**Test Day**

**If you are CNA candidate, testing at a facility or taking the skills portion:**

* Be in the test room at least 15 minutes before the scheduled test.
* Be dressed in whatever your employer considers a uniform.
* Program Directors and designated instructors are strongly encouraged to observe but may not interfere with the testing process.

**For ALL CNA & QMA test candidates:**

* Bring and present an official State approved identification (valid driver's license, state ID) which includes the candidate's legal name, photo, and signature.
  + The name on the ID must be the candidate's legal name, and must match the candidate's name and signature on the application.
  + If an official State approved identification is not provided by the candidate, testing will be denied.
  + No other form of identification is considered valid.

**Once testing begins:**

* Candidates who arrive late may not be admitted.
* Children and visitors are not permitted in testing areas.
* Electronic devices including but not limited to stereos/radios, cell phones, pagers, and PDAs must be turned off.
* Books, papers, pamphlets and training materials may not be used.
* No food or drinks are permitted on or near the tables.
* Candidates may not chew gum which can be distracting to other candidates.

**Candidates may be dismissed without refund if they:**

* Create a disturbance
* Use inappropriate language
* Act in a threatening manner
* Give or receive help
* Attempt to remove test materials from the test area
* Use notes, books, calculators or other unapproved materials during testing
* Refuse to turn off and/or remove electronic devices (cell phones, pagers, radios, PDAs, etc.) from the test area

**The proctor must refuse to test:**

* A person presenting at a scheduled test for whom the tester has no approved application or request to test issued by Ivy Tech Community College.
* A candidate presenting at a scheduled test without valid official identification.
* A CNA candidate presenting at a scheduled test with an injury or illness which prohibits her or him from working without restrictions
  + If a CNA candidate is on restricted activity or light duty, that candidate will not be allowed to take the skills portion of the competency evaluation
  + The candidate will be allowed to sit for the written portion of the competency evaluation