Circle your answer for the multiple-choice questions listed below:

1. South Dakota RNs with an unencumbered license and a minimum of one year experience as an RN caring for the elderly or the chronically ill of any age may administer nurse aide exams after being:
   a. Certified in test administration methods approved by Headmaster and the South Dakota Health Care Association.
   b. Certified to administer nurse aide exams by the South Dakota Health Care Association.
   c. Listed on the SD Nurse Aide Registry as a Certified RN Test Observer or Test Proctor.

2. Certified RN Test Observers:
   a. May coach candidates on performing skill tasks during the test.
   b. Must recite test instructions and task scenarios from memory to candidates.
   c. Must remain consistent, impartial and unbiased during test administration.

3. Certified RN Test Observers should:
   a. Ad lib when reading test instructions to candidates to put candidates at ease.
   b. Remain in one spot during skill observations so as not to distract the candidate.
   c. Keep candidate skill task recording sheets out of the candidate’s field of vision.

4. Certified RN Test Observers must:
   a. Recite skill task instructions by memory to the test candidate.
   b. Open test materials shipments, for the first time, at the test site on the day of testing.
   c. Demonstrate all the equipment needed for a candidate’s assigned skill tasks before the skill test begins.

5. Testing sites must have the following equipment prior to administration of an oral, online knowledge test:
   a. Knowledge test booklet, matching cassette tape, cassette tape player and headphones.
   b. A marker-reader to administer all oral knowledge tests.
   c. An internet connected computer laptop or workstation with headphones.
6. As candidates arrive to check-in for testing a Certified RN Test Observers must introduce herself/himself and verify:
   a. Candidate identity and signature with a signed, non-expired, government-issued photo ID.
   b. Candidate identity and signature with a signed, non-expired, ID and a second signed, current ID.
   c. Candidate identity and signature with a signed, non-expired, ID and test date confirmation letter.

7. The Certified RN Test Observers can delegate the verification of candidate identification at check-in to:
   a. The Knowledge Test Proctor.
   b. The Knowledge Test Proctor or actor.
   c. This task cannot be delegated.

8. Certified RN Test Observers should check the test site to ensure all testing areas are quiet and free of distractions:
   a. 10 minutes prior to testing.
   b. 20 minutes prior to testing.
   c. 30 minutes prior to testing.

9. The Certified RN Test Observer or Knowledge Test Proctor should inspect the knowledge test area and ensure that:
   a. Approximately two feet separate each candidate seat on all sides.
   b. Approximately three feet separate each candidate seat on all sides.
   c. Approximately four feet separate each candidate seat on all sides.

10. Certified RN Test Observers demonstrate:
    a. All the equipment and supplies for every task.
    b. Only the equipment and supplies needed for the candidate’s 3 or 4 assigned skill tasks.
    c. Only equipment with which the candidate is not familiar.

11. The primary responsibility of a Certified RN Test Observers is to:
    a. Arrive at the test site at least 10 minutes prior to the scheduled test start time.
    b. Return completed tests to Headmaster within 48 hours of testing.
    c. Protect the security of test materials before, during and after test administration.

12. During candidate check-in each candidate signs in for testing on the:
    a. Administrator Report, Form 1250, and on his/her Test Confirmation Letter.
    b. Administrator Report, Form 1250, and on the Verification Report, if doing paper testing.
    c. Administrator Report, Form 1250, and on the candidate’s scan form.

13. Certified RN Test Observers:
    a. Must notify training instructors of candidates who had problems with testing.
    b. Must tell candidates how they performed on their skill test if a candidate asks.
    c. Must only discuss candidate test performance with Headmaster staff or South Dakota Health Care Association staff.

14. The 1250 Form (Administrator Report) is used to:
    a. Sign-in candidates and to mark skill task step demonstrations.
    b. Sign-in candidates and report testing irregularities.
    c. Record candidate examination start and end times.

15. Test Irregularities must be documented on the Administrator Report and may include:
    a) Certified RN Test Observers approved ADA accommodations, rescheduled candidates and faulty equipment.
    b) Test site equipment concerns, inappropriate candidate behavior and No Show candidates.
    c) Documentation of Resident Alien candidates.
16. If a candidate, instructor or employee at the test site asks, “How did testing go?” You should:
   a. Tell him/her how you think the candidates could improve as a group.
   b. Tell him/her that you thought the candidates were prepared and did a good job.
   c. Tell him/her you do not know because Headmaster scores the tests.

17. Candidates can initiate corrections and update demographic information:
   a. At test check-in time by notifying the Certified RN Test Observer.
   b. At test check-in time by editing the information on their Test Notification Letter.
   c. At test check-in time by editing the information on their Recording (Input and Output) Form.

18. Resident Actors and Knowledge Test Proctors are not eligible to sit for the South Dakota nursing assistant test:
   a. For four months from the last test event they worked as an actor or Knowledge Test Proctor.
   b. For six months from the last test event they worked as a Resident Actor or Knowledge Test Proctor.
   c. For twelve months from the last test event they worked as a Resident Actor or Knowledge Test Proctor.

19. A “B”/”0” mark on a skill task step means that the:
   a. Candidate’s performance on that step was better than average and requires no explanation.
   b. Candidate did not complete the skill step correctly and requires no explanation by the Certified RN Test Observer.
   c. Candidate did not complete the skill step correctly and requires a brief explanation by the Certified RN Test Observer.

20. Candidate oral, knowledge test and pre-approved ADA accommodation requests are indicated on:
   a. The Administrator Report, Form 1250, to the right of the candidate’s name.
   b. The South Dakota Nurse Aide Verification Report below the candidate’s name.
   c. The candidate’s Quick Score Answer Form below the candidate’s name.

21. Nursing assistant instructors who are also certified as Certified RN Test Observers:
   a) Should make sure the Resident Actor motions to the call bell at the end of each task.
   b) Must avoid any indication of approval or dissatisfaction with a candidate’s performance.
   c) May critique a candidate’s performance after the skill test time has expired.

22. A Recording Form will have the candidate’s name printed at the top and must:
   a. Be signed by the candidate, at the bottom, before beginning his/her skill test.
   b. Be collected by the Certified RN Test Observer immediately after any measurement is recorded.
   c. Be completed by the Certified RN Test Observer after the candidate announces a measurement.

23. Certified RN Test Observers or Knowledge Test Proctors should read knowledge test instructions word-for-word and:
   a. Inform candidates when 15 minutes remain for the knowledge test time.
   b. Inform candidates that they have 2 hours to complete the knowledge test.
   c. Inform candidates to take their Quick Score Answer forms with them to the skill test.

24. The explanation for “B”/”0” marks should be:
   a) Very detailed in order to make scoring easier.
   b) Not necessary
   c) Short and concise providing a “snapshot” of what the candidate did or did not do.
25. Your skill task timers should be set up for:
   a. 20 and 35 minutes
   b. 30 and 15 minutes
   c. 75 and 90 minutes

26. Use of cell phones during testing is allowed by:
   a. The Certified RN Test Observer only.
   b. Resident Actors, Knowledge Test Proctors and Certified RN Test Observers only.
   c. No cell phone usage by anyone during any test is allowed.

27. Headmaster recommends that Certified RN Test Observers:
   a. Show the location of supplies/equipment only for candidates unfamiliar with the skill lab.
   b. Set out supplies/equipment needed for all skill test candidates before skill testing begins.
   c. Should not show supplies/equipment to any candidates prior to testing.

28. Knowledge test candidate may have:
   a. Questions explained to them in their native language.
   b. As much time as needed to answer test questions.
   c. Have up to 90 minutes to complete test questions.

29. Resident Actors may:
   a. Initiate conversations with candidates during skill testing.
   b. Not respond to any candidate questions.
   c. Respond to candidate’s questions by saying, “Whatever you think is best.”

30. When candidates have a skill task that requires a measurement, they should:
   a. Verbalize the measurement
   b. Write it on the skill task sheets
   c. Record it on their pre-signed designated Recording Form.

31. Knowledge and skill test instructions must be read word-for-word:
   a. So that all candidates hear the same consistent test instructions.
   b. And be recited from memory by the Certified RN Test Observer or proctor.
   c. And be given to candidates for review when they check-in for the testing.

32. The results of a candidate’s test are confidential and will be available to the:
   a) Candidate immediately after tests are scored by the Certified RN Test Observer.
   b) Test candidate and the facility by South Dakota Health Care Association after official scoring by Headmaster.
   c) Test candidate online after 6 pm mountain time the day tests are scored by Headmaster.

33. An accommodation for testing:
   a. Must be approved by Headmaster prior to the candidate’s test date.
   b. Must be requested and approved by South Dakota Health Care Association staff prior to the candidate’s test date.
   c. Is approved at the test site by the Certified RN Test Observer for obviously impaired candidates.

34. When a candidate states he/she has finished the skill test or time has expired the Certified RN Test Observer should:
   a) Recite from memory a suitable closing and thank the candidate for coming to the test.
   b) Read the appropriate closing, which can be found on the skill test instructions.
   c) State “Your test is ended.” or “Your test time is up.”
35. Knowledge Test Proctors:
   a. Can explain the definition of words on the knowledge test if a candidate asks.
   b. May interrupt skill tests in progress if they have an important question.
   c. Must report any test irregularities to the Certified RN Test Observer between skill tests.

36. Test materials must be in a Certified RN Test Observer's:
   a. Control or locked in an area accessible only to the Certified RN Test Observer.
   b. Control or out of sight of candidates until testing begins.
   c. Possession or locked in an area accessible to the training instructor only.

37. Certified RN Test Observers acknowledge the confidential nature of the South Dakota Nursing Assistant Competency Exam and agree that they are responsible for the examination materials and that a breach in exam confidentiality:
   a. May place his/her nursing license at risk.
   b. May result in legal action and/or a fine.
   c. May result in loss of license, legal action and a fine.

38. The only people allowed in the skill test lab during testing are:
   a. The candidate, the Resident Actor, the Certified RN Test Observer and South Dakota Health Care Association/Headmaster representatives.
   b. The candidate, the Resident Actor, the Knowledge Test Proctor and the Certified RN Test Observer.
   c. The candidate, the Resident Actor, the Certified RN Test Observer and the program instructor.

39. Knowledge Test Proctors must ensure that:
   a. Cell phones can be used as calculators.
   b. Candidates are instructed to raise their hand to use the restroom.
   c. Any note paper provided for calculations is collected by the Knowledge Test Proctor or Certified RN Test Observer after testing.

40. During skill testing, Certified RN Test Observers must:
   a) Identify and use a candidate relaxation area between tasks.
   b) Let candidates know how they performed on each skill task.
   c) Answer any questions candidates have during skill testing.

41. Resident Actors:
   a. Can be currently certified nursing assistants.
   b. Can initiate conversation with test candidates.
   c. Cannot stop the test if they feel they could be injured.

42. A candidate:
   a. Must actually demonstrate the skill task steps as noted on the skill task observation sheet.
   b. Must verbalize any skill task steps if time has expired and he/she is on the last skill task.
   c. May verbalize any skill task step as long as his/her skill test time has not expired.

43. When the 30 minute audible buzzer sounds indicating the allotted skill test time has elapsed, the Certified RN Test Observer should state:
   a. “Your allotted time has elapsed. You may finish the task on which you are working now.”
   b. “Your allotted time has elapsed. Your test has ended. Thank you for coming.”
   c. “Your allotted time has elapsed. Please verbalize any remaining steps in this task.”
44. How are testing accommodations determined?
   a. The Certified RN Test Observer approves accommodations at the test site.
   b. Accommodations are pre-approved by Headmaster and/or South Dakota Health Care Association and indicated on the Administrator Report.
   c. The candidate determines if he/she needs an accommodation after the skill tasks are read.

45. The nursing assistant test candidate may:
   a. Talk to the Resident Actor while performing her/his skill test.
   b. Ask the Certified RN Test Observer questions during the skill test.
   c. Be allowed to take a break during the knowledge test.

46. Certified RN Test Observers may not answer candidate questions:
   a. Once the first skill task has begun.
   b. Once the skill equipment demonstration begins.
   c. Once the candidate signs the Administrator Report.

47. During equipment demonstration the Certified RN Test Observer must show the candidate:
   a. How to position a bedpan and the correct size blood pressure cuff to use.
   b. The operation of the equipment and the location of supplies, which may be used.
   c. The location of the relaxation area and the actor set-up cards.

48. The Confidentiality/Non-Disclosure Agreement must be read and signed by:
   a. The Certified RN Test Observer, training coordinator and DON.
   b. The Certified RN Test Observer, Knowledge Test Proctor and Resident Actor.
   c. The facility administrator, test candidates and Certified RN Test Observer.

49. The foremost responsibility of the Certified RN Test Observer is:
   a. Assigning skill test times.
   b. Test security.
   c. Test date scheduling.

50. The Confidentiality/Non-Disclosure Agreement in part states:
   a. “I will not disclose the processes or procedures necessary to administer or pass the examination.”
   b. “I will not disclose the processes or procedures necessary to pass the examination.”
   c. “I will not disclose the processes or procedures necessary to administer the examination.”

51. A candidate has completed all skill tasks and has test time remaining. You must:
   a. Only allow a task step re-demonstration for the candidate’s last skill task.
   b. Dismiss the candidate and tell them to complete the candidate survey.
   c. Recap the skill tasks performed and say, “You have _x_ minutes remaining. Are you finished with your test?”

52. If a candidate can’t remember a skill task scenario, the Certified RN Test Observer should:
   a. Let the candidate read the scenario in order to help them understand the directions.
   b. Reread the scenario if the candidate requests him/her to do so.
   c. “B” mark all remaining steps with a notation that the candidate is unable to take verbal directions.

53. What could result by telling a candidate that he/she is “doing a good job” during testing?
   a. If the candidate fails the test, he/she will be happy to know a re-test is required.
   b. If the candidate fails the test, he/she will be able to remember which task needs improvement.
   c. If the candidate fails the test, he/she will most likely be confused about his/her test results.
54. Headmaster’s weekend Certified RN Test Observer contact number is 406-431-8953.
Headmaster’s weekday business hours are:
   a. Monday through Friday 8am to 5pm Pacific Time.
   b. Monday through Friday 8am to 6pm Mountain Time.
   c. Monday through Saturday 8am to 5pm Mountain Time.

55. The following statement, “This agreement extends to and includes, but is not limited to, allowing any unauthorized person to hear, view videotape, or otherwise gain any knowledge about the exam or the exam processes and procedures before, during, or after the administration of an exam.”:
   a. Is part of the Confidentiality Non-Disclosure Agreement.
   b. Is part of the Instructor Train the Trainer Course.
   c. Is part of the Candidate Skill Test Instructions.

56. Skill task scenarios should be:
   a. Recited from memory by Certified RN Test Observers or by Resident Actors using their actor setup cards.
   b. Printed for candidates to read during testing in case they have trouble understanding verbal instructions.
   c. Read verbatim to ensure valid and consistent test administration.

57. Fair and consistent test administration ensures:
   a. Every candidate has the same opportunity to demonstrate his/her knowledge and skill.
   b. Every candidate will be certified to work as a nursing assistant.
   c. Test anxiety will be increased for all candidates.

END OF CERTIFIED RN TEST OBSERVER INFORMATION STUDY GUIDE

You may fax your Study Guide answers to HEADMASTER at FAX#: (406) 442-3357, make a copy and send the original to HEADMASTER, P.O. Box 6609 – Helena, MT 59604, or save the file to your desktop and then email to: hdmaster@hdmaster.com. If you fax your completed study guide, please call Brooke Allen, South Dakota Nursing Assistant Program Manager at: 800-393-8664. Thank you.