

## SKILL TEST CHECKLIST

### **TEST RESULTS: READ OUT LOUD TO THE GROUP IN THE WAITING/HOLDING AREA**

TEST RESULTS WILL BE AVAILABLE ONLINE AFTER 6:00PM (LOCAL TIME) THE BUSINESS DAY THE TESTS ARE SCORED.  
SIGN IN TO YOUR **TMU© ACCOUNT** USING YOUR **USER ID** OR **EMAIL** AND **PASSWORD** TO VIEW YOUR RESULTS.

### **When the candidate enters the skill test area, the RN Test Observer will:**

1. Show the candidate the 'designated area' to place their personal belongings, ensuring all electronic devices are turned off.
2. Sit beside the candidate in the designated relaxation area.
3. Check the candidate's ID against the candidate's name on the skill test you have in front of you.
4. Ask the candidate if they have any questions about the skill test instructions they read before coming into the skill test area.

*Specifically ask:*

Read to  
each →  
candidate

- **"Do you understand that you can ask me to reread any scenario at any time?"**
- **"Do you know that you can correct anything you think you demonstrated incorrectly at any time?"**

5. Tell the candidate the tasks they are to demonstrate.
6. Show the candidate the equipment /supplies location and demonstrate the use of just the equipment the candidate will need for their tasks.
7. Ask the candidate if they have any questions.
8. Read the first scenario.
9. Start the countdown timer TMU© or start two stand-alone timers (or one multiple timer) when the candidate begins the first task. Record the start time in the candidate's test on the screen.

### **REMEMBER TO:**

- Always demonstrate locking of the designated bed brakes and bed controls (and side rails if bed has side rails), privacy curtain and any other things unique to the test site. Point out where to knock and the location of the call light or signaling device, gloves, hand sanitizer, laundry hampers, overbed table, garbage cans, container for used orange sticks and container to place goggles or face shield in when removed. Tell the candidate that they may use or move any equipment or supplies as necessary to accomplish the assigned tasks. Point out where the supplies are for only the tasks the candidate will be performing. Demonstrate how to lock the wheelchair brakes or open/close the drain on the urinary drainage bag, if the candidate has one of these tasks.
- Be sure the candidate signs the recording form on which you have already printed their name *if it will be needed* for one or more of the tasks. Make sure the recording form is on a small clipboard.
- Be sure you have instructed the candidate as to the location of the designated relaxation 'waiting' area.
- Answer any remaining questions the candidate may have. Remind the candidate that you may not answer any questions once the skill test begins.
- Begin the skill test by reading the first mandatory task scenario word-for-word.
- Start your timer(s) when the candidate makes their move to start their first task.

### **CLOSURES WHEN FINISHED WITH SKILL TEST:**

**If time is remaining** (candidate completed in less than 35 minutes), say:

- "You have \_\_\_\_ minutes remaining. You have just completed the tasks of \_\_\_\_, \_\_\_\_, \_\_\_\_, and/or \_\_\_\_\_. (Read the tasks assigned.) Are you finished?" When you get the "yes", say "Thank you for coming."
  - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exams, they are free to leave the testing site. *(Let candidate know Exit Survey information in box below.)*

**When time is up** and the 35-minute audible buzzer sounds, say:

- "Your allotted time has elapsed. You may complete the task you are demonstrating now. No corrections are allowed as your time has elapsed."
- **If the candidate has more tasks to complete than just the one they are demonstrating when time is up**, stop their exam and state, "Thank you for showing us your skill demonstrations today."
  - Direct the candidate to the holding area if they need to take a knowledge exam, or if finished with their exams, they are free to leave the testing site. *(Let candidate know Exit Survey information in box below.)*

**EXIT SURVEY INFORMATION:** Inform candidates they can fill out the Exit Survey when they sign in to their TMU© account to see their results. The Exit Survey is optional and we value their honest feedback regarding their testing experience.