

## Massachusetts MAP Transcription Instructions

### Welcome to your Transcription Test

To take this test you must use **two** devices. For the Zoom (video) link, you will use a cell phone, tablet/iPad, or laptop. For the actual transcription test, you must use a personal computer or desktop computer with a functioning mouse or touchpad. You can not take the actual test using any type of Smartphone device. (Phone or tablet/ipad)

**10 minutes before testing is set to begin**, you should already be logged into the Zoom meeting and have the camera feature arranged so that you can be seen at the computer. You should also be logged into your TMU file waiting for the virtual test observer to give you a “release code” to begin your transcription test. Do not wait until you connect with Zoom to set up your testing space. You must use **Google Chrome**. You can NOT use Internet Explorer or Safari. There are **no exceptions**.

You must show a valid government issued non expired photo ID with signature. I will instruct you to click on Begin Test after you show the requested identification. You will be asked to verify that your demographic information on the screen is correct. I will then give you a code to enter before you can begin your exam.

Use the HCP order and Pharmacy label to transcribe the new medication and to discontinue the specified medication.

You will have a total of 20 minutes to complete your transcription test. You may correct or change any answer during the test up until your time runs out or you have submitted and ended your test.

You will have access to review your scenario, HCP order, and pharmacy label throughout the transcription test. I cannot answer any questions once testing begins.

**When you are finished testing, you must click on “Review test.”** You will have an opportunity to clearly see how I will see your document for grading. After reviewing the medication sheet, you must **click on “Submit test”**. You will then scroll to the top of your computer screen and **click on the “End test”**. You are now done with testing.