

# Massachusetts MAP Transcription Instructions

Must be read out loud, word for word. Candidates need a copy given to them so they may follow along.

## Welcome to your Transcription Test.

Please check that the test version number at the top of your test and the test number at the top of your transcription page are the same. If they are different, raise your hand.

You will have 15 minutes to complete the transcription test. A five minute warning will be given. **You may correct or change any answer during the test up until time runs out or you tell me you are finished.** Documentation for testing will be completed using the supplied pencil.

The laminated test booklet contains General Instructions followed by the transcription test scenario.

Use the Health Care Provider order and printed Pharmacy Label to complete the transcription onto the Medication Sheet. You must:

Discontinue the specified medication.

Transcribe the specified new medication.

When you finish the transcription test, raise your hand. I will collect **ALL** testing materials and scratch paper when you are finished. You may not take any testing materials or scratch paper with you when you leave, this is considered cheating.

**I CAN NOT** answer any questions once the test begins. Do you have any questions now?

### **\*\*\*OBSERVER --- REMINDER --- READ INSTRUCTIONS WORD-for-WORD**

Before handing out the personalized medication sheets with each candidate's name printed legibly **BY YOU** on the bottom (like the day before the test event started) read the above provided instructions word-for-word.

Give the candidates their laminated data sheets, personalized medication sheet, and test instruction sheet. After answering all candidate questions, record the start time, start the timer and be vigilant for all cheating possibilities. Your obvious attention to the test takers is the biggest deterrent to cheating.