

# TMU© Knowledge Test Instructions

These instructions are to be placed in the common area so **all** candidates have an opportunity to read these instructions before going into the knowledge test area.

**A laminated copy is to be placed by each knowledge test station, so the candidate may refer back to these directions during their knowledge test.**

You are not allowed to leave the Knowledge Testing Area/Room until finished with your Knowledge test. If needed, please remember to use the restroom before entering the testing rooms.

Cell phones, smart watches, fitness monitors, Bluetooth connected, or any other electronic devices (tablet, laptop, iPod, etc.) **MUST BE TURNED OFF** and are not allowed to be used or near or on your person (in pockets, on wrist, etc.) during testing. All personal belongings need to be placed in the designated area inside the testing room. Devices and personal belongings must be collected when you leave the test area after completing an exam component.

Anyone using an unapproved electronic device (texting/Google searching/etc.) or any other form of cheating during testing will be asked to leave the test site, will forfeit all testing fees, will have their test scored as a failed test attempt and will be reported to their training program.

The Knowledge Test Proctor (KTP) will ask you if you have any questions before your Knowledge Test is started.

The questions will be presented to you, one at a time, on the computer screen. You will have a maximum of **60 minutes** to select answers A, B, C, or D for each of the questions. The KTP will announce when there are 15 minutes remaining.

- Scratch paper and calculators are not allowed during testing.
- Foreign language translation dictionaries, language translators and electronic dictionaries are not allowed.

If you have any issues with the computer, please quietly alert the Knowledge Test Proctor (KTP).

When you believe you are finished with your exam, double-check all your answers. Then quietly alert the KTP that you are finished. The KTP **MUST COME TO YOU** and make sure all questions are answered and then log you out of the exam.

**DO NOT PRESS THE 'End Exam' BUTTON AT ANY TIME!**

***The KTP must assist you with ending the test.***

Once the test is ended, the KTP will collect all testing materials and direct you to your next area. All testing materials must remain in the test area at all times.

Pick up any of your personal belongings as you exit the room quietly.