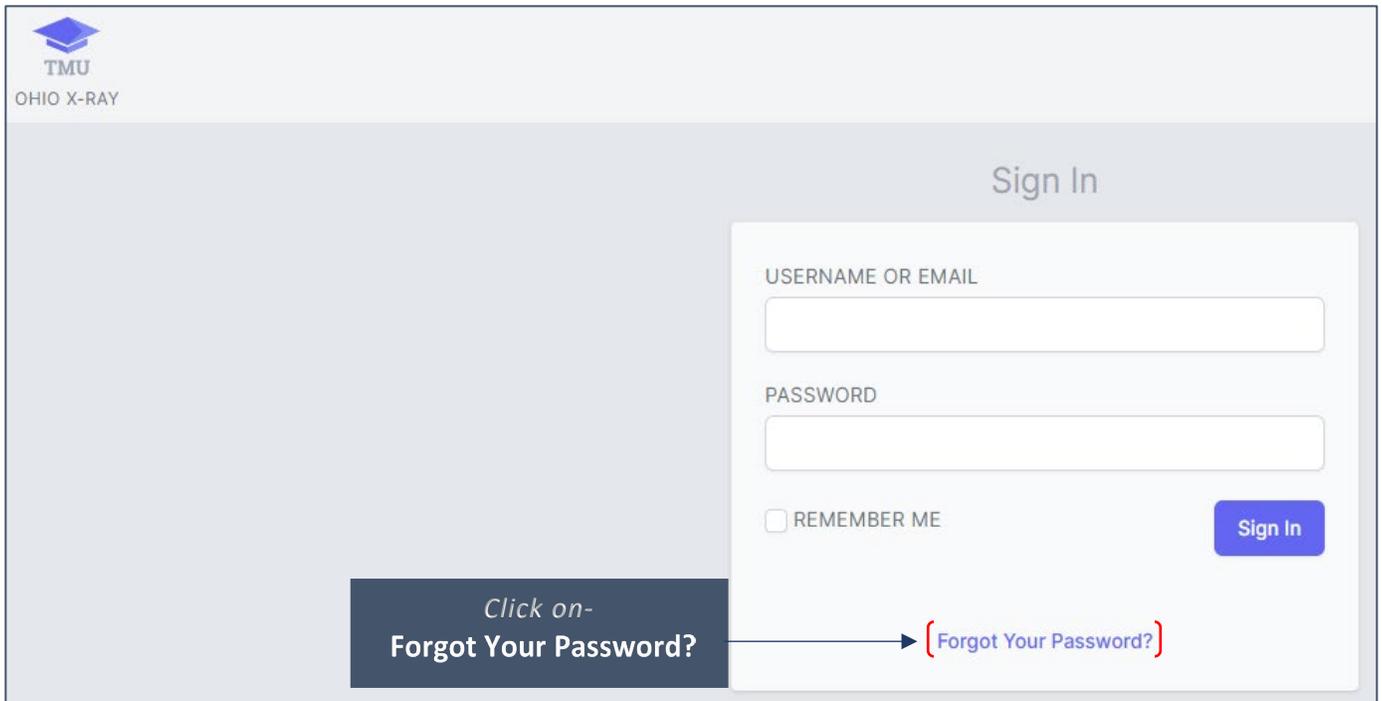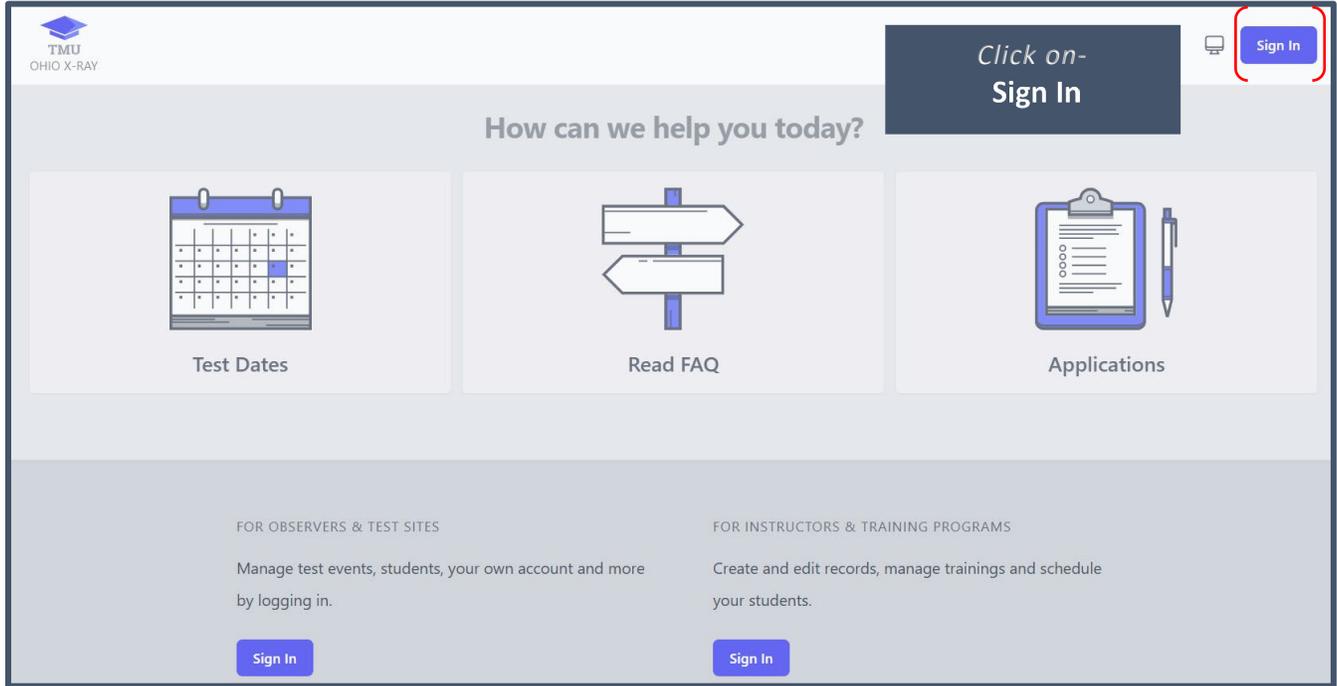
Welcome, TEST!

Testing | Your Profile

If you have forgotten or do not know your Password, follow the instructions in the next section **'Forgot Your Password and Recover your Account'** to Reset your Password and Recover your Account.

FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT

If you do not remember your password, follow the instructions with screenshots in this section.

Type in your Email Address

Click on – **Recover Account**

An email with the reset link will be sent to you.

-OR- If you have already entered your demographic information, you can type in the requested data under **Using other Information**

Click on - **Recover Account**

NOTE: *Click on the 'Reset Password' link in your email to reset your password.*

This is what the email will look like (check your junk/spam folder for the email):
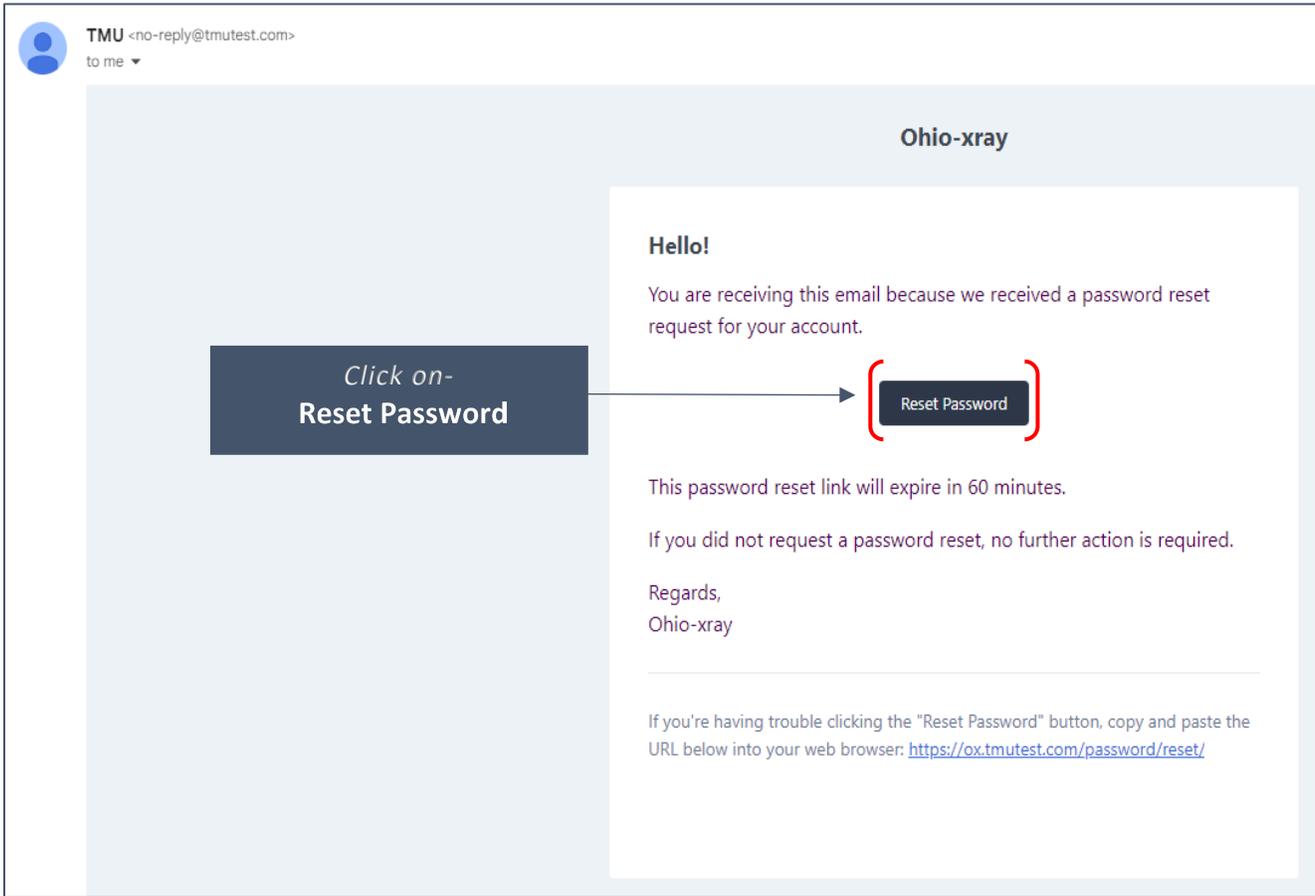
Note: If you do not reset your password right away, the link expires in 60 minutes, and after that, you will need to request a new link.
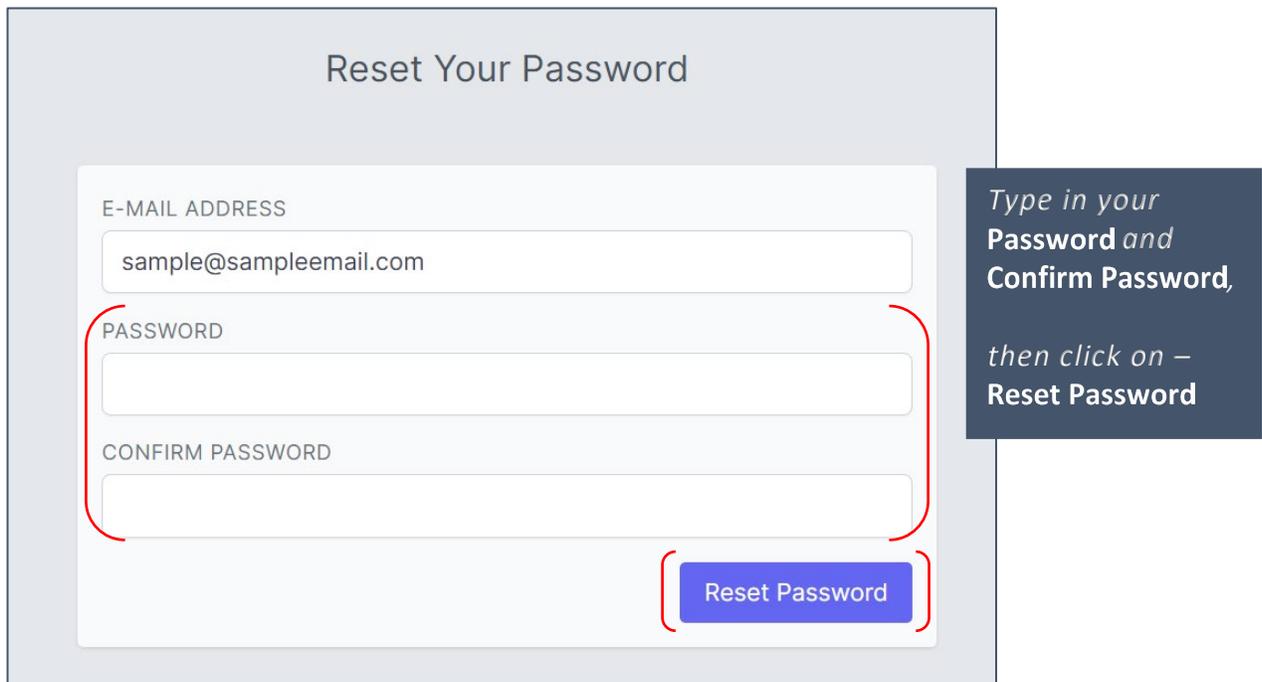
This is the home screen you will see once you have reset your password:
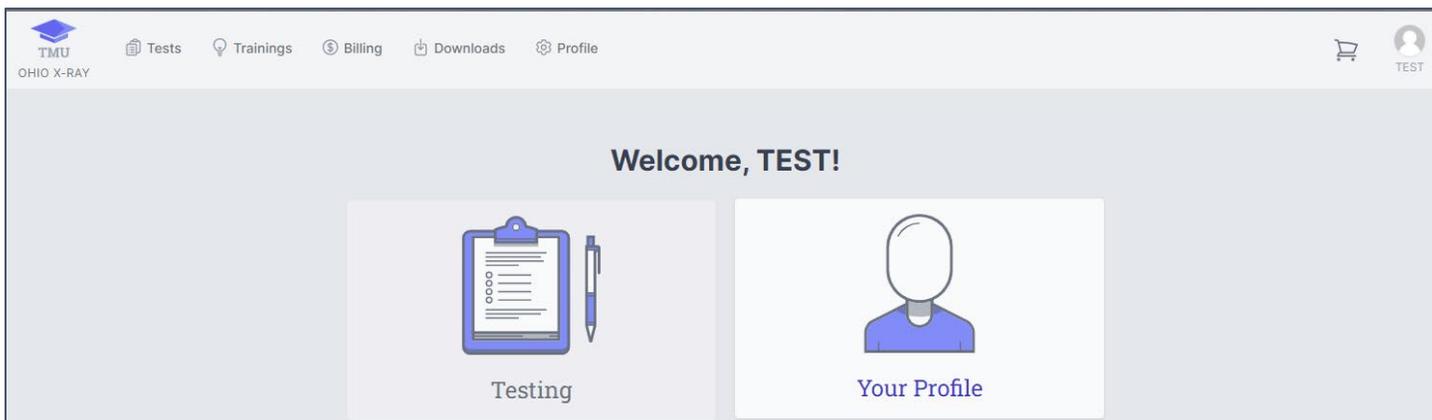
Candidates who are not entered in TMU© by their Training Program: Exam Registration Process

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 **'Completing your TMU© Account'** 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/Reschedule a Test Event'**).
- You can view the calendar for available dates and locations for testing by going to https://ox.tmutest.com, and can see further detailed test events by signing in to your TMU© account.

Scheduling a GXMO Exam

Once your completed record is in the D&SDT-Headmaster TestMaster Universe© (TMU©) database, you may schedule your exam date online at the Ohio GXMO TMU© webpage at https://ox.tmutest.com using your email and password (see instructions under **'Schedule/Reschedule a Test Event'**). If you are unable to sign in with your email or schedule/reschedule a test event, please call D&SDT-Headmaster for assistance at (877) 851-2355 during regular business hours, 8:00AM to 8:00PM ET, Monday through Friday, excluding Holidays.

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.

Payment Information

Exam Description	Price
Knowledge Exam or Retake	$175

- 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'**.

SELF-PAY OF TESTING FEES

Testing fees will need to be paid *before* you can schedule a test date.

Once your training program has completed your training record with completion hours and date, or your GXMO Examination Application 1101 has been approved, you will receive an email, text message and notification in your TMU© account that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Home > Tests
Your Tests

Scheduling

	EXAM	REASON
☐		
☑	Ohio X-Ray Knowledge Knowledge Not Eligible	Payment Required
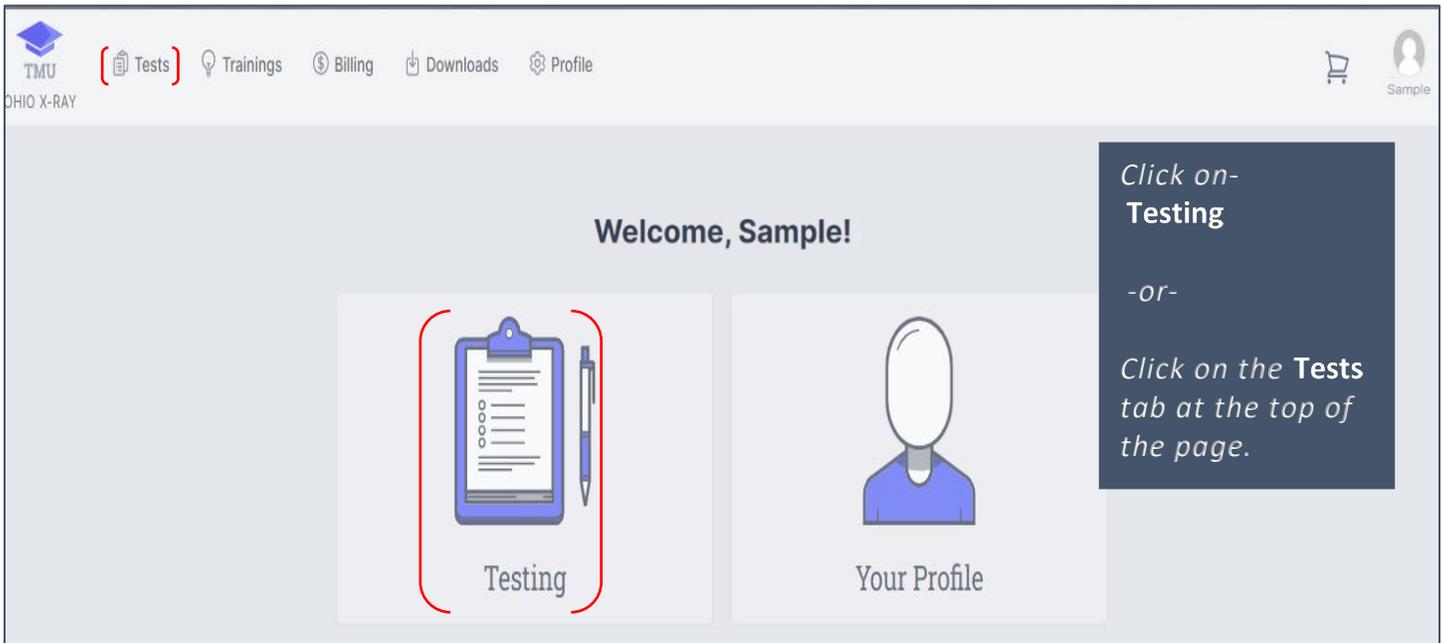
Under **Scheduling**, *click on the box to the left of* **Exam** *to select the GXMO test component – a checkmark will appear in the box.*

Then click on-
Add Selected Items to Cart

Add Selected Items to Cart

You will get a message that the GXMO Knowledge exam has been added to your cart and the **Knowledge Exam Amount**

click on-
Pay with Credit Card

Home > Cart
Cart

✓ Added Ohio X-Ray Knowledge Knowledge to your cart.   ✕
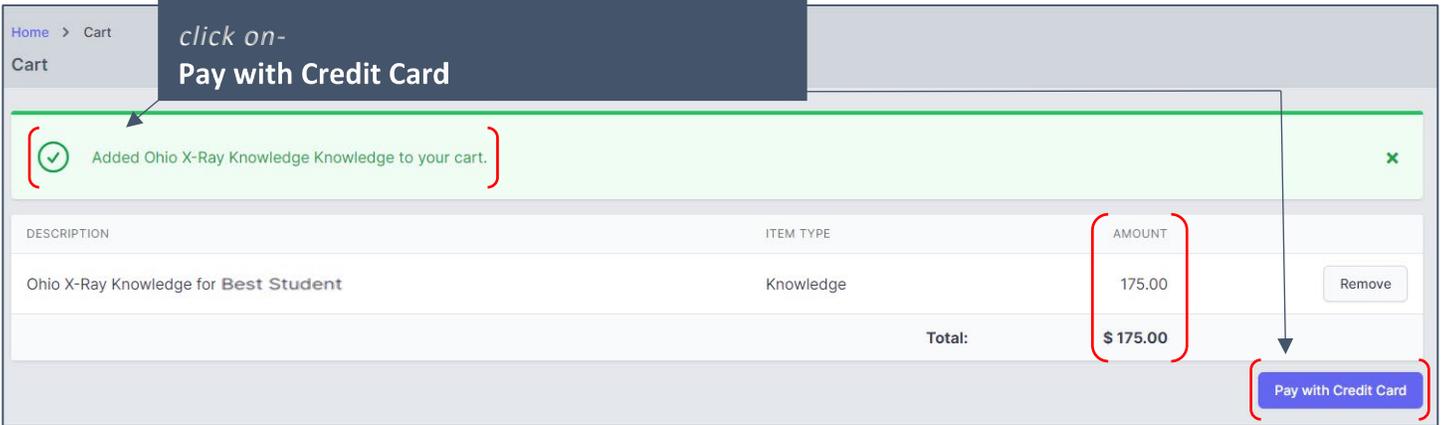
DESCRIPTION	ITEM TYPE	AMOUNT	
Ohio X-Ray Knowledge for Best Student	Knowledge	175.00	Remove
	Total:	**$ 175.00**	

Pay with Credit Card

Home > Prepay
Prepay to Schedule

Enter the Credit Card information and then click on-
Submit Payment

You will receive a receipt of the transaction.

What You're Paying For
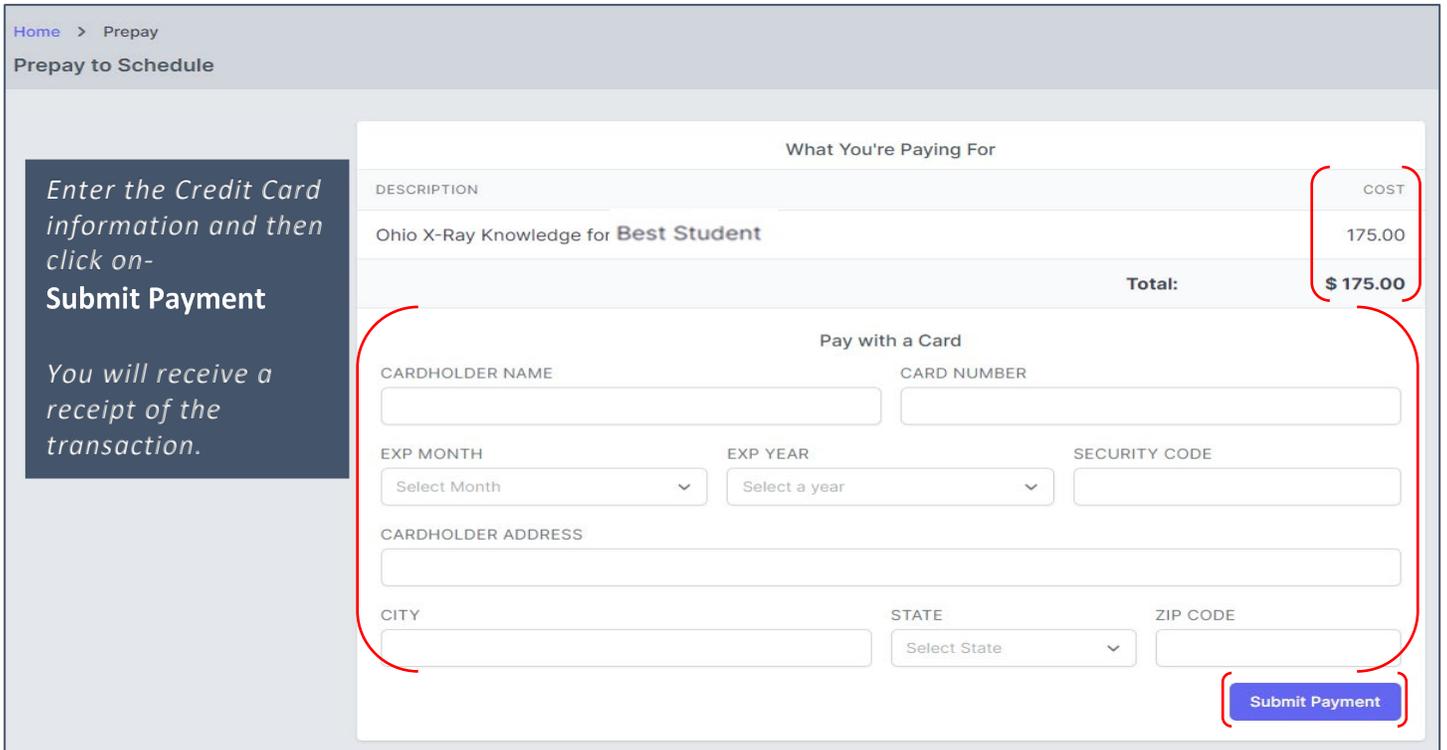
DESCRIPTION	COST
Ohio X-Ray Knowledge for Best Student	175.00
Total:	**$ 175.00**

Pay with a Card

CARDHOLDER NAME   CARD NUMBER

EXP MONTH   EXP YEAR   SECURITY CODE
Select Month   Select a year

CARDHOLDER ADDRESS

CITY   STATE   ZIP CODE
                              Select State

Submit Payment

Once your testing fees are paid, you can choose a test site and date. To schedule/reschedule a test event, follow the instructions in the next section.

Schedule/Reschedule a Test Event

TMU
OHIO X-RAY
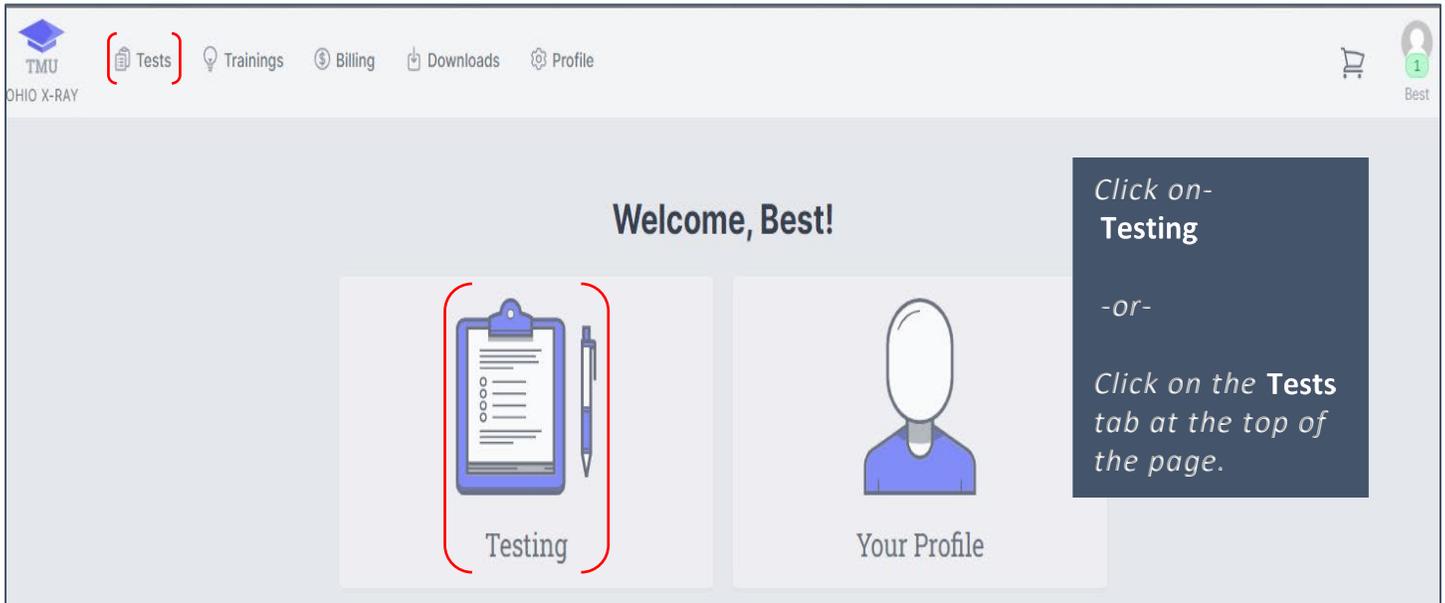
Tests   Trainings   Billing   Downloads   Profile

Welcome, Best!

Testing

Your Profile

Click on-
Testing

-or-

Click on the **Tests** tab at the top of the page.
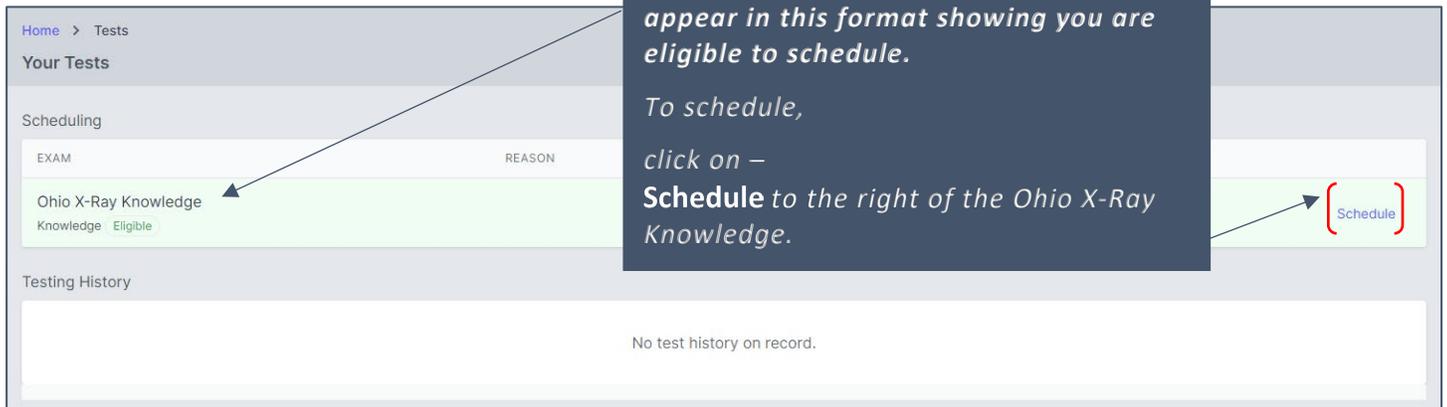
Home > Tests
Your Tests

Scheduling

EXAM	REASON
Ohio X-Ray Knowledge	
Knowledge Eligible	

Testing History

No test history on record.

Schedule

The Ohio X-Ray Knowledge Exam will appear in this format showing you are eligible to schedule.

To schedule,

click on –
Schedule *to the right of the Ohio X-Ray Knowledge.*
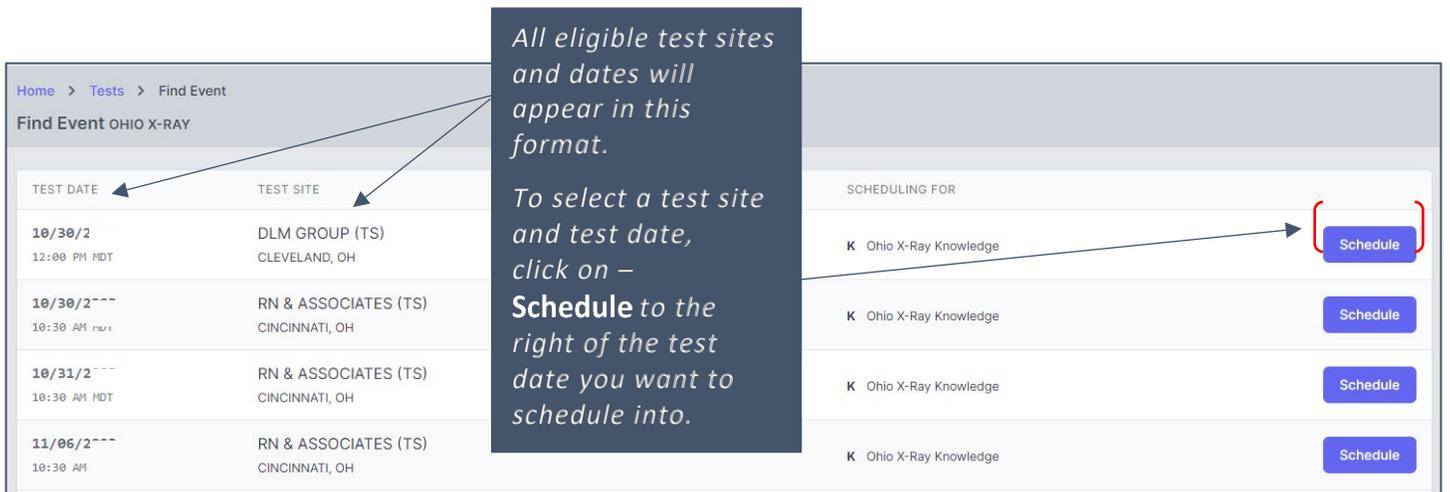
Home > Tests > Find Event
Find Event OHIO X-RAY

TEST DATE	TEST SITE	SCHEDULING FOR	
10/30/2 12:00 PM MDT	DLM GROUP (TS) CLEVELAND, OH	K Ohio X-Ray Knowledge	Schedule
10/30/2``` 10:30 AM MDT	RN & ASSOCIATES (TS) CINCINNATI, OH	K Ohio X-Ray Knowledge	Schedule
10/31/2``` 10:30 AM MDT	RN & ASSOCIATES (TS) CINCINNATI, OH	K Ohio X-Ray Knowledge	Schedule
11/06/2``` 10:30 AM	RN & ASSOCIATES (TS) CINCINNATI, OH	K Ohio X-Ray Knowledge	Schedule

All eligible test sites and dates will appear in this format.

To select a test site and test date, click on –
Schedule *to the right of the test date you want to schedule into.*

> *The screen below confirms you are scheduled for a test date to take your GXMO knowledge exam.*
>
> *Your status shows* **Scheduled,** *and a note at the top of your screen also shows you are scheduled.*
>
> *Click on-*
> **Test Confirmation Page** *to see your test confirmation with important reminders for testing.*

Home > Tests
Your Tests

✓ Student Student, Best scheduled into Knowledge for Ohio X-Ray Knowledge.   ✕

Scheduling

EXAM	REASON
Ohio X-Ray Knowledge Knowledge Not Eligible	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS			
10/30/2023 12:00 PM	Ohio X-Ray Knowledge Knowledge	DLM GROUP (TS) CLEVELAND, OH	Scheduled	Test Confirmation Page	Get Map	Reschedule

TEST CONFIRMATION LETTER

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time.

The body of the test confirmation letter will refer you to the candidate handbook that will give you state-specific instructions on what time to arrive, ID requirements, etc.

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

Please see the sample test notification letter on the next page.

It is important you read this letter!

Test Confirmation Letter

Scheduled Test Confirmation - Ohio X-ray Ohio X-Ray Knowledge

⊙ Get Map   🖶 Print Page

Test Date:	10/30/2023
Test Time:	12:00 PM
Test Exam:	Knowledge - Ohio X-Ray Knowledge
Test Site:	DLM GROUP (TS)
	1772 CATALPA ROAD
	CLEVELAND, OH 44112

Best Student
12345 Best Student Road
Cincinnati, OH 44444

- TESTING BEGINS AT **12:00 PM** ET ON **10/30/2023**: ARRIVE *AT LEAST* 20 MINUTES EARLY TO CHECK-IN

- If you are unable to access your account, go to https://ox.tmutest.com, click on 'Forgot Password', enter your Email, click on 'Send Reset Password Link and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **GXMO Knowledge Exam** section 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 specific information prior to your testing date.

Click to open the Candidate Handbook

> Click on-
> **Print Page**
> *to print your confirmation letter.*
>
> Click on-
> **Get Map**
> *to get Google Maps directions to the test site.*

Note: Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation at the time they are scheduled.

D&SDT-Headmaster **does not send** postal mail test confirmation letters to candidates.

Checking/Viewing your TMU© Notifications

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the screenshots 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. Click on-* **Notifications** *to view all of your notifications.*

Notification example:

Click on-
VIEW *to open each of your notifications.*
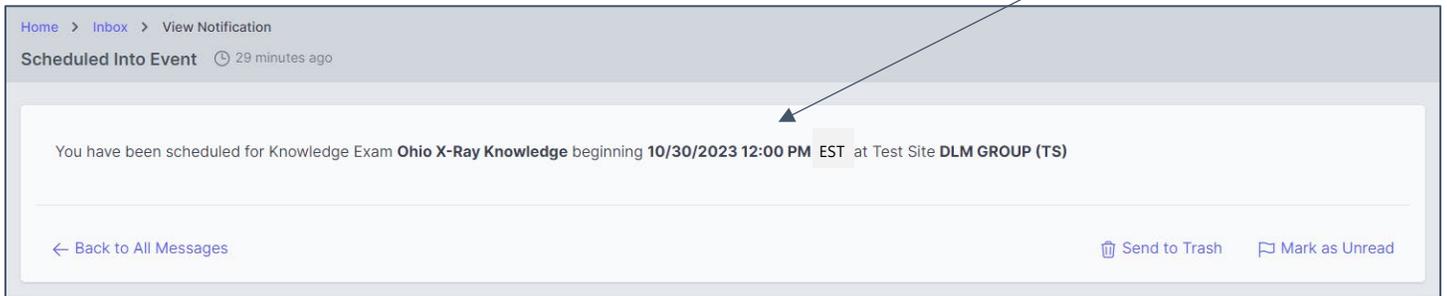
Test Day

EXAM CHECK-IN

You must arrive at your confirmed test site 20 to 30 minutes before your exam starts.

- Testing **begins** promptly at the start time noted.
- You must be at the event at least 20 minutes before the start time to allow time to check in with the Knowledge Test Proctor (KTP).
  - *For example*, if your test starts at 8:00AM, you must be at the test site for check-in no later than 7:40AM.

Note: If you arrive late, you will not be allowed to test.

IDENTIFICATION

You must bring a **US GOVERNMENT-ISSUED, PHOTO-BEARING, *SIGNED, NON-EXPIRED FORM OF IDENTIFICATION,** and a second form of ID**.

Only original IDs and second forms of ID are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms of identification (for example, Apple or Google Wallet, etc.) ***will not be accepted***.

Examples of US government-issued, *signed, non-expired 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 US 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 bar code or may contain a fingerprint in place of a signature*
- Concealed Hand Gun Carry Permit *(that meets all identification requirements)*

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.

Note:
- **You will not be admitted for testing if you do not bring proper/valid identification**.
    - Be sure your US government-issued identification and second form of ID are not expired and that both are signed.
    - Check to be positive that both your FIRST and LAST printed names on your photo ID and your second form of ID match your current name of record in D&SDT's Ohio GXMO TMU© database.
    - A driver's license or state-issued ID card with a hole punched in it is <u>NOT VALID</u> and will not be accepted as an acceptable form of ID.

- In cases where names do not match or your ID(s) are not proper/valid, you will not be admitted for testing, you will be considered a NO-SHOW status, and you will forfeit your testing fees. You will have to reapply for a new exam and repay all required testing fees. See more information under **'Demographic Updates / Changes / Corrections'**.

DEMOGRAPHIC UPDATES / CORRECTIONS / CHANGES

Name changes (such as marriage or divorce), 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 located under 'APPLICATIONS' on the Ohio GXMO TMU© main web page (before logging in to your account), or you can click on this link: https://ox.tmutest.com/apply/3.

INSTRUCTIONS FOR THE KNOWLEDGE EXAM

Test instructions for the knowledge exam will be provided in written format in the waiting area when you check in for your exam. PDF versions are also available anytime from your smartphone via the link under the 'Downloads' tab in your TMU© account. Please see the **'Access the Candidate Handbook and Testing Instructions'** section. These instructions detail the process and what you can expect during your exam. Please read through 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 Knowledge Test Proctor will ask you questions about the instructions you read when you enter the knowledge exam room.

TESTING POLICIES

The following policies are observed at each test site—

- Make sure you have signed in to your TMU© account at http://ox.tmutest.com well before your exam date to update your password and complete/review your demographic information. Refer to the **'Completing your TMU© Account'** section of this handbook for instructions and information.
    - *If you have not signed in and completed/reviewed your TMU© account when you arrive for your exam, you may not be admitted to the exam, and any exam fees paid* will NOT be refunded.
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20-30 minutes before your scheduled start time – if your exam start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam, considered a no-show status, and any exam fees paid *will NOT be refunded*.
- If you do not bring a valid and appropriate US government-issued, non-expired, *signed photo ID and your second form of ID, you will not be admitted to the exam, considered a no-show status, and any exam fees paid *will NOT be refunded*.
    - If the FIRST and LAST printed names on your ID and second form of ID do not match your current name of record, you will not be admitted to the exam, you will be considered a no-show status, and any exam fees paid *will NOT be refunded*.
- If you do not show up for your exam day, or are considered a NO-SHOW STATUS *(see details in this handbook's* 'No-Show Status' *section)* for any reason, 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:** Cell phones, smartwatches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area to place your personal items and electronic devices, and you are to collect these items when you complete your exam.
    - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
    - 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.*
- Anyone caught using any type of electronic recording device during testing will be removed from the testing room(s), have their exam scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Ohio Department of Health (ODH).
- You may, however, use personal devices during your free time in the waiting area.

- You are encouraged to bring a jacket, snack, drink, or study material to have during your free time in the waiting area.
- Translation dictionaries (either paper format or electronic), translating devices, or non-approved language translators **are not allowed**.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke, use e-cigarettes, or vape during the exam.
- You are not allowed to leave the testing room 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 to finish your exam.
- If you are discovered cheating, causing a disturbance of any kind, visibly impaired, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, 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).
- No visitors, guests, pets (including companion animals), or children are allowed.
    - *Service animals with an approved ADA accommodation in place are allowed.*
- **You may not test if you are ill (sick).** Call D&SDT at (877) 851-2355 immediately to reschedule *(see the* **note** *below)*.

  NOTE: Please refer to the 'Reschedule a Test Event' and 'No-Show Exceptions' sections of this handbook.

    → *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*
- D&SDT, test sites, and Knowledge Test Proctors are not responsible for the candidate's personal belongings at the test site.
- ***Please refer to this Ohio GXMO Candidate Handbook for testing and/or policy updates before your test day.***
- The Candidate Handbook can also be accessed within your TMU© account under your 'Downloads' tab.

Access the Candidate Handbook and Testing Instructions
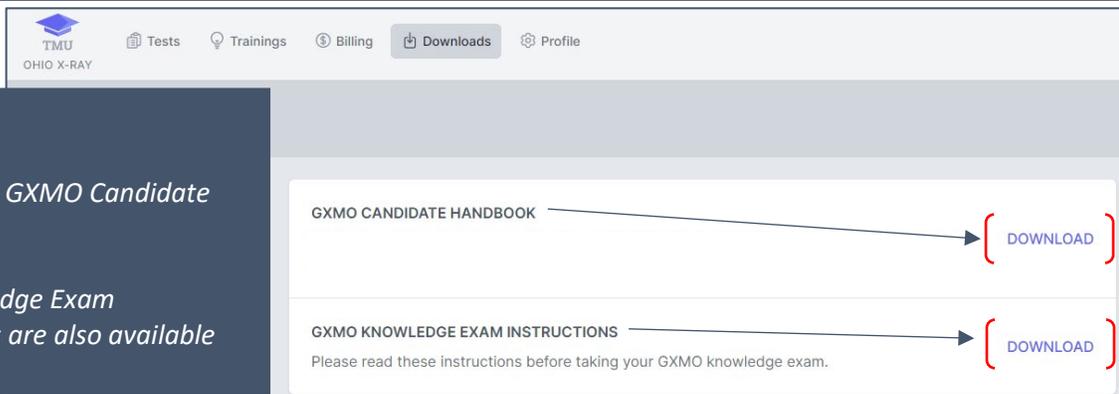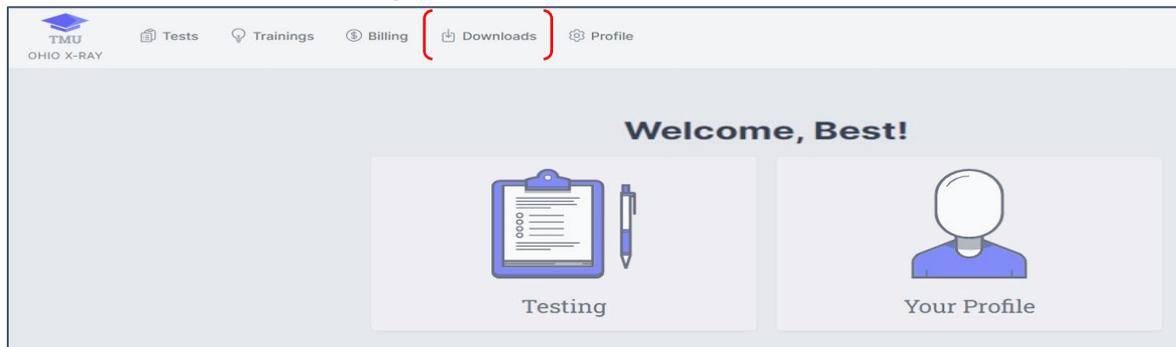
Click on-
Download
to open the GXMO Candidate Handbook

The Knowledge Exam Instructions are also available here.

Unforeseen Circumstances Policy

If an exam date is cancelled 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 no charge to a mutually agreed-upon new exam date.

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 record, and:
  - you do not call us back in a timely manner
  - your phone number is disconnected/your voice mailbox 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 be driving during these conditions unless it is absolutely necessary to travel 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'.

Security

If you refuse to follow directions, are visibly impaired, use abusive language, or disrupt the examination environment, your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid, and a report of your behavior will be given to your training program and to the Ohio Department of Health (ODH).

Anyone caught cheating, removing or attempting to remove test material, or taking notes or information from the test site will be reported to their training program and ODH and subject to prosecution to the full extent of the law. You will be dismissed from the testing room, your exam will be scored as a failed attempt, and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months.

If you give or receive help from anyone during testing (which also includes using electronic recording devices such as cell phones, smartwatches, etc., or browsing to other sites during your exam), your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be reported to your training program and ODH, and you will not be allowed to retest for a minimum period of six (6) months.

Reschedule | Refund of Testing Fees (Cancellation) | No-Show Policies

Note: All documentation regarding reschedules or no shows must be emailed (ohio@hdmaster.com) or faxed (419) 422-8328 to D&SDT. Reschedule, no show, or request for refund (cancellation) documents (see document requirements below under Refund of Testing Fees) sent to the Ohio Department of Health (ODH) ***will not be valid***.

RESCHEDULE A TEST EVENT

All reschedules must be requested **one (1) business day** before the scheduled testing date, excluding Saturdays, Sundays, and Holidays.

- Example: If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business (D&SDT is open until 8:00PM Eastern Time Monday-Friday) the Thursday before your scheduled exam.

Scheduled exam date is on a:	Reschedule by D&SDT's *close of business*:
Monday	On the previous: Thursday
Tuesday	On the previous: Friday
Wednesday	On the previous: Monday
Thursday	On the previous: Tuesday
Friday	On the previous: Wednesday
Saturday	On the previous: Thursday
Sunday	On the previous: Thursday

Please 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 GXMO exam at all.

Scheduled in a Test Event

1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the Refund Request Form on D&SDT-Headmaster'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 Saturday, Sunday, or Monday, you would need to request a refund by filling out and submitting the Refund Request Fillable Form on the D&SDT-Headmaster main webpage at www.hdmaster.com by close of business on the Thursday before your scheduled exam. D&SDT is open until 8:00PM Eastern Time, Monday through Friday, excluding Holidays.

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 testing fees with D&SDT. Requests for refunds made after 30 days *will not be issued*.

Not Scheduled in a Test Event

1) Refund requests must be made within thirty (30) days of paying testing fees with D&SDT. Requests for refunds made after 30 days *will not be issued*.

2) To request a refund of testing fees paid, you must fill out and submit the Refund Request Form on D&SDT-Headmaster'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.

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, Sunday, 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 submit a new testing fee to schedule yourself for a new exam.

These fees partially offset D&SDT's cost incurred for services requested and the resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day preceding a scheduled exam, *excluding* Saturdays, Sundays, and Holidays (see examples under Reschedules and Refund of Testing Fees Paid), a NO-SHOW status will exist and you will forfeit your testing fees and must repay the full testing fee to secure a new exam.

No-Show Exceptions

Exceptions to the No-Show status exist; if you are a No-Show status 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:**

- **Car breakdown or accident**: D&SDT-HEADMASTER 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 though you were a no-show.

- **Weather or road condition-related issue:** D&SDT-HEADMASTER 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 though you were a no-show.

- **Medical emergency or illness**: D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and a doctor's note showing your name and the service 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-HEADMASTER must be contacted within one business day via phone call, fax, or email, and an obituary showing your name and the service provider's name or a letter on your behalf from the funeral home for immediate family only 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.)

Test Results

After you have completed the GXMO Knowledge Exam, your test results will be officially scored and double-checked. Official test results will be available by signing in to your TMU© account *after* 8:00PM (ET) the business day after your test event. https://ox.tmutest.com.

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

CHECKING TEST RESULTS ONLINE

To view your test results, sign in to your TMU© account at https://ox.tmutest.com.
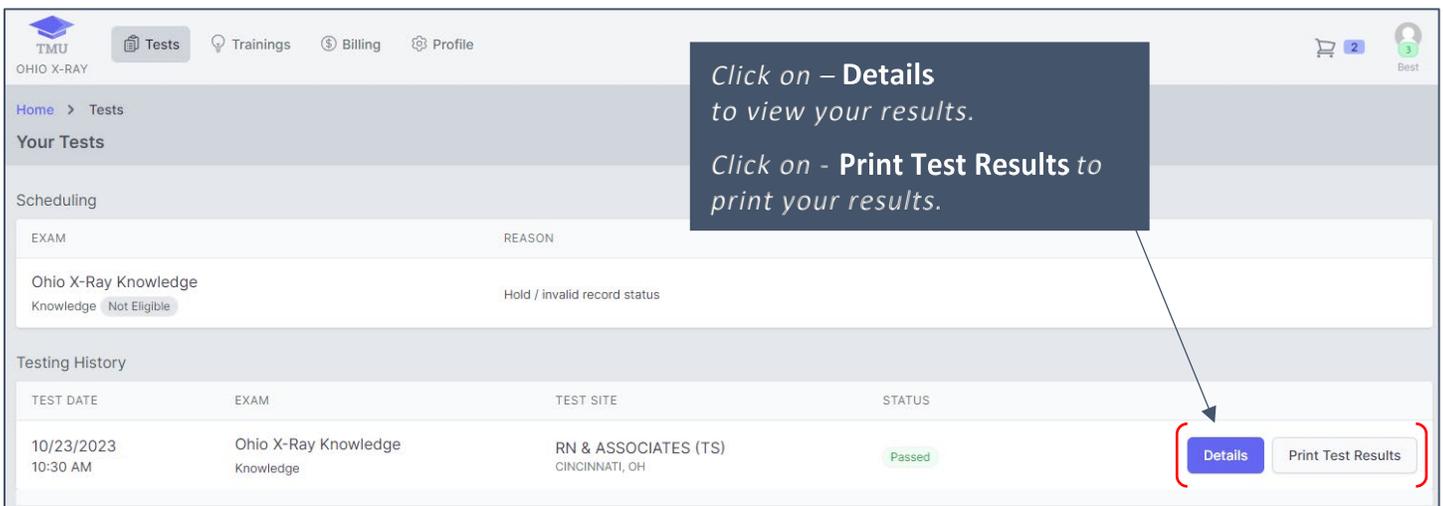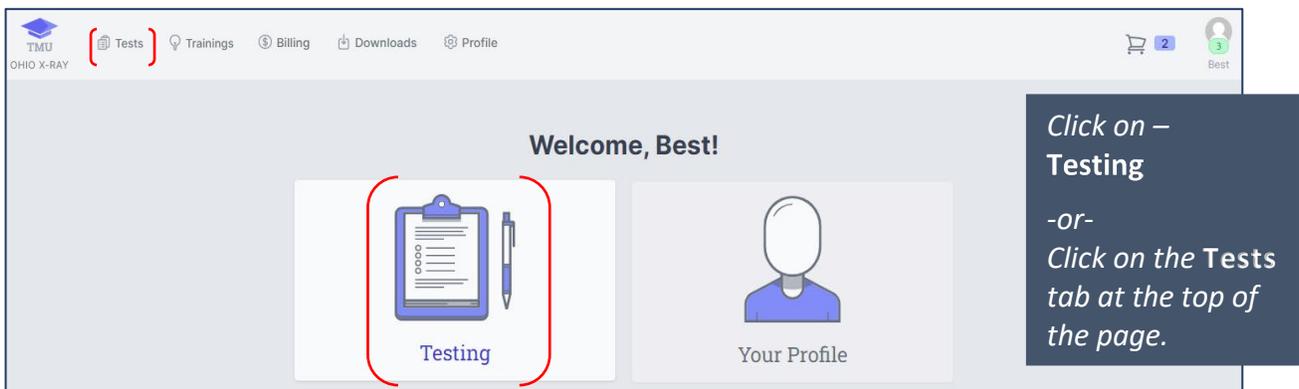
Sample test results letter:

← 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 OHIO X-RAY KNOWLEDGE EXAM RESULTS REPORT

IMPORTANT TEST RESULTS
TEST DATE: Monday, October 23, 2023

Dear

You have **passed** the knowledge portion of the Ohio X-Ray Knowledge exam.
Your overall knowledge test score is 76.67%.

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

Subject Area	Score
Radiographic Equipment and Terms (3.2)	100%
X-rays, Ionization & Matter (3.3)	100%
X-ray Tube Design & Formation of X-rays (3.4)	100%
X-ray Beam (3.5)	100%
Primary Radiologic Image (3.6)	50%
Digital Imaging (3.8)	75%
Technique (3.9)	50%
Radiation Safety Basics (3.11)	67%
Patient Safety (3.12)	67%
Operator Safety (3.13)	83%
Patient Assessment & Care (3.14)	67%

Test Attempts

You have **unlimited attempts** after successful completion of a didactic educational program to pass the Knowledge Test.

Retaking the GXMO Knowledge Exam

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

You can schedule a test or re-test online by signing in to your TMU© record at https://ox.tmutest.com. (For rescheduling instructions, see screenshots under the **'Schedule/Reschedule a Test Event'** section.)

Before you can schedule, you will need to pay with a Visa or Master Card debit/credit card.

If you need assistance scheduling your re-test, please call D&SDT-Headmaster at (877) 851-2355 during regular business hours: 8:00AM to 8:00PM, Monday through Friday, ET, excluding Holidays. We can assist you in scheduling a test or re-test date as long as your fees have been paid 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 FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 8:00PM 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. Once you have further details about the scoring of your test, you will often gain a better understanding of 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.

There is a $25 non-refundable test review deposit fee. To request a review, complete the **Test Review Request and Payment Application**, available on the Ohio GXMO TMU© main page (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.

Since one qualification for certification as a general X-ray machine operator in Ohio is demonstrated by passing an examination of GXMO knowledge, the likely 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.

D&SDT will review your detailed recollection and your knowledge exam markings, in addition to reviewing markings and notations by the Test Proctor at the time of your exam. D&SDT will re-check the scoring of your exam and may contact you and/or the Knowledge Test Proctor (KTP) for any additional information regarding your exam.

D&SDT cannot discuss test results or test disputes with instructors/training programs and will not review test results or disputes with family members or anyone else on behalf of the candidate.

D&SDT will complete your review request within ten business days of receiving it within the required timeframe. The final determination of the review results will be sent to the email address listed in your TMU© account, along with a notification to the Ohio Department of Health.

The Knowledge Exam

The Knowledge Test Proctor (KTP) will hand out materials and give instructions for taking the Knowledge Exam. You will have a maximum of **sixty (60) minutes** to complete the 60-question multiple-choice 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 better to pass the Knowledge Exam.

Electronic testing in TMU©, using internet-connected devices, is utilized at the GXMO test sites in Ohio. The Knowledge Exam will be displayed on a screen for you to read and key/click/tap in your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under **'Completing your TMU© Account'** to sign in to your TMU© account.

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

TRANSLATION DICTIONARIES: Translation dictionaries (either paper format or electronic), translating devices, or non-approved language translators **are not allowed**.

SCRATCH PAPER: Your Knowledge Test Proctor (KTP) will have scratch paper available for math-related questions. The scratch paper must be turned in when you finish your exam.

All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law. They will be reported to their training program and the Ohio Department of Health and will not be allowed to take the exam again without ODH approval.

Knowledge Exam Content

The knowledge exam consists of **sixty (60) multiple-choice items/questions**. Questions are selected from subject areas based on the ODH-approved test plan and include questions from all the required categories. The subject areas and number of items are as follows:

KNOWLEDGE EXAM 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		

GXMO Vocabulary/Terminology

ALARA	artifact histogram error	assessment
Anode	artifact moire	atomic structure
artifact classification	artifact quantum mottle	attenuation
artifact dead pixels		beam quality
artifact ghosting	artifacts	beam restrictors

body habitus

brightness

Cardinal Principles

collimation

collimation dose

compression artifact

contrast

contrast resolution

controlled areas

CR

density

differential absorption

differential attenuation

digital basics

digital display qualities

digital image: CR

digital post-processing

display qualities

distortion

dose limits

dose-response curves

dosimeters

dosimetry

DR

early/late effects

electromagnetic spectrum

electrons

exposure index

field size

filbration

filtration

general safety principles

genetic-fetal effects

geometric factors

grid contrast

grid dosage

grids

HIPAA

image contrast

image quality

image quality distortion

image quality motion

immobilization

interactions with matter

inverse square law

ionization

kilovoltage

kvp dosage

Law of Bergonie and Tribondeau

licensure

mAs

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

NOTES