Illinois Nursing Assistant/Aide Competency Evaluation - Written Instructions Handout

Only WINDOWS or MACINTOSH operating systems are supported. This exam cannot be taken on a CHROMEBOOK or Linux Operating System.

✓ CHECKLIST of Items you MUST HAVE in order to take a virtual proctored exam at home:

✓ Cell phone or other digital device w/ ZOOM meeting app installed (must be fully charged or plugged in for the duration of the exam. If your phone stops working, your exam will be locked)	✓ Laptop or Desktop Computer with fast and reliable internet service. Slow web connectivity may interrupt your testing administration. If it cannot be resolved, you will need to reschedule for an alternate administration at a testing center.
✓ Be aware that there may be charges from your cell phone carrier if you do not have unlimited data service.	✓ Login ID (REQUIRED ✓ Password (REQUIRED) ✓ Scratch paper
✓ Photo ID (driver's license, state ID)	✓ Writing utensil

The Illinois Nurse Assistant/Aide Testing Project reserves the right to stop your test administration in the event that you are not able to meet the technological requirements to complete the test or if inappropriate testing behaviors are observed. If you have technical issues that cannot be overcome, you will be provided with a voucher number to reschedule an alternate test at a testing center at no additional cost.

In preparation for online testing at home, you must:

- Install Respondus® Lockdown™ browser for the Illinois Nurse Aide Certification Exam (INACE). Go to the appropriate link to download and install the INACE Lockdown™ browser on the laptop or desktop computer to be used for your INACE test:
- Windows: http://www.respondus2.com/downloads/LockDownBrowserLabOEMSetup.exe
- Macintosh: http://www.respondus2.com/downloads/InstallLDBOEM.zip
- After installation, open https://inace.nurseaidetesting.com/inace/ and click the Launch Lockdown Browser link at the bottom of the page. The site should re-open in INACE Lockdown™ browser. "DxR" will appear in the tab at the upper left of the browser window, confirming that INACE Lockdown is running. All other programs running will be closed. **IF THIS INSTALATION DOES NOT WORK, CONTACT robertmarlow@siu.edu.**
- You should practice signing into your account with your LOGIN ID and PASSWORD. Knowing this information and being able to sign into your account for your designated test is your responsibility. If you have forgotten your username or password, you may use the "Forgot Login?" and Forgot password?" links to secure this information prior to your chosen test date/time. If you are not able to successfully login for testing, you will need to purchase a new seat for a future administration.
- Install the ZOOM meeting app on your phone. **You will receive a zoom meeting invitation and password by email at least 24 hours prior to testing.**

15 to 20 minutes prior to testing, you should:

- Close all computer programs in active use. Access your browser and go to our website at www.nurseaidetesting.com.
- Locate a writing utensil and a blank piece of paper for making calculations. No notations about specific questions or vocabulary words should be documented. Upon completion of testing, you must show your scratch paper to the proctor and any notations of actual test questions will cause your exam to be scored as failed.
- Click the Exam Registration link in the blue box on the right of the homepage in the blue box identified as POPULAR LINKS.

- At the bottom right of the page click Launch Lockdown Browser.
- Login to the system using your username and password.
- DO NOT BEGIN TESTING UNTIL INSTRUCTED TO DO SO

Once the proctor has instructed you to start your exam:

- Your exam will be locked until the proctor has completed the identification and verbal instructions process. Computer-based exams cannot begin until the test start time has occurred. Once logged in, click the "Home" tab or "F5" function key to refresh your screen once the time for test administration has been reached.
- A "Start Exam" link should appear in your exam box.
- Click the "Start" button to open and begin the exam.

Testing Instructions

- You will have up to 90 minutes to complete this examination.
   - A countdown timer will start when you open your exam.
   - If you do not complete the exam within 90 minutes, your exam will be closed and scored automatically.
- This exam is delivered in a secure browser. Do not attempt to close the secure browser once the exam begins as your exam will be locked.
- This exam contains eighty-five (85) multiple-choice questions.
   - Each question has four possible answers, but only one answer is correct.
   - Click your answer choice to select it.
- Review and re-answer any question as often as needed.
- Click the "Next" or "Previous" buttons to navigate through the questions.
- Click the "Bookmark Item" checkbox to identify questions for later review.
- Click the "Item Review" button to find and open your bookmarked questions.
- Try to answer every question. Unanswered questions are scored as incorrect.
- The exam score is determined by the total number of correct answers.
- When you have answered all the questions, click the "Score Exam" button on the lower right of the screen. Follow the instructions on the screen to close your exam.
- You must show the test proctor the front and back of your scratch paper prior to leaving the zoom meeting.

Testing Behaviors

- You are not allowed to communicate with anyone in your environment during the test.
- For security reasons, you are not allowed to leave the room or use your cell phone for any purpose other than communicating with the proctor during the test. The audio will remain open during the duration of the testing so the proctor can hear you at all times.
- Beepers, cell phones, calculators, smart watches, ear buds or other personal electronic devices are prohibited during the test. Use of any of these items may void your exam.

Unofficial test results will be emailed to you at the close of three (3) business days. Your official result will appear on the IDPH Health Care Worker Registry approximately ten (10) business days following your exam.