Skill Test Instructions

These Instructions are to be placed in the waiting/sign-in area so all candidates have an opportunity to read these instructions before going to the skill test portion of their exam.

You are not allowed to leave the Skill Testing Area/Room until you are finished with your Skill 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, D&SDT-Headmaster and the Ohio Board of Nursing (OHBON).

WELCOME TO YOUR SKILL TEST

The RN Test Observer (TO) does not decide whether or not you pass or fail. The TO only observes and records the steps they see you demonstrate. D&SDT-HEADMASTER scores your test when the TO submits it for scoring.

- The first thing the TO will do when you enter the skill test area is show you the designated area to place your personal belongings, cell phone (turned off), etc.

- Then, the TO will show you where the relaxation area is located.

- You will be asked to show your ID as a double check to ensure the TO has your personalized skill test.

- The TO will sit beside you and ask you if you have any questions about these instructions.

- The next thing the TO will do is tell you the tasks you will demonstrate.

- Then, the TO will show you the location of the supplies you will need for your tasks and will demonstrate the equipment you will use for your assigned tasks. You will have an opportunity to ask the TO any questions you may have during the equipment demonstration.

- The TO will read your first scenario to you and will start the timers when you begin your first demonstration.

- You will have **25** minutes to complete your assigned skill tasks.

- Each of your skill tasks has a scenario. The TO will read **one scenario at a time** to you. As soon as you understand the scenario, please actually perform and demonstrate the task.

OHIO MEDICATION AIDE-CERTIFIED (MA-C)

- Please remember to show the TO each medication as you select it so the TO can give you proper credit for the medication you select.

- You can edit/add to your MAR at any point until you submit your MAR. Once it has been submitted, you will only be able to view it.

  - You can toggle between the MARs by using the "Next" and "Previous" buttons at the top of the screen.

  - When ready to submit, you will click "Review". A pop-up window will read, "Please review your Med Sheet. Click "Submit" when finished."

  - You will click "Submit," and a pop-up window will read, "Are you sure? This will submit your med sheet, OK or CANCEL."

    - Once OK is hit, you are unable to retrieve/edit your MAR.

    - Both MARS must be submitted separately in order to be scored.

- Steps **that are only verbalized _do not count_**.

- At any time, before you run out of time, you may:

  - Ask the TO to **reread** any scenario.
  - Correct any step on any task you believe you did incorrectly.
    - To make a correction, you must tell the TO the specific task and what step(s) you will **re-demonstrate**.

- You may use any equipment necessary. You may move equipment as needed to accomplish your tasks.

- When finished with each task, verbally tell the TO you are finished and return to the relaxation area.

- Two timers will be set when you begin your skill test. The first timer will sound when 10 minutes remain, and the second timer will sound when all 25 minutes have elapsed.

- When finished with your test, click "END TEST."

  - **NOTE:** _If you run out of time, you may not make any changes to your MAR. You must submit both MARs and end the test as is._

- The Test Observer will read your first scenario to you and will start the timers when you begin your first demonstration.