

**KNOWLEDGE TEST CHECKLIST****PLACE THE LAMINATED KNOWLEDGE TEST INSTRUCTIONS BETWEEN EACH WORK STATION****WHEN THE CANDIDATE ENTERS THE KNOWLEDGE TEST AREA THE KTP WILL:**

1. Show candidates the area of the room by the door where they are to place any electronic devices and any 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 work station.
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 is to make sure 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 seventy-five (75) minutes to complete the exam?"
- "Do you understand that you may not have any form of electronic device on your person while taking the knowledge exam?"

5. Tell the candidates that there are knowledge test instructions between the work stations that they may refer to during testing.
6. Inform the candidates they must turn in the scratch paper or basic calculator 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 finished with test.
8. Logging candidates in to their exam:
  - Assist candidates to log into their test using their SOCIAL SECURITY NUMBER as their identification number.
    - If the candidate does not remember their Social Security Number, you can use their TEST ID # found on the sign in sheet to log the candidate in. You will want to make sure they check their SS# on the demographic screen and let you know if any changes need to be noted.
  - Provide the candidates with the Facility ID number and the Packet number (both found on the sign-in sheet) and to click on "click this button when required fields are complete".
  - Have candidates verify their demographic information is correct.
    - If demographic information is correct, have each candidate click on the sentence that states "I have reviewed the data and it is correct".
    - If the demographic information is not correct, write down the edits that need to be made on a piece of paper and provide to the RN Test Observer to submit in the Testing Irregularities for the test event. Then have the candidate click on the sentence that states "I have reviewed the data and have reported errors to my test proctor". There is a box to the right of this sentence and ETEST will need to be typed in this box by the KTP.
  - When all candidates' have confirmed with you that their information is correct, have all the candidates simultaneously click on "CONTINUE TO EXAM".
9. Ending test when candidate indicates they are finished with exam:
  - When candidates are finished with their exam, they need to raise their hand and let you know 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 you will click on "STOP EXAM".
  - Quietly direct the candidate to gather their belongings and go 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 they 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 are remaining – (when 60 minutes have elapsed.)
11. Make sure you move around the room during the seventy-five (75) minutes and position yourself so you can see all of the computer screens to make sure 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**

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

**(406)431-8953 for the non-business hours on-call person**

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

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