



TENNESSEE MEDICATION ASSISTANT-CERTIFIED (MA-C)
TEST SITE AGREEMENT – FORM 1502TM

This agreement MUST be accompanied by the Test Site Equipment List Affidavit - *Form 1503TM*

Facility Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

hereinafter known as the Testing Site, will allow Medication Assistant Knowledge and Skill Tests to be administered at our facility, under the following guidelines.

As an In-Facility & Regional Test Site, we agree to:

1. Submit NO more than twelve skill test candidates per testing date per RN Test Observer.
2. Complete and submit this Test Site Agreement **Form 1502TM** and Test Site Equipment List Affidavit **Form 1503TM** to D&SDT-Headmaster for approval. A virtual test site visit will be arranged by D&SDT-Headmaster.
3. Supply an approved area for testing medication assistant (MA) candidates on the Knowledge and Skill Tests. The knowledge test area and the skill test area may be used for up to 9 hours on test day when accommodating an overbooked two-flight test event.
4. D&SDT-Headmaster will create test events in **TMU©** including linking a certified RN Test Observer who has committed their test team to the test event created.
5. Assume all liability for our candidates tested in our facility because they are our employees or trainees.
6. Agree that the safety of test candidates, test teams, and facility staff is of the highest priority and will do everything possible to protect all individuals up to and including test site shutdown and test event cancellation in the face of immediate safety concerns. D&SDT-Headmaster and TBON must be immediately informed in the case of a test site shutdown for safety reasons.
7. Unannounced visits by the TBON and D&SDT-Headmaster staff for the purpose of observing test events in progress.
8. Allow unfilled test slots/seats reserved for our own candidates to be used by candidates at large, inside 48 business hours prior to a scheduled test flight.
9. Schedule additional mutually agreed upon test dates with D&SDT-Headmaster as far in advance as possible, to help meet overall testing demand in our area, if needed.
10. Allow an independently contracted RN Test Observer, their Actor, Knowledge Test Proctor (KTP), our own trained candidates as well as at large test candidates admittance to our approved Test Site. Candidates will be held accountable for damage, theft, or any other act or action harmful to the facility in any way. Neither D&SDT-Headmaster nor TBON assumes any liability for independently contracted RN Test Observers, Actors, KTPs, or any test candidates.

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As a **CLOSED In-Facility Schedule Test Site**, we agree to:

1. Supply an area to be used by a D&SDT-Headmaster certified, independently contracted, RN Test Observer and team for the purpose of administering Knowledge and Skill tests for up to twelve candidates per day per RN Test Observer. The area(s) will be free from distractions for up to nine hours on testing days. Tests will only be for our own candidates and we will not release empty seats to at-large candidates.
2. Complete and submit this Test Site Agreement **Form 1502TM** and Test Site Equipment List Affidavit **Form 1503TM** to D&SDT-Headmaster for approval. A virtual test site visit will be arranged by D&SDT-Headmaster.
3. D&SDT-Headmaster will create test events in **TMU©** including linking a certified RN Test Observer who has committed their test team to the test event created.
4. Agree that the safety of test candidates, test teams, and facility staff is of the highest priority and will do everything possible to protect all individuals up to and including test site shutdown and test event cancellation in the face of immediate safety concerns. D&SDT-Headmaster and TBON must be immediately informed in the case of test site shutdown for safety reasons.
5. Unannounced visits by the TBON and D&SDT-Headmaster staff for the purpose of observing tests in progress.
6. Allow, on testing days, an independently contracted RN Test Observer, Actor, Knowledge Test Proctor (KTP), and our own test candidates admittance to our approved Test Site. We will hold them accountable for damage, theft, or any other act or action harmful to the facility in any way. Neither D&SDT-Headmaster nor TBON assumes any liability for independently contracted RN Test Observers, Actors, KTPs, or any test candidate.

PHOTOGRAPHING OR VIDEOTAPING TEST EVENTS

- As a certification test vendor, D&SDT-Headmaster must ensure the security of knowledge and skill test items and proprietary test delivery software.
- Certification test events are expected to be conducted in a distraction-free environment with a high degree of personal privacy and security. Photographing, videotaping, or recording via security or surveillance cameras or any other device while any D&SDT-Headmaster knowledge or skill testing is being conducted is expressly prohibited unless advance written permission has been granted by D&SDT-Headmaster and the Tennessee Board of Nursing (TBON).
- To host certification test events for test candidates, you agree that no electronic recording devices will be used to record sound or video of actual test candidates, test events, or any part of test administration. You agree that to allow recording of certification testing events in progress without the express written consent of D&SDT-Headmaster and TBON may result in the loss of your test site approval and/or training program approval and may subject you to prosecution by all affected parties to the full extent of the law.

I CERTIFY THAT OUR SITE IS UNDER NO AUTHORITATIVE SANCTIONS AND I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY ALL GUIDELINES LISTED.

Designated Test Site Contact Person: _____ Date: _____

Best Test Site Contact Phone Number: _____ Email: _____

Test Site Administrator Signature: _____

D&SDT-HEADMASTER use ONLY: Entered in TMU© w/documents attached on ____/____/____ by: _____ Confirmation emailed: ____/____/____