

# NEVADA

## *State Board of Nursing*

---

### *Certified Nursing Assistant Candidate Information Bulletin*

Effective July 1, 2008

*Published by*



***Providing Certification Examinations for the State of Nevada***

866.837.1416 • Fax: 800.813.6670 • TDD: 800.790.3926 • [www.prometric.com/NurseAide/NV](http://www.prometric.com/NurseAide/NV)

Copyright © 2008 Prometric Inc., a Delaware corporation. All Rights Reserved.



# Contents

---

<u>Introduction</u>	1	<u>Taking your exam</u>	6
A message from the NSBN .....	1	What to bring to the exam .....	6
At a glance .....	1	Security procedures .....	7
<u>The exam process</u>	2	Taking the computerized Written Test.....	8
Eligibility criteria .....	2	Your exam results .....	10
Scheduling the exam.....	2	Appeals process.....	10
Approved test center locations .....	2	<u>Exam content outlines</u>	11
Special test considerations .....	3	Written (Knowledge) Test Content Outline....	11
Fee information .....	3	Clinical Skills Checklists.....	11
Rescheduling and retesting .....	4	<u>Practice Questions for the Written Test</u>	17
<u>Overview of exams</u>	4	<u>Reading assessment</u>	18
Written (Knowledge) Test .....	4		
Oral Test.....	4		
Clinical Skills Test .....	5		
Resident actor .....	5		



## Introduction

### *A message from the NSBN*

The Nevada State Board of Nursing (NSBN) certifies, regulates and disciplines the practice of Certified Nursing Assistants (CNAs). The NSBN has various requirements for becoming a CNA including establishing eligibility by taking a state-approved training program, qualifying, taking and successfully passing the Nursing Assistant Competency Exam, and endorsement.

The NSBN has contracted with Prometric Inc. to develop and administer its competency exam. This bulletin contains an overview of preparing for and taking the competency exam.

### *At a glance*



Follow these main steps if you are interested in becoming a CNA in Nevada.

#### *To be eligible to take the CNA competency exam*

- 1 Submit a completed and signed Application for Certified Nursing Assistant to the NSBN. The application form is available by calling the NSBN or by submitting a request online at [www.nursingboard.state.nv.us](http://www.nursingboard.state.nv.us).

Once the NSBN determines you are eligible to take the competency exam, the NSBN will notify Prometric.

- 2 You will then need to contact one of the three colleges approved to administer the exam (see Page 2) and schedule an appointment to take the exam.

Part of the scheduling process will include paying the appropriate testing fees (see Page 3) prior to an appointment date being confirmed.

- 3 Prepare for your exam using the content outlines in this guide. (See Page 11.)
- 4 Bring the necessary identification to the test center and take your exam. (See Page 6.)



#### *To get answers not provided in this bulletin*

Direct all questions and requests for information about the exam to:

##### **Prometric**

1260 Energy Lane  
St. Paul, MN 55108  
Phone: 866.837.1416  
Fax: 800.813.6670  
TDD User: 800.790.3926  
Web site: [www.prometric.com/NurseAide/NV](http://www.prometric.com/NurseAide/NV)

Direct questions about applications and certification to:

##### **Nevada State Board of Nursing**

2500 W. Sahara Avenue, Suite 207  
Las Vegas, NV 89102-4392  
Phone: 702.486.5800; 888.590.6726  
E-mail: [nursingboard@nsbn.state.nv.us](mailto:nursingboard@nsbn.state.nv.us)  
Web site: [www.nursingboard.state.nv.us](http://www.nursingboard.state.nv.us)

## The exam process

This section describes:

- The criteria for being eligible to take the exam.
- How to schedule the exam.
- Fee information.
- Rescheduling and retesting policies.

### Eligibility criteria

If you wish to be eligible to take the Nursing Assistant Competency Exam and be granted permanent certification in Nevada, the NSBN requires you to:

- Submit a completed and signed application form, along with a \$50 application fee.
- Provide a copy of your certificate of successful completion (within the past two years) of a state-approved training program that meets current OBRA requirements, or a transcript showing the completion of “nursing fundamentals.”
- Have your submitted fingerprint reports cleared by the NSBN.

To obtain more information on becoming a CNA or to obtain an application, contact the NSBN online at [www.nursingboard.state.nv.us](http://www.nursingboard.state.nv.us) or by calling 702.486.5800. When calling, be sure to identify yourself as a CNA applicant.

### Scheduling the exam

After your application has been reviewed and approved, the NSBN will notify Prometric of your eligibility to test. Three weeks from the date you mailed your application, you can confirm your eligibility to test by contacting the NSBN or by calling one of the test sites.

Once you verify your eligibility, you will need to contact one of the three approved test center locations. When you contact a test center, they will identify their procedures for scheduling an appointment. This includes paying the test fees to the test center before an appointment will be confirmed.

You must take and pass the competency exam within **one year** of the date your application is received by the NSBN. To pass the competency exam you must pass both the Clinical Skills Test and the Written or Oral (Knowledge) Test.



**Important** You have three opportunities to take and pass both parts of the competency exam. Each attempt requires the payment of a new test fee. If you fail either part of the exam three times, you must retrain before you can retest.

### Approved test center locations

Nevada Nursing Assistant Competency Exam approved test site locations are:

- **College of Southern Nevada**, 6375 W Charleston Blvd., B149, Las Vegas, NV 89146, 702.651.5795.
- **Trukee Meadows Community College**, 7000 Dandini Blvd., Reno, NV 89512, 775.673.7115.
- **Great Basin College**, 1500 College Pkwy., Elko, NV 89801, 775.753.2216.

Testing is administered approximately once a month at each of these locations. Testing in Las Vegas and Reno is offered on Saturdays; however, these test sites have the option of offering local candidates the opportunity to take their Written or Oral (Knowledge) Test on a different day of the week. Most candidates will take the Written or Oral (Knowledge) Test and the Clinical Skills Test on the same day.



**Note** Test sites will verify a candidate's eligibility before scheduling the candidate for testing. Candidates whose applications have not been reviewed and approved by the NSBN will not be scheduled for any exam.

### Special test considerations

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), this request must accompany your application submitted to the NSBN. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the Americans with Disabilities Act (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

**English as a Second Language (ESL) accommodation.** The Nevada Assistant Competency Exam is administered only in English. Translators are not permitted and translation dictionaries may not be used during the exam. ESL candidates should review the "Oral Test" section on Page 4 to determine if this might be an option for them.

### Fee information

Test fees are payable by money order or cashier's check payable to the college where the candidate is testing. Personal checks and cash are not accepted. Company checks paid by a nursing home employer or training program are accepted.

Tests and related fees are as follows:

Service at Truckee Meadows Community College	Fee
Clinical Skills and Written (Oral) tests - first-time tester	\$120
Clinical Skills Retake Only	\$90
Written (or Oral) Retake Only	\$30

Service at College of Southern Nevada	Fee
Clinical Skills and Written (Oral) tests - first-time tester	\$120
Clinical Skills Retake Only	\$90
Written (or Oral) Retake Only	\$30

Service at Great Basin College	Fee
Clinical Skills and Written (Oral) tests - first-time tester	\$90
Clinical Skills Retake Only	\$60
Written (or Oral) Retake Only	\$30

**Refund policy.** Test fees are nonrefundable and nontransferable. Candidates who fail to complete testing during their eligibility period will not be refunded any unused test fees, nor will test fees be carried over to a new eligibility period.

## *Rescheduling and retesting*

If you need to reschedule an appointment, you must contact the test site directly.

**If absent or late.** If you miss your appointment or arrive late and are not allowed to test, you will forfeit your test fees and will be required to repay fees to reschedule another appointment.

**Retesting.** You have three opportunities to take and pass both parts of the competency exam. Each attempt requires the payment of a new test fee. You are only required to retake the test you failed.

If you fail the test(s), and remain eligible to retest, you may retake the test(s) on the same day at the discretion of the test site based on availability of testing appointment(s) and ability to pay the required testing fees. However, this option is not encouraged since candidates are not likely to have adequate opportunity to prepare for retesting.

**Emergency closing.** Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone; however, you may check for testing site closures by calling 866.837.1416. If the site is closed, your exams will be rescheduled without a rescheduling fee.



**Note** If you fail either part of the exam three times, you must retrain before you can retest.

## *Overview of exams*

The Nursing Assistant Competency Exam consists of two separate tests. One test is a **Written (Knowledge) Test**. The other test is a hands-on skills demonstration referred to as the **Clinical Skills Test**. You may take the tests in either order. You are not required to pass one test before taking the other.

You have three opportunities to take and pass both parts of the competency exam. If you fail either the Clinical Skills Test or Written or Oral Test three times, you will be required to retrain before being allowed to retest.

### *Written (Knowledge) Test*

The Written (Knowledge) Test consists of 55 multiple-choice questions that test your overall knowledge of information required as a nursing assistant caring for nursing home residents. You will have two hours to complete the test.

The content outline for the Written (and Oral) Test is located on Page 11. Practice questions written in a similar style to the actual test questions are included in this bulletin on Page 17.

### **Oral Test**

The Written (Knowledge) Test is also offered in an oral version referred to as the Oral Test. The oral administration may be helpful to candidates who have a reading disability, limited reading skills or for those candidates who consider English their second language. Candidates who would like to take the Oral Test **must** advise the test site at the time they schedule their exam appointment. This request **cannot** be made on the day of testing.

The Reading Assessment on Page 18 may help candidates determine if they should consider taking the Written Test by oral administration.

Candidates who choose to take the Oral Test will be provided with a headset that will allow them to hear the question read while they follow the questions on the computer. Candidates taking the Oral Test are required to answer questions on the computer. Candidates may replay as needed during the test administration.

---

## *Clinical Skills Test*

The Clinical Skills Test is a timed test. You will have 35 minutes to complete the skills you are asked to perform.

To pass the Clinical Skills Test, you must pass five skills. Three of the skills will come from the Clinical Skills checklist (see Page 11). While performing those three skills, you will also be scored on two additional skills - handwashing and Indirect Care. Indirect Care represents aspects of care related to resident rights, communication with the resident, resident safety and comfort, and infection control. When reviewing the checklist, you will notice that these checkpoints are a part of every skill.

Each skill is comprised of a series of checkpoints to which points have been assigned based on how critical the checkpoint is to the safe performance of the skill. For example, the checkpoint for raising the head of the bed before feeding the resident would have a higher number of points assigned to it than the checkpoint for removing the clothing protector after feeding the resident. To pass a skill, you are not required to perform the skill perfectly. When administering the test, the nurse examiner watches the candidate perform the skill and compares each candidate's performance to the checkpoints that make up each skill.

The rules for the Clinical Skills Test permit you to correct your performance while you are demonstrating a skill. However, once you have completed a skill and have begun the performance of another skill, you may not go back to correct the performance of a previous skill. You are not given additional time for correcting a skill.

The nurse who administers the Clinical Skills Test is not permitted to discuss your results or performance with you. The nurse also is not permitted to provide teaching or coaching, or debate or discuss your test results. If you fail a skill, you may find it helpful to return to the skills checklist to review the checkpoints.

### **Resident actor**

Depending on the skill, you will provide care to either another candidate playing the role of the resident or to a mannequin. You are expected to speak and address the person playing the resident or the mannequin just as you would speak to a resident. The person acting as the resident is playing the part of a resident who is not confused, is able to speak and follow directions, and is able to move when told to do so.

You should expect to play the role of the resident for other candidates. Depending on the requirements of the skills being tested, you may be asked to play the resident for more than one candidate.

## Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section contains:

- A list of what to bring to the exam.
- Security procedures that will be enforced at the test center.
- An explanation of the computer process for the Written Test.
- A guide to understanding your exam results.
- Information about appeals.

### What to bring to the exam

You should arrive at least **15 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

**Identification.** You must present **two** valid, nonexpired, forms of identification before you can test.

- 1 The first identification must be government-issued (e.g., driver's license, state-issued identification card, military identification or passport) that contains:
  - **Both** a current photo and your signature; and
  - The name that exactly matches the name used on the application submitted to the NSBN (including designations such as "Jr." and "III").
- 2 The second form of identification must include your name and signature. Examples of acceptable second forms of identification include a library card, hunting license, Social Security card or a credit card. Copies will not be accepted.

**Social Security number.** You will also need to provide your Social Security number. You are not required to provide the actual Social Security card unless choosing to use the Social Security card as the second form of identification.



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment and you will be required to pay another exam fee before rescheduling your exam. If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Test center personnel have the right to refuse admission to any candidate when the identification presented:

- Appears to have been falsified or tampered with.
- Has a photo that does not appear to resemble the candidate testing. (Please make sure your identification has a recent photograph.)
- Has a signature that does not match the candidate's.

**Late arrivals.** If you are late for your testing appointment, you will be denied entrance into the test and you will forfeit your test fees. You will be required to pay another fee to reschedule another appointment.

**What to wear.** It is recommended that a uniform or scrubs and flat, nonskid, closed-toed shoes be worn. You may be refused entrance into the test if you fail to dress appropriately. If you are not allowed to take your test, you will lose your test fees and will have to pay another fee to reschedule your exam.



**Note** Since completing both the Clinical Skills and Written (Oral) tests may take several hours, it is recommended that you bring snacks and/or lunch and beverages (nonalcoholic). While eating and drinking are not allowed during testing, candidates will be directed to areas where they are allowed to eat while waiting for their test. Do not depend on vending machines being available at the test center.

## Security procedures

### Personal items

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will apply at each test center.

Prometric and the test site college are not responsible for personal items brought to the testing center. While a designated area may be provided, it is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, programmable calculators, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, purses, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

### Breaks

- If you leave the testing room while a test is in progress, you must sign out/in on the roster and you will lose test time.
- You are not allowed to use any electronic devices or phones during breaks.

### Visitors

- No guests, visitors or family members are allowed in the testing room.

### Weapons

- Weapons are not allowed at the test center.

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the exam. If dismissed, exam results will be invalid. Examples are: giving or receiving help, Clinical Skills candidates or actors prompting or moving when not directed to do so, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Failure to follow any of these security procedures may result in the disqualification of your exam. Prometric and testing site personnel reserve the right to audiotape and videotape any test session.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the test, you should answer the question to the best of your ability.

## Taking the computerized Written Test

The Written Test is administered by computer. Previous computer experience is not required and you do not need keyboard or typing skills. You will use a computer mouse to select answers. You will receive a tutorial before the test begins to familiarize you with taking your test on a computer.

This review features:

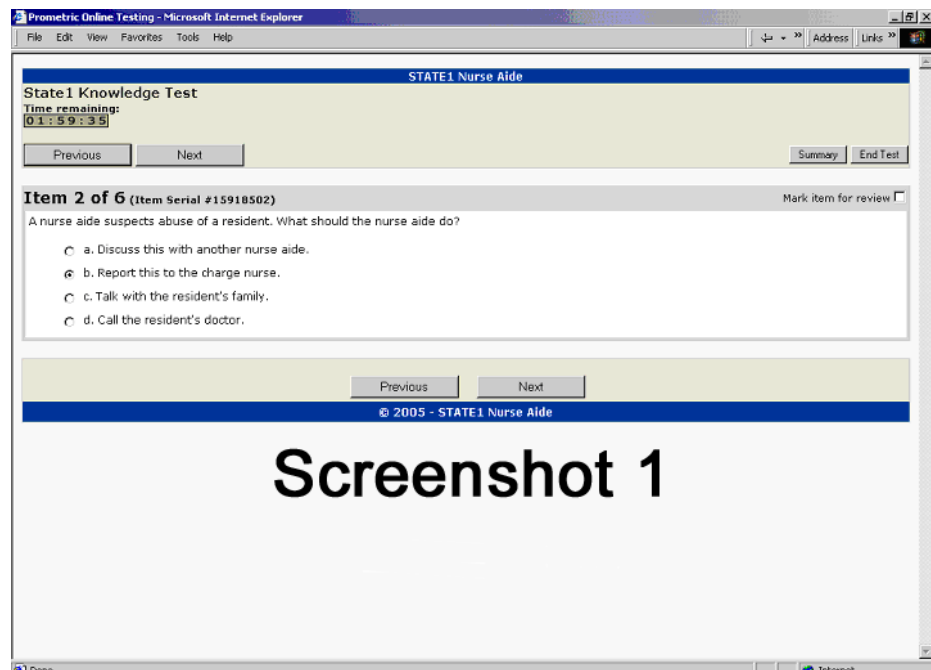
- Moving the mouse and using the mouse to select answers.
- Marking a question for review.
- Reviewing questions.
- Viewing a summary list of questions showing answered and unanswered questions.
- Submitting a test for scoring.

The screenshots on the following pages are samples of how test questions are displayed on the computer screen during the test. Notice the following features:

- The time remaining is displayed in the upper right-hand corner.
- Above the question, on the upper right-hand side, a box is available that can be checked to indicate questions you would like to look at again later. The way questions are scored is not affected by checking boxes.

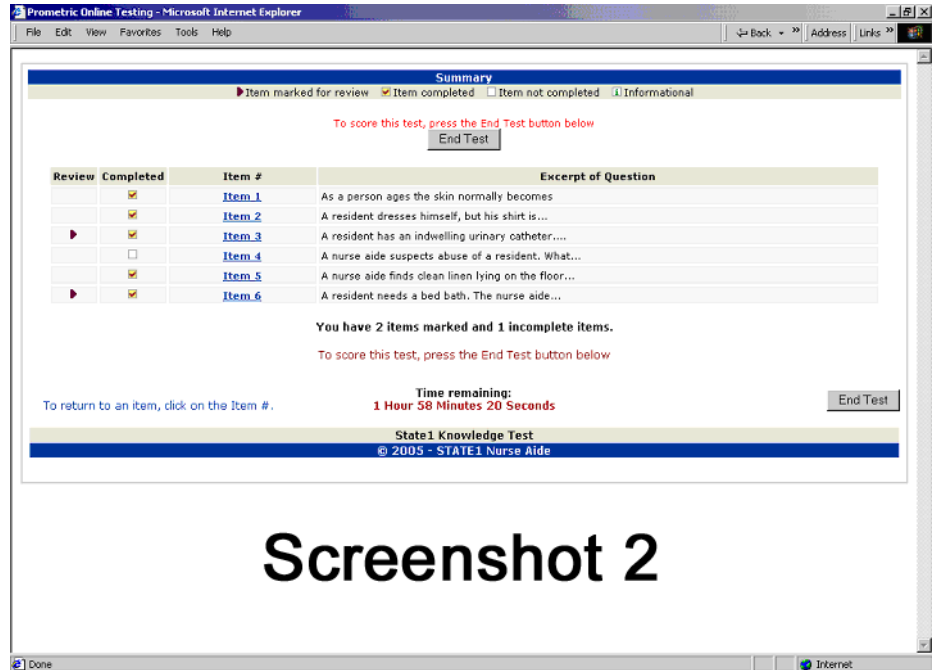
In **Screenshot 1**, the candidate chose “b. Report this to the charge nurse” as the answer. You can change your answer by clicking on another response.

- Buttons are located above and below each question allowing you to move to the next question or go back to the previous question(s).
- A “Summary” button is located in the upper right area of the screen that can be selected at any time to review how many questions have been answered and marked for review.
- An “End Test” button is also located in the upper right area of the screen. Click on this button only when you are ready to submit your test for scoring.



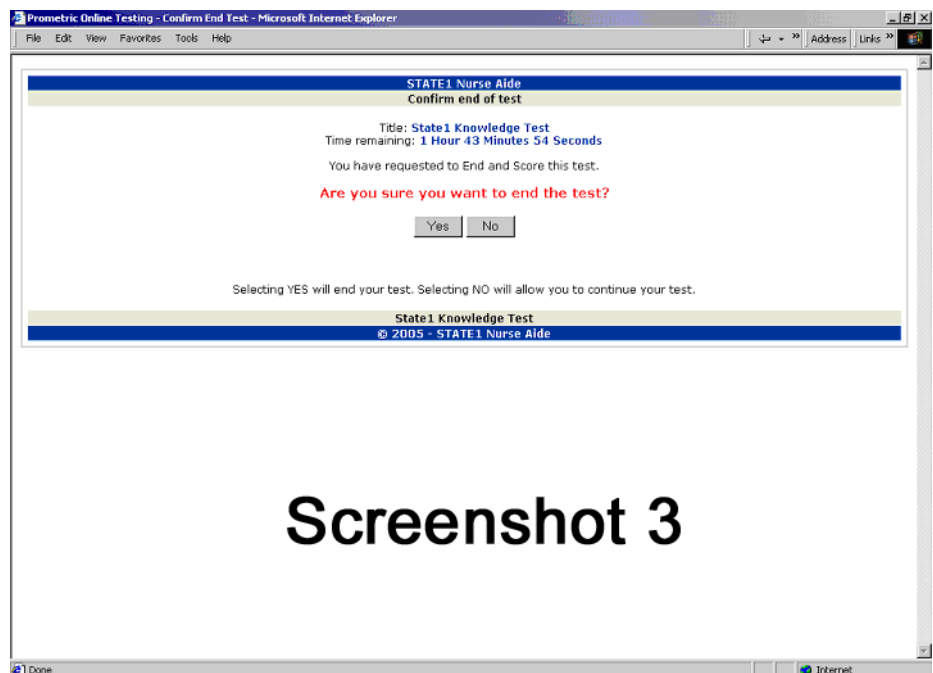
# Screenshot 1

**Screenshot 2** is an example of the Summary page, which provides information on questions that are marked for review, and have and have not been answered. You can open any question from this page by clicking on an item number under the column marked "Item #."



## Screenshot 2

**Screenshot 3** appears when you select "End Test." You will be required to answer the question "Are you sure you want to end the test?" Responding "yes" will result in the immediate scoring of your test. This test cannot be reentered under any condition. You should only answer "yes" to this question when you are completely finished with the test. It is always a good idea to review the Summary page before ending your test.



## Screenshot 3

**Contingency testing.** In the event that a technological problem occurs on a scheduled exam day, a paper and pencil version of the test will be used. Should contingency testing be implemented, same-day scoring will not be available for the Written Test. Score reports would be mailed to candidates within five business days of the test date.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

---

## *Your exam results*

**Written or Oral (Knowledge) Test.** You will be given a printed score report immediately after finishing your computerized test. The score report will list an overall result, either pass or fail. Test site personnel are not permitted to discuss results or performance with candidates. All test results are reported to the NSBN within five days of the test date.

**Clinical Skills Test.** The NSBN has authorized the test sites the option of choosing whether candidates will be issued results on the day of testing or if their results will be mailed. The nurse raters administering the Clinical Skills Test **are not** permitted to discuss your results or performance with you. This includes explaining about or teaching the skills. You should consult the clinical skills checklist to review the performance requirements.

**Retesting.** If you must retest because you failed the Written or Oral (Knowledge) Test or the Clinical Skills Test, you may apply to take only the test you failed. You have three attempts to pass each test. You must retrain if you fail any test three times.

**Change of address or name.** You are responsible for keeping your information current with the NSBN. Should your address change, you must notify the NSBN, in writing or online at [www.nursingboard.state.nv.us](http://www.nursingboard.state.nv.us) within 30 days (NAC 632.205). There is no charge for updating your address with the NSBN.

---

## *Appeals process*

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing.

Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
 1260 Energy Lane  
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

## Exam content outlines

The following outline describes the content of the Nursing Assistant Competency Exam.

The Written (Knowledge) Test and Clinical Skills Test will contain questions on the topics listed in the outline.

### Written (Knowledge) Test Content Outline

**55 questions—Two-hour limit**

Note: Ten questions on this test are used for statistical purposes only and will not be included in the scoring process.

The areas of nursing assistant knowledge covered in the test are listed below.

- I. Role of the Nursing Assistant**
  - A. Job duties and responsibilities—reporting, personal health and safety, resident’s rights, values, ethics, and legal considerations, reporting abuse and neglect
  - B. The health care team—care plans, resident care conferences, roles of team members
  - C. Communication skills
- II. Promotion of Health and Safety**
  - A. Accident prevention
  - B. Infection control
  - C. Use of restraints
  - D. Fire prevention and safety
  - E. Educating residents about health and safety
- III. Promotion of Function and Health of Residents**
  - A. Personal care skills—feeding, bathing, perineal care, nail care, skin care, toileting, grooming, dressing
  - B. Health maintenance—hydration and nutrition, protective devices, mobility and ambulation, range of motion, turning and positioning, transfer and appliances, bowel and bladder training, grooming, self care, assistive devices
  - C. Age-related changes
  - D. Psycho-social needs
- IV. Basic Nursing Skills**
  - A. Routine situations—vital signs, height, weight, skin, blood pressure, elimination, circulation, dietary, alertness, memory loss, confusion, sadness, fear, anxiety, withdrawn behavior
  - B. Emergency situations—chest pain, respiratory distress, choking, seizures, falls, difficulty swallowing, diabetes, level of consciousness
- V. Specialized Care**
  - A. Physical problems—hearing and vision loss, speech difficulty, mobility, paralysis, incontinence, constipation, diarrhea, nausea, catheter, tube feeding, oxygen therapy, dietary restrictions, pain

- B. Psychological problems—confusion, memory loss, anxiety, combativeness, depression, fear, grief, pain
- C. Care of the dying resident

### Clinical Skills Checklists

The checklist for each of the skills is provided on the pages that follow. These checklists are not procedures and are not necessarily provided in the order that the candidate will perform the skill. The skills should not be learned from the checklists; however, the checklists can be helpful for you and your instructor to evaluate your performance in the classroom or clinical setting.

**Indirect Care** represents behaviors that are part of every skill tested for the Clinical Skills Test. Indirect Care includes communication, resident rights, safety, comfort and Standard Precautions (infection control). Indirect Care is rated during your performance of each skill. In every skill except handwashing, the Indirect Care checkpoints are the same. They are always the first two checkpoints and the last four checkpoints. You will receive a separate score for Indirect Care.

**Handwashing Notes:** Your handwashing technique is evaluated at the beginning of the test. This skill is not prompted, which means you will not be told to wash your hands. Nursing assistants are expected to know to wash their hands before and after physical contact (touching) with the resident. Demonstrating when handwashing is necessary is evaluated as a part of Indirect Care—Standard Precautions.

### Handwashing

Does the candidate:

- 1** Wet hands and apply soap?
- 2** Work up lather cleansing front and back of hands, wrists, between fingers, around cuticles, and under nails?
- 3** Provide cleansing friction for a minimum of 15 seconds?
- 4** Remove all soap, rinsing while holding fingers lower than wrists?
- 5** Dry hands with paper towel and limit contact of towel to cleansed skin surfaces?
- 6** Turn off water with paper towel and dispose of towel?
- 7** Complete task without contaminating hands, such as against sink?

**Bedpan**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Place protective pad on bed over bottom sheet, under buttocks before placing bedpan?
- 4 Position bedpan under resident according to form/shape of the selected bedpan to allow for comfort and collection?
- 5 Raise the head of bed to level of resident's comfort, after positioning the resident on the bedpan?
- 6 Provide resident with toilet paper before removing the bedpan?
- 7 Lower head of bed before removing bedpan?
- 8 Empty contents of bedpan into toilet?
- 9 Rinse, dry and store bedpan in bottom shelf/drawer of bedside cabinet?
- 10 Utilize standard (universal) precautions throughout procedure?
- 11 Promote resident comfort throughout procedure?
- 12 Promote resident rights throughout procedure?
- 13 Promote resident safety throughout procedure?

**Blood Pressure**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Expose the resident's antecubital area?
- 4 Position the resident's arm with palm up, and elbow at the level of the heart?
- 5 Wrap cuff evenly around arm (bladder over brachial artery), with bottom of cuff positioned within an inch above the antecubital?
- 6 Locate the brachial artery before placing the stethoscope?
- 7 Position diaphragm of stethoscope over brachial artery, and place stethoscope earpieces in his/her ears, before inflating cuff?
- 8 Inflate cuff safely (e.g., inflate not more than 30mm past point pulse last felt or heard)?
- 9 Control slow deflation of cuff?
- 10 Record blood pressure within  $\pm 4$ mm of CSO's systolic and diastolic readings?
- 11 Clean (earpieces and diaphragm of stethoscope with alcohol swab or other disinfectant) and store equipment at completion of procedure and leave work area tidy?
- 12 Utilize standard (universal) precautions throughout procedure?
- 13 Promote resident comfort throughout procedure?
- 14 Promote resident rights throughout procedure?
- 15 Promote resident safety throughout procedure?

**Catheter Care**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Apply gloves before beginning catheter care?

**Catheter Care**

- 4 Place incontinent pad under buttocks before beginning procedure?
- 5 Ensure water is at safe and comfortable temperature?
- 6 Use soapy washcloth to clean around the catheter at the insertion site?
- 7 Change spot on washcloth for each washing stroke, wiping from front to back?
- 8 Cleanse catheter, washing away from body and down the catheter about 3-4 inches?
- 9 Use clean wet washcloth for rinsing?
- 10 Change spot on washcloth for each rinsing stroke, wiping from front to back?
- 11 Dry entire perineal area, from front to back, and catheter after completing cleaning and rinsing of each area?
- 12 Leave tubing coiled on bed, without kinks, obstructions, or loops of tubing hanging over the side of the bed?
- 13 Remove incontinent pad at the completion of the procedure?
- 14 Clean and store equipment at completion of procedure and leave work area tidy?
- 15 Utilize standard (universal) precautions throughout procedure?
- 16 Promote resident comfort throughout procedure?
- 17 Promote resident rights throughout procedure?
- 18 Promote resident safety throughout procedure?

**Change an Occupied Bed**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Lower head of bed before changing linen?
- 4 Position resident safely on side and on nonworking side of bed?
- 5 Roll dirty bottom linen and tuck under resident?
- 6 Place clean bottom linen on working side, securing under mattress at head of bed and along working side?
- 7 Extend clean bottom linen on working side, across bed and tuck under resident?
- 8 Ask or assist resident to turn to face opposite side of bed?
- 9 Complete placement of bottom linen, securing flat sheet under mattress at head of bed and on sides and, if using fitted sheet, by securing all four sides?
- 10 Leave bottom linen free of wrinkles?
- 11 Place clean top linen(s)?
- 12 Avoid exposure of resident throughout procedure?
- 13 Secure top linen(s) under foot of mattress allowing room for foot movement?
- 14 Leave top linens untucked on sides?
- 15 Replace pillowcase?
- 16 Utilize standard (universal) precautions throughout procedure?
- 17 Promote resident comfort throughout procedure?
- 18 Promote resident rights throughout procedure?
- 19 Promote resident safety throughout procedure?

**Change of Position**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Position and align resident to ensure safe turning?
- 4 Position device/padding/pillow behind resident's back to maintain side-lying position?
- 5 Align legs with knees slightly bent to alleviate hip and back strain?
- 6 Position device/padding/pillow placed between legs to avoid contact between bony prominences of knees and ankles?
- 7 Position device/padding/pillow placed between legs to ensure (upper) hip and leg in proper alignment?
- 8 Adjust resident's left arm and shoulder to avoid pressure?
- 9 Position pillow to provide support/alignment of neck and head?
- 10 Provide positioning device/padding/pillow to support right shoulder/arm?
- 11 Utilize standard (universal) precautions throughout procedure?
- 12 Promote resident comfort throughout procedure?
- 13 Promote resident rights throughout procedure?
- 14 Promote resident safety throughout procedure?

**Dressing**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Include resident in decision-making about clothing to wear?
- 4 Collect all garments (socks, undergarments, pants, shirt or dress) before undressing from gown?
- 5 support affected right arm while undressing and dressing?
- 6 Remove gown from affected right arm last?
- 7 Dress affected right arm first?
- 8 Gather up sleeve to ease pulling over affected arm?
- 9 Assist resident to put on underwear, T-shirt, slacks and top (or dress) and socks?
- 10 Move resident's body and extremities gently and without over-extension or force when assisting with undressing and dressing?
- 11 Adjust all clothing for comfort, neatness and alignment and close all fasteners?
- 12 Place dirty gown in designated hamper?
- 13 Utilize standard (universal) precautions throughout procedure?
- 14 Promote resident comfort throughout procedure?
- 15 Promote resident rights throughout procedure?
- 16 Promote resident safety throughout procedure?

**Feeding**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Raise head of bed with resident in sitting position (minimum 60 degrees) and in proper alignment, before feeding?
- 4 Offer and assist resident to wash hands before feeding?
- 5 Sit to maintain eye level contact with resident while feeding?
- 6 Apply clothing protector before feeding?
- 7 Offer fluid to drink to moisten mouth before offering food?
- 8 Use spoon to feed?
- 9 Offer fluids to drink throughout feeding (after at least every 3-4 bites of food)?
- 10 Check to see if resident has swallowed before offering next bite?
- 11 Offer encouragement to resident toward maximizing food and fluid intake?
- 12 Converse with resident during meal?
- 13 Leave area around resident's mouth clean and dry?
- 14 Remove protective clothing cover and tidy work area to completion of task?
- 15 Accurately record percent of food intake on Food Acceptance Record?
- 16 Utilize standard (universal) precautions throughout procedure?
- 17 Promote resident comfort throughout procedure?
- 18 Promote resident rights throughout procedure?
- 19 Promote resident safety throughout procedure?

**Hair and Nail Care**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Use comb or brush to groom hair, pulling gently through hair without tearing or breaking hair or causing discomfort to the resident?
- 4 Soak nails in water of safe, comfortable temperature before removing residue from under nails or clipping?
- 5 Remove residue from under nails with either nailbrush or orangewood stick?
- 6 Dry hands after soaking?
- 7 Leave nails smooth and free of jagged edges?
- 8 Apply lotion to hands after nails are cleaned and shaped?
- 9 Clean and store equipment at completion of procedure and leave work area tidy?
- 10 Utilize standard (universal) precautions throughout procedure?
- 11 Promote resident comfort throughout procedure?
- 12 Promote resident rights throughout procedure?
- 13 Promote resident safety throughout procedure?

**Measure and Record Content of Urinary Drainage Bag**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Empty urinary drainage bag into graduated container without touching tubing against the container?
- 4 Wipe drain with alcohol swab after emptying urine contents?
- 5 Clamp and tuck drain into protective pocket of urinary drainage bag after emptying?
- 6 Leave bag secured to nonmovable part of bed, ensuring drainage bag and tubing are not touching floor?
- 7 Set graduated container on flat surface in bathroom to read?
- 8 Position self to read urine amount in graduated container at eye level?
- 9 Empty urine in graduated container into toilet, rinse container and store?
- 10 Remove gloves and wash hands before recording output?
- 11 Record output within +/- 50cc's of CSO's reading?
- 12 Record output as urine and indicate the correct time on the I&O sheet?
- 13 Utilize standard (universal) precautions throughout procedure?
- 14 Promote resident comfort throughout procedure?
- 15 Promote resident rights throughout procedure?
- 16 Promote resident safety throughout procedure?

**Measure and Record Weight**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Balance scale at zero before measuring weight?
- 4 Provide assistance to help resident onto scale?
- 5 Provide assistance to help resident off scale?
- 6 Record resident's weight within  $\pm 2$  lbs. Of CSO's measurement?
- 7 Utilize standard (universal) precautions throughout procedure?
- 8 Promote resident comfort throughout procedure?
- 9 Promote resident rights throughout procedure?
- 10 Promote resident safety throughout procedure?

**Mouth Care - Brush Teeth**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Position resident in a sitting position (minimum of 45 degrees) before beginning mouth care?
- 4 Place protective covering over clothing before providing mouth care?
- 5 Moisten toothbrush with water and apply toothpaste before brushing teeth?

**Mouth Care - Brush Teeth**

- 6 Brush all surfaces of teeth and the gumline with a gentle motion?
- 7 Offer resident the opportunity to rinse out mouth and spit into emesis basin as needed?
- 8 Leave area around resident's mouth clean and dry?
- 9 Clean and store equipment at completion of procedure, remove protective clothing cover and leave work area tidy?
- 10 Utilize standard (universal) precautions throughout procedure?
- 11 Promote resident comfort throughout procedure?
- 12 Promote resident rights throughout procedure?
- 13 Promote resident safety throughout procedure?

**Mouth Care - Dentures**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Transport dentures to sink in a denture cup or emesis basin?
- 4 Line sink with washcloth or paper towels, or fill sink with water to reduce risk of denture breakage?
- 5 Use cool or tepid running water to clean and rinse dentures?
- 6 Brush all surfaces of the dentures?
- 7 Brush dentures over sink?
- 8 Rinse dentures to ensure toothpaste/denture cleaner removed?
- 9 Store clean dentures in denture cup filled with clean cool or tepid water?
- 10 Protect resident clothing before beginning mouth care?
- 11 Provide mouth care to resident using a toothbrush/toothette/swab?
- 12 Offer resident the opportunity to rinse mouth and spit into emesis basin?
- 13 Leave area around resident's mouth clean and dry?
- 14 Clean and store equipment after use and leave area tidy?
- 15 Utilize standard (universal) precautions throughout procedure?
- 16 Promote resident comfort throughout procedure?
- 17 Promote resident rights throughout procedure?
- 18 Promote resident safety throughout procedure?

**Partial Bedbath**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Ensure water is at safe and comfortable temperature?
- 4 Drape/cover resident to ensure only area being cleansed is exposed?
- 5 Use washcloth without soap to wash face?
- 6 Wipe eye from the inside to out, changing to clean area of washcloth before returning to inner eye and before cleansing other eye?
- 7 Leave face clean and dry?

**Partial Bedbath**

- 8 Contain corners of washcloth while washing and rinsing (e.g., forming mitt)?
- 9 Protect bedding by repositioning towel under resident throughout washing and rinsing?
- 10 Wash neck, hands, arms and chest using small amount of soap applied directly to washcloth?
- 11 Rinse neck, hands, arms and chest removing soap residue?
- 12 Dry neck, hands, arms and chest?
- 13 Ask or assist resident to turn safely on side to wash back?
- 14 Wash, rinse and dry back?
- 15 Warm lotion in hands before applying to resident's back?
- 16 Provide backrub from base of spine and working toward neck and shoulders using gentle strokes and circular motions?
- 17 Remove unabsorbed excess lotion on resident's back?
- 18 Replace hospital gown without exposing resident and secure gown in back?
- 19 Clean and store equipment after use, and leave work area tidy?
- 20 Utilize standard (universal) precautions throughout procedure?
- 21 Promote resident comfort throughout procedure?
- 22 Promote resident rights throughout procedure?
- 23 Promote resident safety throughout procedure?

**Perineal Care - Female**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Apply gloves before beginning perineal care?
- 4 Replace soiled pad under resident's buttocks before beginning perineal care?
- 5 Ensure water in basin is at a safe and comfortable temperature?
- 6 Use soapy washcloth to cleanse genital area?
- 7 Pass over urinary meatus with first stroke of washcloth?
- 8 Change spot on washcloth for each washing stroke?
- 9 Wipe from front to back with all washing and rinsing strokes?
- 10 Remove all soap from perineal area using a fresh wet washcloth for rinsing?
- 11 Change spot on washcloth for each rinsing stroke?
- 12 Cleanse all skin folds of perineal area, front and back?
- 13 Dry entire perineal area, from front to back after completing cleansing and rinsing of each area?
- 14 Replace basin of water during task if it becomes cold or soapy?
- 15 Position resident on side for cleansing of buttocks and rectal area?
- 16 Cleanse, rinse and dry rectal and buttocks area?
- 17 Leave resident on dry underpad at completion of procedure?

**Perineal Care - Female**

- 18 Clean and store equipment at completion of procedure and leave work area tidy?
- 19 Utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- 20 Promote resident comfort throughout procedure?
- 21 Promote resident rights throughout procedure?
- 22 Promote resident safety throughout procedure?

**Pulse and Respirations**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Support resident's forearm while taking pulse?
- 4 Place fingers over radial pulse?
- 5 Count pulse for at least one full minute?
- 6 Record pulse rate?
- 7 Report pulse within +/- 4 beats per minute of CSO's measurement?
- 8 Conceal counting of respirations by not telling resident?
- 9 Count respirations for at least one full minute?
- 10 Record rate of respirations?
- 11 Report respirations within +/- 2 breaths per minute of CSO's measurement?
- 12 Utilize standard (universal) precautions throughout procedure?
- 13 Promote resident comfort throughout procedure?
- 14 Promote resident rights throughout procedure?
- 15 Promote resident safety throughout procedure?

**Range of Motion - Lower Extremities**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Support extremity above and below joints throughout ROM?
- 4 Take resident's hip and knee through ROM, flexing knee and hip and raising toward torso, and returning back to mattress?
- 5 Take resident's hip through abduction/adduction ROM (moving leg away from midline and returning to the midline, with leg lifted slightly off the bed)?
- 6 Take resident's hip through rotation ROM (e.g., rolling leg toward midline, and out toward edge of bed, or by turning foot toward midline and out toward edge of bed)?
- 7 Flex and extend ankle through ROM exercises?
- 8 Rotate ankle through ROM exercises?
- 9 Provide three repetitions of each ROM exercise?
- 10 Ascertain resident's comfort with movement either verbally or by observing resident's face through ROM exercises?
- 11 Control extremity throughout ROM exercises to ensure smooth, slow, nonforceful movement?
- 12 Utilize standard (universal) precautions throughout procedure?
- 13 Promote resident comfort throughout procedure?

**Range of Motion - Lower Extremities**

- 14 Promote resident rights throughout procedure?
- 15 Promote resident safety throughout procedure?

**Range of Motion - Upper Extremities**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Support extremity above and below joints throughout exercises?
- 4 Take resident's shoulder through ROM, raising and lowering straightened arm, along side, toward head of bed and back to mattress?
- 5 Take resident's shoulder through abduction/adduction ROM, (moving straightened arm away from side, up toward head and returning along resident's side)?
- 6 Take resident's shoulder through rotation ROM, (positioning shoulder extended straight to the side with elbow flexed, rotating shoulder by moving forearm forward toward mattress and backward toward mattress)?
- 7 Flex and extend elbow through ROM exercises?
- 8 Rotate wrist through ROM exercises (e.g., gently moving wrist in circular motion to include flexion and extension, abduction and adduction of wrist)?
- 9 Flex and extend finger and thumb joints as ROM exercises?
- 10 Provide three repetitions of each ROM exercise?
- 11 Ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
- 12 Control extremity throughout ROM exercises to ensure smooth, slow, nonforceful movement?
- 13 Utilize standard (universal) precautions throughout procedure?
- 14 Promote resident comfort throughout procedure?
- 15 Promote resident rights throughout procedure?
- 16 Promote resident safety throughout procedure?

**Transfer**

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Place wheelchair near the bed before assisting resident to sitting position at the edge of the bed?
- 4 Lock wheelchair before beginning transfer?
- 5 Remove or swing footrests out of way before transferring resident?
- 6 Place nonskid footwear on resident before transferring resident?
- 7 Provide support to assist resident to sitting position on side of bed?
- 8 Apply gait belt securely around waist and ensure gait belt is not restricting circulation or breathing or injurious to skin?
- 9 Ensure resident's feet are flat on the floor before beginning transfer?
- 10 Position wheelchair adjacent to bed before beginning transfer with the front interior wheel close to bed to facilitate pivot transfer?
- 11 Stand in front of resident, bracing resident's legs, reaching around resident, under arms to hold gait belt securely at back?
- 12 Maintain own body mechanics in assisting resident to stand?
- 13 Complete transfer as a pivot?
- 14 Maintain own body mechanics in assisting resident to sit in wheelchair?
- 15 Provide support for controlled gentle lowering of resident into seat of wheelchair?
- 16 Position resident in proper body alignment in wheelchair with resident's hips in back of seat?
- 17 Place resident's feet on footrest?
- 18 Remove gait belt at completion of transfer?
- 19 Utilize standard (universal) precautions throughout procedure?
- 20 Promote resident comfort throughout procedure?
- 21 Promote resident rights throughout procedure?
- 22 Promote resident safety throughout procedure?

## Practice Questions for the Written Test

The questions in the Written Test are multiple choice. Each provides four options from which you choose your answer. If you are not sure of an answer, do not spend a great deal of time on it. It may be better to select the best answer or mark it for review later. Answer every question, even if you are unsure of an answer. You will not receive credit for any question left blank.

The following samples may be useful to review for the type of questions that may be included in the Written Test.

Note: While the NSBN certifies "nursing assistants," the use of the title "nurse aides" in the exam is considered the same.

1. **A nurse aide meets a new resident who is being admitted to the long term care facility. What should the nurse aide do first?**
  - A. Get ice water for the resident.
  - B. Greet the resident and introduce self.
  - C. Arrange the resident's personal belongings.
  - D. Talk with the resident's family.
2. **A nurse aide finds clean linen lying on the floor near the linen cart. What should the nurse aide do?**
  - A. Place the linen back on the cart and cover the cart.
  - B. Place the linen in a resident's room for immediate use.
  - C. Discard the linen in the soiled linen hamper.
  - D. Leave the linen on the floor for housekeeping staff to remove.
3. **A resident needs a bed bath. The nurse aide enters the room and greets the resident. What should the nurse aide do next?**
  - A. Fill a basin with warm water.
  - B. Change the resident's bed.
  - C. Ask the resident to get undressed.
  - D. Explain what the nurse aide plans to do.
4. **A nurse aide suspects abuse of a resident. What should the nurse aide do?**
  - A. Discuss this with another nurse aide.
  - B. Report this to the charge nurse.
  - C. Talk with the resident's family.
  - D. Call the resident's doctor.
5. **A resident has an indwelling urinary catheter. When caring for this resident, which of the following should the nurse aide report to the charge nurse immediately?**
  - A. The urine in the drainage bag is clear and light yellow in color.
  - B. The urine drainage bag is hanging below the level of the bladder.
  - C. The resident complains of pain and burning.
  - D. The resident tells the nurse aide that he hates to have a catheter.
6. **A resident dresses himself, but his shirt is inside out. What should the nurse aide say to the resident**
  - A. "You look like a clown. Why not let me dress you?"
  - B. "Let me dress you the next time, that is what I am paid for."
  - C. "I am glad you dressed yourself. Perhaps we can fix your shirt."
  - D. Say nothing at all to the resident.
7. **A nurse aide finds a resident crying in her room. Which of the following is the best response by the nurse aide ?**
  - A. "It's okay. We all have bad days."
  - B. "This is the best place to have a good cry."
  - C. "I will tell the social worker that you are upset."
  - D. "Will it help to tell me why you are crying?"
8. **Before taking a resident's oral temperature, what question should the nurse aide ask the resident?**
  - A. "Would you like to wash out your mouth with mouthwash?"
  - B. "Have you had anything hot or cold to eat or drink within the last ten minutes?"
  - C. "Would you like to remove your dentures?"
  - D. "Would you like your breakfast before I take your temperature?"
9. **As a person ages the skin normally becomes**
  - A. more red and flaky.
  - B. more yellow and wrinkled.
  - C. looser and drier.
  - D. tighter and smoother.

### Answers to sample questions:

1-B; 2-C; 3-D; 4-B; 5-C; 6-C; 7-D; 8-B; 9-C.

# Reading assessment

This reading assessment is designed to help you determine whether you have the reading skills needed to take the Written Test.

There are seven short paragraphs below. After each paragraph, there are three questions. Each question has five choices. Only one answer is correct. Circle the correct response.

**It was spring. The young girl breathed the warm air, threw off her shoes and began to run. Her arms swung. Her feet hit sharply and evenly against the ground. At last she felt free.**

1. **What time of year was it?**
  - A. Summer.
  - B. Fall.
  - C. Spring.
  - D. December.
  - E. July.
2. **What was the young girl doing?**
  - A. Running.
  - B. Jumping.
  - C. Going to sleep.
  - D. Driving a car.
  - E. Fighting.
3. **How did she feel?**
  - A. Hot.
  - B. Free.
  - C. Angry.
  - D. Cold.
  - E. Unhappy.

**There were footsteps and a knock at the door. Everyone inside stood up quickly. The only sound was that of the pot boiling on the stove. There was another knock. No one moved. The footsteps on the other side of the door got quieter and quieter as the person walked away.**

4. **The people inside the room**
  - A. hid behind the stove.
  - B. stood up quickly.
  - C. ran to the door.
  - D. laughed out loud.
  - E. began to cry.
5. **What was the only sound in the room?**
  - A. People talking.
  - B. Birds singing.
  - C. A pot boiling.
  - D. A dog barking.
  - E. A man shouting.
6. **The person who knocked at the door finally**
  - A. walked into the room.
  - B. sat down outside the door.
  - C. shouted for help.
  - D. walked away.
  - E. broke down the door.

At the end of this assessment, an answer key is provided so you can score the test. If you answered 13 or more questions correctly, you most likely have the reading skills required to take the Written Test. If you get 12 or fewer questions correct, you should consider requesting an oral administration of the test (see Page 4).

**Jesse could smell the fish market long before he could see it. As he came closer he could hear merchants calling out about fresh catches and buyers arguing about prices. Soon he could see the market itself, brightly lit and colorful. He could see fishing boats coming in. Their decks were covered with silver-gray fish.**

7. **What kind of market did Jesse see?**
  - A. A vegetable market.
  - B. A meat market.
  - C. A fish market.
  - D. A flower market.
  - E. A fruit market.
8. **What does he see coming in?**
  - A. Tug boats.
  - B. Rowboats.
  - C. Passenger boats.
  - D. Fishing boats.
  - E. Sailboats.
9. **What covered the decks of the boats?**
  - A. Rope.
  - B. People.
  - C. Car.
  - D. Boxes.
  - E. Fish.

**Tiger is a large, yellow cat. At night she prowls outside and is very fierce. When she hears a noise, she lowers her head and walks with stiff legs. All the other cats are afraid to come into her yard.**

10. **When does Tiger prowl?**
  - A. At dawn.
  - B. At dinnertime.
  - C. In the afternoon.
  - D. In the morning.
  - E. At night.
11. **What does Tiger do when she hears a noise?**
  - A. She runs away.
  - B. She walks with stiff legs.
  - C. She hides under the bushes.
  - D. She walks on tiptoe.
  - E. She pretends she doesn't hear it.
12. **Who is afraid to come into her yard?**
  - A. All the other cats.
  - B. The dog next door.
  - C. The people who live in the house.
  - D. The mail carrier.
  - E. Most of the birds.

The model number of this radio is A-707. Weak sound may indicate weak batteries. Replace with fresh batteries. Failure of the radio to operate may indicate a loose connection. All connections should be checked. If the radio still does not work properly, bring it to our service department, 17-B West 17th Street.

13. What is the model number of the radio?  
 A. A-707.  
 B. 17-B.  
 C. W-17.  
 D. B-17.  
 E. AB-17.
14. What should be done if the sound is weak?  
 A. Use weak batteries.  
 B. Send the model number to the service department.  
 C. Replace the batteries with fresh batteries.  
 D. Replace the connections.
15. What is the address of the service department?  
 A. 17-A West 17th Street.  
 B. 17-B West 17th Street.  
 C. 17-A West 7th Street.  
 D. A-707 West 71st Street.  
 E. 17-B West 71st Street.

The cat brushed against the old woman. The woman did not move. She stood and stared into the window of the house. The party inside looked warm and friendly; no one noticed her. The old woman walked sadly on, followed by the cat.

16. What kind of animal was with the woman?  
 A. Mouse.  
 B. Dog.  
 C. Horse.  
 D. Cat.  
 E. Bird.
17. What did the woman see inside the house?  
 A. A party.  
 B. Some dogs.  
 C. An old man.  
 D. A meeting.  
 E. A salesclerk.
18. The woman is described as being?  
 A. Old.  
 B. Young.  
 C. Thin.  
 D. Fat.  
 E. Small.

His pen dropped from his hand. His head began to nod. All at once he was asleep. Everyone in the room laughed, for he had come to work only five minutes ago.

19. What dropped from his hand?  
 A. A pen.  
 B. A pencil.  
 C. A piece of paper.  
 D. A telephone.  
 E. A book.

20. What was he doing after his head began to nod?  
 A. Talking.  
 B. Sleeping.  
 C. Crying.  
 D. Laughing.  
 E. Leaving.
21. When had he come to work?  
 A. Half an hour ago.  
 B. Three hours ago.  
 C. Yesterday.  
 D. Five minutes ago.  
 E. Forty minutes ago.

Answer Key		
1 – C	8 – D	15 – B
2 – A	9 – E	16 – D
3 – B	10 – E	17 – A
4 – B	11 – B	18 – A
5 – C	12 – A	19 – A
6 – D	13 – A	20 – B
7 – C	14 – C	21 – D

**Number Correct**

**13 to 21:** You most likely have the reading skills to take the Written test.

**12 or less:** You may prefer to take the oral version of the Written test.

PROMETRIC  
1260 Energy Lane  
St. Paul, MN 55108  
866.837.1416

**FIRST  
CLASS  
MAIL**