

# UNAR Test Site Protocol

2008

Effective Date: July 1,

Revised: October 14, 2008  
August 25, 2009

## 1. Purpose.

To standardize all test centers and maintain the security and integrity of testing materials.

## 2. Policy.

It is the policy of the UNAR to standardize testing at all test centers to maintain the security and integrity of testing materials and to allow a specified time to complete the nursing assistant written and skills tests.

## 3. Procedure.

### Examiners and Proctors:

- (1) The Skills examiner must meet all requirements on the job description and be approved by the UNAR.
- (2) The Written Test Proctor must meet all requirements on the job description and be approved by the UNAR.
- (3) The Written Test Proctor and Skills Examiners cannot be an instructor in or affiliated with any Certified Nursing Assistant Program.

### Candidate:

- (1) The candidate must present current, valid picture identification-a driver's privilege card is not acceptable.
- (2) The same current, valid picture identification must be used for the skills and written tests-no exceptions.
- (3) The candidate must present their voucher to the test examiner or they will not be allowed to test.
- (4) The voucher must be current and valid.
- (5) No voucher can be faxed to a test center.
- (6) The candidate shall have **two hours** to complete the written portion of the state exam, whether it is computerized, verbal, paper and pencil or with any other accommodation.
- (7) The candidate shall have 20 to 30 minutes to complete the skills portion of the state exam and forty to 60 minutes if two candidates are tested together.
  - a. The Skills examination is a demonstration of skills, not a theory test.
  - b. No questioning throughout the exam.
  - c. The candidate is given 3 chances to obtain correct Vital Signs
  - d. The examiner must document the examiner's and candidates Vital Signs- (all 3 attempts if all 3 are needed)
  - e. If the candidate cannot obtain correct Vital Signs, move on to the next 5 skills
  - f. Should the candidate know that they did not obtain correct VS, they may choose to leave the testing site and reapply for another voucher to test
  - g. The candidate fails if cannot obtain Vital Signs after 3 attempts.
  - h. UNAR approved scenarios must be used for the other required skills
  - i. The candidate is given a blind pick of scenarios
  - j. Only 2 prompts per candidate through the remainder of the test
- (8) No test results for the Written or Skills Examination will be given to the student at the time of testing.
- (9) Candidate fails if does not receive a passing score on the written test or does not pass all required skills on the skills examination.
- (10) Candidate fails if cannot obtain Vital Signs, receives more than 2 prompts throughout the test or if they do not perform the bolded portion of the required skills.