



Test Instructor Guide

This guide is designed to assist the instructor in facilitating nurse aide and medication aide state testing and maintaining documentation compliance in accordance with Nebraska Health Care Learning Center (NHCLC) policies and procedures, Nebraska Department of Health and Human Services (DHHS), and the Nebraska Department of Education (DOE). Instructors represent NHCLC and the Nebraska Health Care Association family. It is essential for instructors to act in accordance with the mission, vision, and values of NHCA.

Mission:

Serving those who serve.

Vision:

Inspire people to shape their world.

Values:

Professionalism

Stewardship

Quality

Integrity

Note: Only instructors that have been approved through Nebraska DHHS may be test instructors through NHCLC.

INSTRUCTOR CLASSROOM/LAB EXPECTATIONS

A. Professionalism

- a. The instructor may wear casual-professional dress or scrubs.
- b. The instructor must ensure all paperwork is completed appropriately.
- c. Due to the difficulties of rescheduling, meeting student needs, and room availability, cancellations are not to be done without identified reasons. Instructors who decide to cancel an event must notify NHCLC by emailing registrar@nehca.org at least 48 hours prior to the event the reasons for the decision, and, if applicable, an alternative test date. Appropriate reasons for cancelling, but not limited to, could include weather, natural disasters, road conditions, or instructor illness.

B. Stewardship

- a. Track mileage correctly, if applicable.
- b. Submit required paperwork within appropriate timeframe to NHCLC.
 1. After testing is complete the following items should be sent via regular mail on the next business day to the Registrar, 1200 Libra Dr., Ste 100, Lincoln, NE 68512:
 1. Reimbursement form
 2. Answer sheets
 3. Skills packets
 4. Roster
- c. Ensure test area and lab are tidy and ready for next use.

C. Quality

- a. Greet all students with a smile, introduce yourself, and keep a positive attitude. Provide constructive, kind feedback with errors or failures. It is common for students to be anxious.

- b. Inform NHCLC of any needs to ensure a successful experience.
 - c. Verify all exams are complete and accurate before submission to NHCLC.
 - d. Each skill must be performed individually.
- D. Integrity
- a. Adhere to the guidelines in the Test Instructor Guide.
 - b. Do not rush students through the exam. Each student may use the full hour to complete the exam, if needed.
 - c. Inform NHCLC prior to the test date if there is a conflict of interest with one of the students on the roster you receive.
 - d. Keep exams in a safe, secure location to prevent tampering. The tester is responsible for maintaining adequate number of testing supplies by emailing registrar@nehca.org prior to a test date if additional supplies are needed.
 - e. Do not coach, instruct, or prompt the student.

STUDENT TESTING CLASSROOM/LAB EXPECTATIONS

- A. Students are expected to be on time.
- B. Students are to be respectful to the instructor and other students at all times.
- C. If a student behaves in a disruptive manner, the instructor may ask that student to leave. The student will not be readmitted to the testing site and will have to reschedule.
- D. Keep a record of any student conduct issues and email to registrar@nehca.org.
- E. Students are expected to be prepared for testing prior to arriving to the test site.
- F. Students are expected to treat all lab equipment gently and with respect.
- G. Only the instructor and students who are testing are allowed in the classroom for written testing.
- H. Only the instructor and the individual taking the exam are allowed in the lab setting during skills testing.

Prior to Testing

- A. A roster of eligible students will be emailed prior to the scheduled testing date once registration has closed. Upon receipt of the roster, review the roster and email registrar@nehca.org right away if there is a conflict of interest with one of the students.
- B. The instructor should only test the students on the roster. The students listed on the roster have completed all requirements to be eligible to state test and have had verification of payment.
- C. The instructor will be notified of any changes to the roster prior to the testing date.
- D. Email registrar@nehca.org if additional testing materials are needed.
- E. Gather needed exams, pencils, and packets according to roster.

Day of Testing

IDENTIFICATION

- A. Each student must present a photo ID (driver's license, state ID, work ID) to the test instructor prior to both written and clinical skills testing. Verify phone number on roster is correct with each student.
- B. If a student does not have a photo ID, the student should not be allowed to test, and the instructor can direct them to nehca.org to register and pay for another date.
- C. The student must enter all information correctly and legibly on all exams.

- D. Use pencil.

ABSENCE/TARDY

- A. If a student arrives after the scheduled start time, they should not be allowed to test, will not receive a refund, and should be directed to nehca.org to register for another date.
- B. If a student listed on the roster does not show up for testing, the test instructor is to clearly note "no show" on the roster by the student's name.
- C. On the day of testing, all notations made on the roster should be legible. Roster will be returned to NHCLC after testing along with other required documents.

WRITTEN TESTING

- A. Both nurse aide and medication aide students complete the written exam in one-hour block of time unless indicated on the roster "read-aloud".
 - a. If a student is indicated as "read-aloud", the student should be tested one-on-one with the instructor in a separate one-hour block of time and have the test read aloud. During a "read-aloud" test, read the questions and answers as written. Hints cannot be given on meaning of words or phrases.
- B. To reduce instances of cheating, the instructor is to randomly assign one of four written test versions to the students per the roster.
 - a. A student who has failed a previous test version cannot retake that same test version again. Refer to the roster for the test versions to *not* give to a particular student under the column "written test letter". Do not give the test versions indicated in either column.
- C. Announce to all students the following guidelines:

"All information must be complete and correct. If test is received by NHCLC with missing information or errors, the grade will not be submitted to the state registry and the student should expect a call to verify the missing or erroneous information.

Students have one-hour to take the written test. Take your time and answer every question. There is only one answer to each question.

Complete both sides of the answer sheet. Fill in each bubble fully darkened. Do not write or circle answers on the test packet; indicate your answers on the answer sheet.

Upon completion, turn in your exam one at a time to be graded. Test grade will be submitted to the state by the Nebraska Health Care Learning Center within 7 business days from the test event. Registry placement can take up to 2-4 weeks.

If a student fails an exam, the student can re-register and pay to take the needed exam(s) up to three times at nehca.org."

- D. As students complete their exam, the instructor individually grades the exams using the following process:
 - a. Review all information on the student's answer sheet for accuracy, legibility, and completion. If information is missing, verify with the student.
 - b. Lay the grading rubric over the answer sheet and align with the bubbles. A question should be counted incorrect if it is left blank or has multiple answers.
 - c. Using the score guide, provide the student with their grade based on the number of correct answers. Record their grade on the front of the answer sheet.
 - d. Repeat with each student.

CLINICAL SKILLS TESTING

- A. The clinical portion of testing can only be completed by instructors with no conflict of interest to the student. This includes working at the same facility, having taught the class they were enrolled in, or family members.
- B. In accordance with DHHS statute, each skill must be performed individually. All students must be given the privacy of one instructor and one student in a room or behind a privacy curtain so other students are unable to hear the instructor.
- C. Only nurse aide students' complete skills testing for the initial testing. Medication aide students may perform recertification skills tests to maintain their license.
- D. There are twelve packets, each containing six random skills. The student chooses a packet, and they have five minutes to review the packet before they must begin demonstrating the assigned skills for the instructor.
 - a. A student who has failed a previous test version cannot retake that same test version. Refer to the roster for the test versions to *not* give to a particular student under the column "skills test number". Do not give the test versions indicated in either column.
- E. Each student has one hour to complete the skills exam unless indicated on the roster.
- F. The instructor cannot coach, instruct, or prompt during testing.
- G. Each skill has required steps.
 - a. Critical Steps:
 - i. Those with three asterisks to the left of the step are considered "critical steps".
 - ii. "No Pass" on the exam is defined as:
 - 1. Missing a critical step on any skill.
 - 2. Did not meet the minimum score required indicated at the top of the skill.
 - iii. The testing stops when a student does not pass a skill. The student can register for a new test date on nehca.org; they have three chances to pass the test before having to take the course again.
 - b. Two columns to the right of each step:
 - i. The first column: "Satisfactory"
 - 1. The Test Instructor places a check mark if the step was completed satisfactorily.
 - a. Do not enter notes or initials in this space, only a check mark.
 - b. If an error on the test is made, make a single line across the error, write "error" above the error, and initial.
 - ii. The second column: "Needs Review"
 - 1. If the skill step was not performed satisfactorily, place a check mark in this column.
 - 2. Do not enter notes or initials in this space, only a check mark.
 - 3. If an error on the test is made, make a single line across the error, write "error" above the error, and initial.
 - 4. If a student is able to correct a mistake prior to stating they are finished with a skill, the instructor may check the step as satisfactory.
 - c. The skills exam has been completed in full when:
 - i. All steps have a check mark in either the "Satisfactory" or the "Needs Review" column.
 - ii. To calculate the student's score:
 - 1. Count the satisfactory checkmarks to ensure the minimum score required is met.
 - 2. If there is a check mark on a critical step, the student did not pass.

STUDENT REQUIREMENTS FOR PLACEMENT ON THE NEBRASKA NURSE AIDE REGISTRY

- A. Nurse aide written and skills testing must pass with at least a 70%.
- B. The written and skill tests are sent via mail to NHCLC where the results will be submitted to DHHS.
- C. The instructor informs the student of their grade on test day.
- D. They have three chances to pass testing before they are required to take the course over.

STUDENT REQUIREMENTS FOR PLACEMENT ON THE NEBRASKA MEDICATION AIDE REGISTRY

- A. Medication aide written testing must pass with at least a 72%.
- B. The written tests are sent via mail to NHCLC where the results will be submitted to DHHS.
- C. The instructor informs the student of their grade on test day.
- D. They have three chances to pass testing before they are required to take the course over.

UPON COMPLETION OF TESTING

- A. After testing is complete the following items should be sent via regular mail on the next business day to the Registrar, 1200 Libra Dr., Ste 100, Lincoln, NE 68512:
 - a. Reimbursement form
 - b. Answer sheets
 - c. Skills packets
 - d. Roster
- B. If the Test Instructor runs low on testing supplies, email registrar@nehca.org to request the needed materials and provide your mailing address.

INSTRUCTOR REIMBURSEMENT

- A. Instructors are reimbursed \$25 for each block of written testing: A block of testing covers all students sitting for the written test: Nurse aide, medication aide, or both. Instructors are reimbursed \$25 for a "read-aloud" block of written testing.
- B. Instructors who perform state testing for nurse aide skills will be reimbursed at a rate of \$25 for each student performing skills testing.
- C. Expect reimbursement within 7-10 business days upon NHCLC receipt of the reimbursement form. Reimbursement will be mailed to the instructor's mailing address indicated on the reimbursement form.
- D. If a nurse aide student is listed on the roster for skills testing but does not show, and the instructor has not been notified prior to testing, the instructor will be reimbursed \$25 for their skills testing.
- E. If the instructor is driving from outside the city limits of the test site, they will be reimbursed \$6 for every 25 miles they drive (excluding first 25 miles per day).
- F. The instructor will be reimbursed for any postage of materials mailed to NHCLC.

CONTACT INFORMATION

- A. Connie Knorr, BSN, RN, Director of Professional Development.
 - a. Email: conniek@nehca.org.
 - b. Office phone: 402-435-3551 extension 200.
- B. Susan Eichele, Registrar and Member Support Coordinator
 - a. Email: registrar@nehca.org.
 - b. Office phone: 402-435-3551.
- C. Scott Benson, Finance Director.
 - a. Email: scottb@nehca.org

I have read and understand the items reviewed in the Test Instructor Guide. I will abide by these guidelines to the best of my ability.

Signature:

Date:

Email this signed form to: conniek@nehca.org.

