

SKILL TEST INSTRUCTIONS

These Instructions are to be placed in the waiting/sign in area so all candidates have an opportunity to read these instructions before going to the skill test portion their exam.

YOU ARE NOT ALLOWED TO LEAVE THE SKILL TESTING AREA/ROOM UNTIL FINISHED WITH YOUR SKILL TEST. PLEASE REMEMBER TO USE THE RESTROOM BEFORE ENTERING THE TESTING ROOMS IF NEEDED.

CELL PHONES, SMART WATCHES, FITNESS MONITORS 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 OR ANY OTHER ELECTRONIC DEVICES (TABLET, LAPTOP, I-POD, ETC.) IS 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, 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 OR ANY OTHER ELECTRONIC DEVICE (TEXTING/GOOGLE SEARCHING/ETC.) OR NAVIGATING AWAY FROM THE KNOWLEDGE TEST (GOOGLE SEARCHING, EMAIL, 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 WISCONSIN DEPARTMENT OF HEALTH SERVICES. YOU WOULD NOT BE PERMITTED TO RETEST WITHOUT A LETTER FROM WDHS ALLOWING A RETEST.

WELCOME TO YOUR SKILL TEST

The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps s(he) sees you demonstrate. D&SDT-HEADMASTER staff in Findlay, Ohio or Helena, Montana, scores your test when the TO electronically submits it for scoring.

- You will have **30** minutes to complete your assigned skill tasks.
- Each of your skill tasks has a scenario. The TO will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.
- At the beginning of your first task, you may use hand sanitizer.
- *When appropriate, toward the **end** of your first task, you **must actually** wash your hands with soap and water.*
- During the demonstration of your other tasks, when appropriate, you may use hand sanitizer instead of actually washing your hands with soap and water.
- Steps **that are only verbalized do not count**.
- At anytime, before you run out of time, you may:
 - Ask the TO to **re-read** any scenario.
 - Correct any step on any task you believe you did incorrectly.
 - ◆ To make a correction, you must tell the TO the specific task and what step(s) you will **re-demonstrate**.
- When finished with a task, tell the TO you are finished and return to the relaxation area.
- Two timers will be set when you begin your skill test. The first timer will sound when 15 minutes remain and the second timer will sound when all 30 minutes have elapsed.
- The 30 minute skill test time starts when you actually begin the first task.
- The first thing the TO will do when you enter the skill test area is show you where the relaxation area is located. You will be asked to show your ID as a double check to ensure the TO has opened your personalized skill test.
- The TO will sit beside you and ask you if you have any questions about these instructions.
- The next thing the TO will do is tell you the tasks you will demonstrate.
- Then the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.
- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.