

General Instructions for the Skills Test

Read these instructions while you are waiting to take your Skills Test.
This card must be returned to the Evaluator who will give your test.

When you are called into the Testing Room, the Evaluator will:

- ask to see your identification.
- show you around the room so you can see the supplies and equipment needed for the test.

For the Skills Test you will perform three skills that you could perform in the care of a client. While you perform these skills, an Evaluator will observe and record your performance. The skills will be performed either on a candidate playing the part of the client or on a mannequin. You should treat and speak to the actor or mannequin just as if he/she is a real client.

Before you take your test, the Evaluator will:

- give you a card that has the list of skills you are to perform for your test with instructions for each skill.
- read the instructions for each skill to you. (An interpreter will assist if you are taking a non-English test.)
- tell you when you will take your test and when you will play the role of the client for another candidate's test.

For the skills test, the client:

- is considered mentally alert and cooperative.
- may have physical limitations during some skills.

When the client is played by a person (not a mannequin), the person:

- is only allowed to talk to answer your questions.
- can move and assist with movement.
- will only move when asked to move.

When you play the role of the client you:

- are a client that is alert and cooperative and who can move and follow directions.
- should move **ONLY** when asked to do so by the candidate.
- should talk **ONLY** to answer a question asked by the candidate.
- may receive special instructions from the Evaluator about your role as a client.
- may **NOT** help the other candidate in any way. This includes giving hints by using words, signals, or facial expressions. This kind of behavior is considered cheating and both candidates will be dismissed from the test without receiving test results. Incidents will be reported to the Washington Department of Health.

These are a few points to keep in mind while you take the Skills Test:

- You must actually perform the skills.
- You must perform the skills in the order they are listed on the Instruction Card the Evaluator will give you. You may reread the Instruction Card at any time during your test.

Turn card over to continue reading on the back➔

- Read the instructions carefully for each skill. For this test, you will pretend you are working with one client for all three skills, even though an actor may play the client for one skill and a mannequin may be used as the client for another skill. In some skills, the instructions will also give specific information about a client's abilities or limitations. For example, in the dressing skill the actor will represent a client with a weak arm. That special physical limitation only applies to the dressing skill. The special instructions about the weak arm, does not apply to the client in the other two skills.
- The supplies and equipment needed to perform the skills are in the testing room. If there is something you cannot find, ask the Evaluator.
- When you finish a skill say, "I am done."
- If you think you made a mistake during a skill, you must tell the Evaluator that you are going back to make a correction. You may only make corrections to a skill that you are performing. Once you say you are done with a skill, you may not go back to that skill.
- When the Evaluator gives you the Instruction Card, you will be told how many minutes you have to take the test. The amount of time is based on the skills. The Evaluator will begin counting the time when you start the first skill, and you will be told when you have five minutes time remaining before your test ends.
- When you finish the last skill, treat this as though you are finished caring for the client for the day.
- During the test if the Evaluator has a serious safety concern, the testing of the skill will be stopped, and that skill will end.
- You are taking a state test. The Evaluator is not allowed to help or teach you or discuss your performance with you.

When your test has ended, the Evaluator will:

- Enter data from your skills performance into the computer, which will score the test.
- You will be instructed to check your email in search for the Completion Letter, which has information about accessing your score report.

Other general rules for this test include:

- Recording devices, cell phones, pagers, PDAs or cameras must be turned off and stored during your test.
- Any personal belongings that are with you must be stored in the testing room and you will not be allowed into your belongings during your test.
- This is a closed book test. You are not allowed to use or look at any notes, books or the candidate bulletin during the test.
- There are no breaks provided during this test.
- Unless you registered to take a non-English Skills Test, you are required to speak in English ONLY during the testing, whether you are taking your test or playing the client.

- Your test will be ended and you will be dismissed if your behavior is rude or disruptive. You will also be dismissed if the Evaluator has reason to believe you are impersonating another person or if you are suspected of cheating.
- You will have a chance to ask questions about these instructions after the Evaluator gives you an orientation to the testing room.