

ILLINOIS NURSE ASSISTANT/AIDE COMPETENCY EXAM PROGRAM (INACE)

INACE welcomes test centers that meet the following requirements:

- If housed at an institution of higher education or a secondary school, is accredited by a recognized educational agency or association.
- Has a history of providing computer-based testing services.
- Able to administer a minimum of 12 INACE administrations per year.
- Testing must take place in a separate room with a closable door.
- The building, testing rooms and rest rooms must be accessible to people with disabilities, including wheelchair access.
- Test Room Physical Space
 - Test room must be large enough to comfortably place testing stations and chairs.
 - Testing terminals must be arranged so that an applicant cannot view a computer monitor at one of the other work stations.
 - Testing room shall be free from any other activity during testing sessions; during non-testing time, the testing room may be available for other uses.
- Able to supply the required equipment, space, and eligible staff for delivering the INACE.
- Must be open to the public in order to provide proctoring services for any eligible candidate (proctoring only students from your program is not an option).
- Meet the technical requirements for administering the INACE (discussed below).
- Provide a designated professional to administer INACE exams and maintain test security during INACE administration.
- Provide proctoring services to meet the needs of individuals with special accommodations tests as required by the American's with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). All accommodations are reviewed and approved by INACE staff prior to testing. Possible accommodations include but are not limited to:
 - Live Reader in an area separate from other test takers (requires two monitors on one computer station with appropriate distance between candidate and reader)
 - Extended time to 135 or 180 minutes
 - Use of simple calculator (provided by exam center)
- Payment for proctoring services from the SIUC Office of Workforce Innovation and Research is made to the educational institution, company or facility providing services at the rate indicated by our current policies and guidelines.

INACE Technical Requirements:

- A. **Computer Requirements** (Only WINDOWS or MACINTOSH systems are supported. This exam cannot be taken on a CHROMEBOOK or Linux Operating System.
 - a) Administrative Station: Required for candidate check-in and other administrative tasks.

- b) Testing Stations: Required for delivering tests (one testing station per candidate) unless a student requires special accommodations as discussed above. One station with two video monitors in a separate environment may be required to provide a reader for a computer-based test.

B. Required Operating Systems and Browsers for INACE Internet-Based Testing.

- a) Windows Versions 10, 8 and 7
- b) Macintosh OS x10.12 or higher
- c) NO LINUX, NO CHROMEBOOK
- d) Fast and reliable internet service
- e) A Web Browser (the latest version of Chrome, Firefox, Safari) no beta versions.
- f) INACE Lockdown Browser (provided by INACE office) LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Your lab does not need Google's Chrome browser installed; nor will this version affect a Chrome browser that is already installed.

C. Memory

- a) Windows 75 MB permanent space on the hard drive
- b) MAC: 120 MB permanent space on the hard drive

Test Center Staff Roles:

A. Test Site Coordinator (TSC)

Each test center must have a primary test site coordinator and an additional TSC to serve as a replacement in case the primary TSC is absent. The primary TSC's responsibilities include the following:

- o Work with INACE staff to schedule computer-based test administrations (minimum of 12 per calendar year)
- o Perform a readiness check several days before each scheduled test administration
- o Perform check-in of test takers at the administrative station
- o Ensure the security of the test center
- o Write Examiner's Reports
- o Coordinate activities with proctor(s)

B. Proctor

- o Each test center requires one or more proctors, whose responsibilities include the following:
- o Assist the TSC with preparing the workstations
- o Escort test takers to their workstations
- o Monitor the testing room to maintain security
- o Interact with the testing workstations to start or pause tests
- o Report any irregularities to the TSC

❖ **Test Center Staffing Requirements -TSCs and Proctors:**

- Must be at least 18 years of age.
- Must be able to read, write, speak, and understand English.
- May not be involved as a BNAT program coordinator, instructor, coach, mentor or student in any courses, workshops, or tutoring activities that involve content or test questions similar to content in the Basic Nurse Assistant Training Program.

❖ **Staffing Proportions** - Test centers are required to provide TSCs and Proctors in the following proportions for each test administration:

- 1-15 test takers require one test site coordinator or proctor
- 16–25 test takers require two staff members (one TSC and one Proctor)
- 26–40 test takers require three staff members (one TSC and two Proctors)

All individuals who are involved with this process as a Test Site Coordinator or Proctor must annually sign a confidentiality agreement form for the Administration of the Illinois Nurse Assistant/Aide Competency Examination. This agreement is a legal obligation to maintain security procedures as outlined by the Manual of Directions for Administering the Illinois Nurse Assistant/Aide Competency Evaluation Exam. Failure to administer the exam exactly as outlined in the Manual of Directions may result in a six-month suspension or termination of the test site.

Action Steps	Expected Result
Step 1 Program must determine if their test center meets the minimum technology requirements for hardware, software, and internet connectivity required.	
Step 2 Determine if the test center can meet the necessary physical room layout design.	Photos of the computer lab layout should be forwarded with the application below.
Step 3 Determine if the test center can meet the personnel requirements as indicated.	Minimum 1 test site coordinator and 1 proctor available for special accommodations testing.
Step 4 Determine if the test center can meet the requirements for special accommodations testing as indicated.	State and federal laws require individuals with a qualifying Individualized Education Plan access to accommodations for educational experiences and testing.
Step 5 Complete the Computer-Based Test Site Application if your organization meets the above criteria.	Email application to dbarham@siu.edu , fax or USPS mail as indicated.
Step 6 If approved, INACE will provide test center with instructions to install lockdown browser.	INACE will email information to test site coordinator and Information Technology representative.

<p>Step 7 INACE will create proctor credentials for TSC and proctors. The following information is required to create credentials:</p> <ol style="list-style-type: none"> 1. First Name, Last Name 2. Email 3. DOB (mm/dd/year) 4. School physical address 5. City, State, Zip 6. Contact telephone number 	<p>Information will be emailed to TSC and proctors to create proctor accounts. This must be completed prior to the first test administration.</p>
<p>Step 8 TSC and proctors will participate in online proctor training.</p>	<p>Successful completion = Schedule of first test administration.</p>
<p>Step 9 Test Center and INACE representative will create a small-scale test administration.</p>	<p>Successful Completion = Schedule of future test administrations</p>



SOUTHERN ILLINOIS UNIVERSITY

OFFICE OF WORKFORCE INNOVATION AND RESEARCH

INACE Computer-Based Test Site Application

Educational Institution/Company Name	
Basic Nurse Assistant Program Code	
Street Address	
Building and Computer Room Number	
City	
Zip Code	
Contact Name	
Contact Phone	
Contact Email Address	
Organization Website	

By signing this form, you are acknowledging that your educational institution, company or facility meets the requirements indicated in this document and consent to be independently evaluated for possible inclusion as a computer-based test site for the Illinois Nurse Assistant/Aide Competency Evaluation program.

Authorized Representative Signature

Date

This form may be faxed to 618-453-4300, emailed to dbarham@siu.edu or sent by U.S. Postal Service to the following address: SIUC Nurse Aide Testing
1840 Innovation Drive, Suite 103
Carbondale, IL 62903