SPECIAL TEST SITE APPLICATION
MED-SURG CERTIFICATION EXAM

SITE CONTACT/EXAM MANAGER RESPONSIBILITIES

Site Contact:

1. Submit Special Test Site Application to C-NET.
2. Reserve an exam room in accordance with the guidelines for physical arrangements provided in this document.
3. Communicate with C-NET via email/phone to coordinate the Special Test Site.
4. Communicate to exam applicants that they must familiarize themselves with CMSRN registration policies, procedures and deadlines.

Exam Manager:

1. Provide C-NET with mailing address & contact information.
2. Receive the shipment of the exam materials & communicate to C-NET that they have arrived complete and intact.
3. Securely store the exam materials under lock and key until the day of the exam.
4. Bring the materials to the exam site on exam day.
5. Check examinees in to the test site & administer the exam according to the instructions in C-NET's Exam Manager's manual.
6. Appointing a proctor to act as an assistant to the Exam Manager.
7. After the exam ends, organize the exam materials & mail them to C-NET as instructed in C-NET's Exam Manager's manual.

EXAM ROOM SET-UP

Sufficient space for the examination must be provided, allowing each candidate to be separated by an empty seat. When the exam is given in a classroom, it is advisable to keep an empty row of chairs between candidates (See Figure 1 below). If there is not enough space to allow for an empty row of chairs, then candidate rows should be as far apart as possible and candidates should sit directly behind one another, to minimize seeing the answer sheet of another person. In general, two candidates can sit at a table that is six feet long, and three candidates can sit at a table that is eight feet long. Figure 1 – Row/Chair Arrangement:
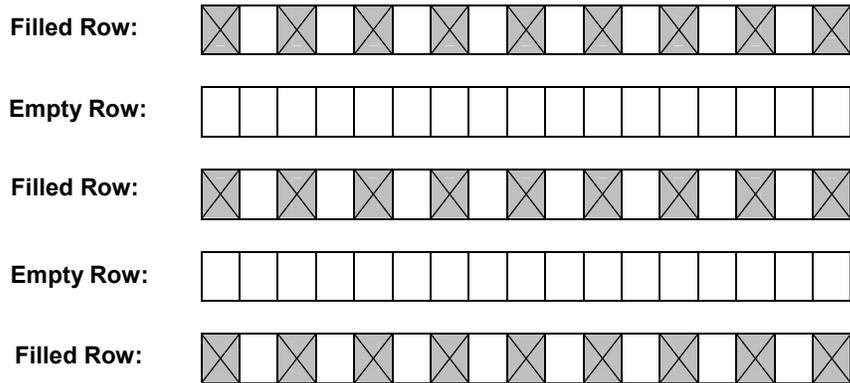
Note:
White boxes represent empty seats.
Gray boxes represent occupied seats.

EXAM SITE CHECK LIST

☐ Visit site to confirm the physical arrangements for the examination well in advance of the test administration.

☐ Identify someone from the facility who can assist with environmental needs on exam day (e.g.: temperature, noise, additional chairs).

☐ Post signs clearly guiding candidates to the exact location of the exam room. (C-NET permits only list the address of the exam site.)

☐ Place registration table at the entrance to the exam room.

☐ Place large table at the front of the exam room for holding the examination materials.

☐ Establish location for candidates to store coats, hats and other personal belongings. At the discretion of the exam manager, small items may be placed underneath the candidates' table. Only test materials and exam permits may be placed on the table, with the exception of: tissues, candy, water, cough drops.

☐ Provide good lighting, ventilation, comfortable temperature, and protection from noise.

☐ Provide sufficient room for seating candidates. Ideally, each candidate should be separated by an empty seat.

☐ Provide adequate writing surface and space for the exam booklet (11" x 17") and answer sheet (8.5" x 11") to lay open, side by side.

☐ Provide accommodations for left-handed candidates and/or persons with disabilities. Candidates with special accommodation needs must contact C-NET 3 weeks in advance of the test date.

☐ Provide comfortable chairs and a large faced clock. (Or, the time may be written on a chalkboard or flip chart every 30 minutes.)

☐ Provide microphone. (Only for those exam sites that require amplification of the exam manager's voice.)

☐ Provide water fountain and rest room. (No breaks are permitted during the examination and no refreshments may be offered to exam candidates during the examination.) If any candidate must make an "emergency" phone call, they must be accompanied by a proctor.

☐ Provide telephone. (For exam manager/proctor use only.)