



TestMaster Universe

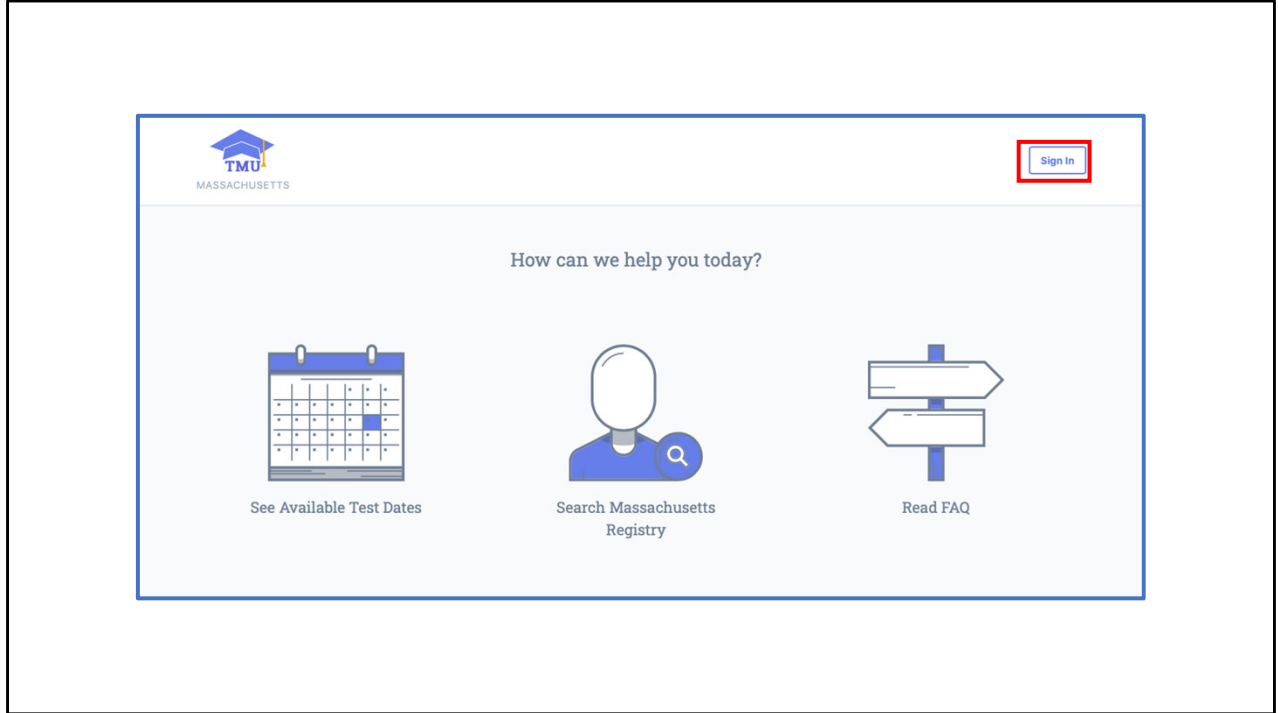
Massachusetts



Provider: How to Schedule a Test

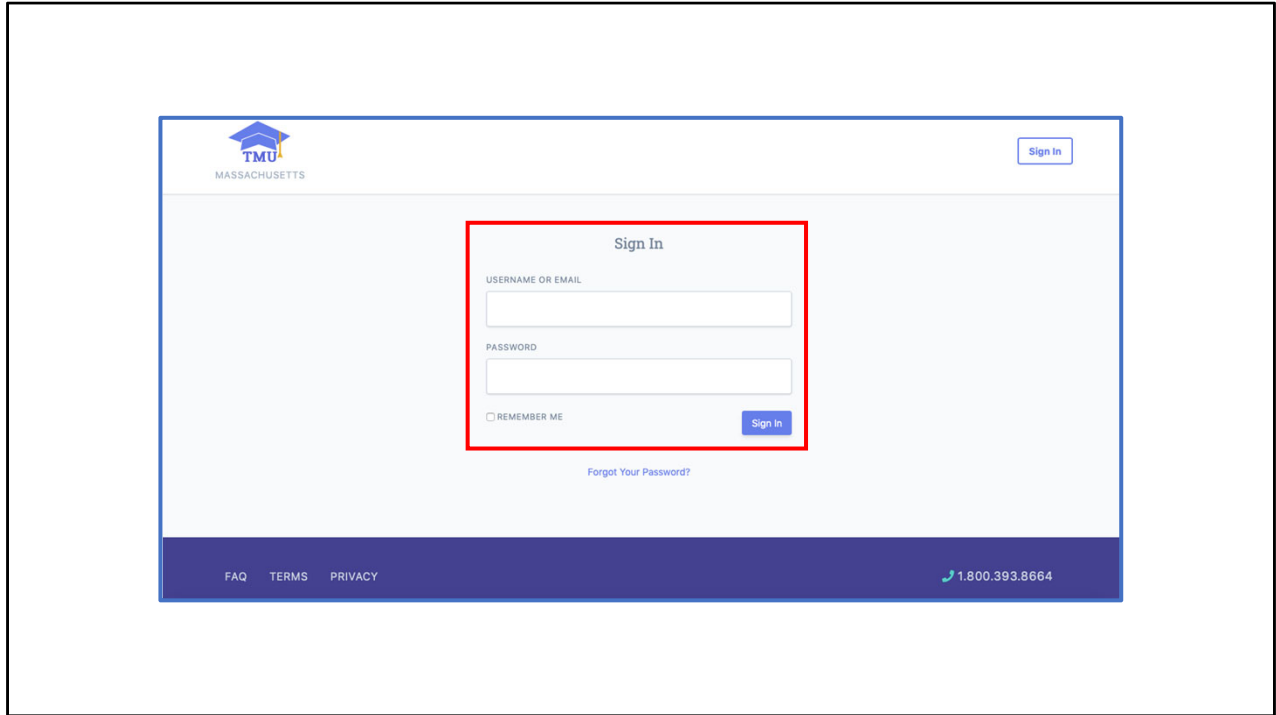
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn from D&SDT – Headmaster. Today I’m going to show you how a provider schedules a test for a student

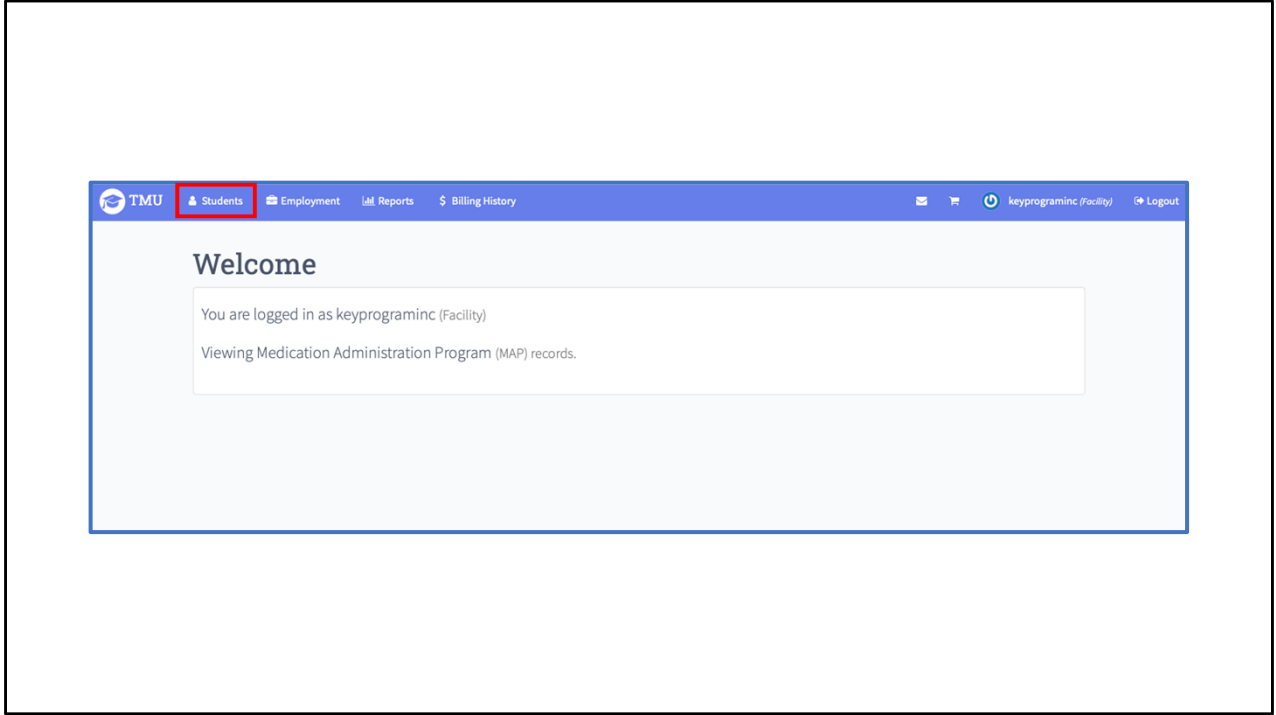


If you follow the link on the last screen, it will take you to this home page

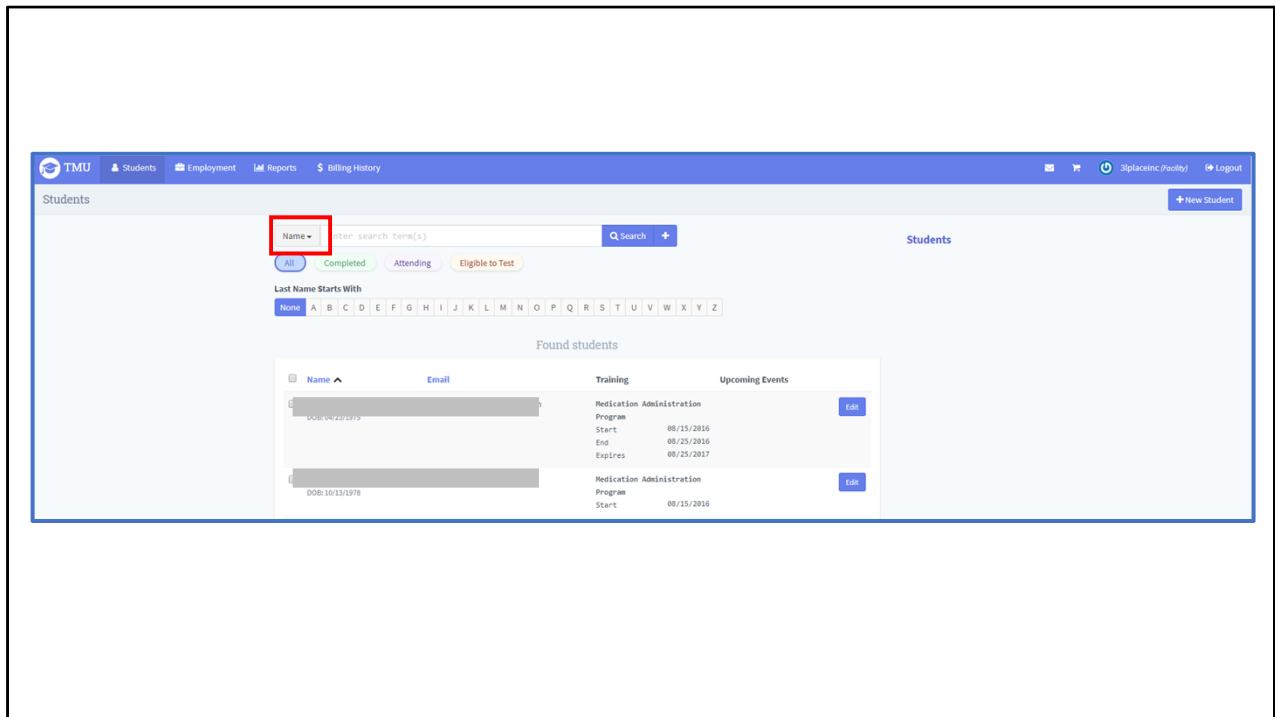
To log in click 'Sign In' in the upper right-hand corner.



You will enter your log in information and click 'Sign in'

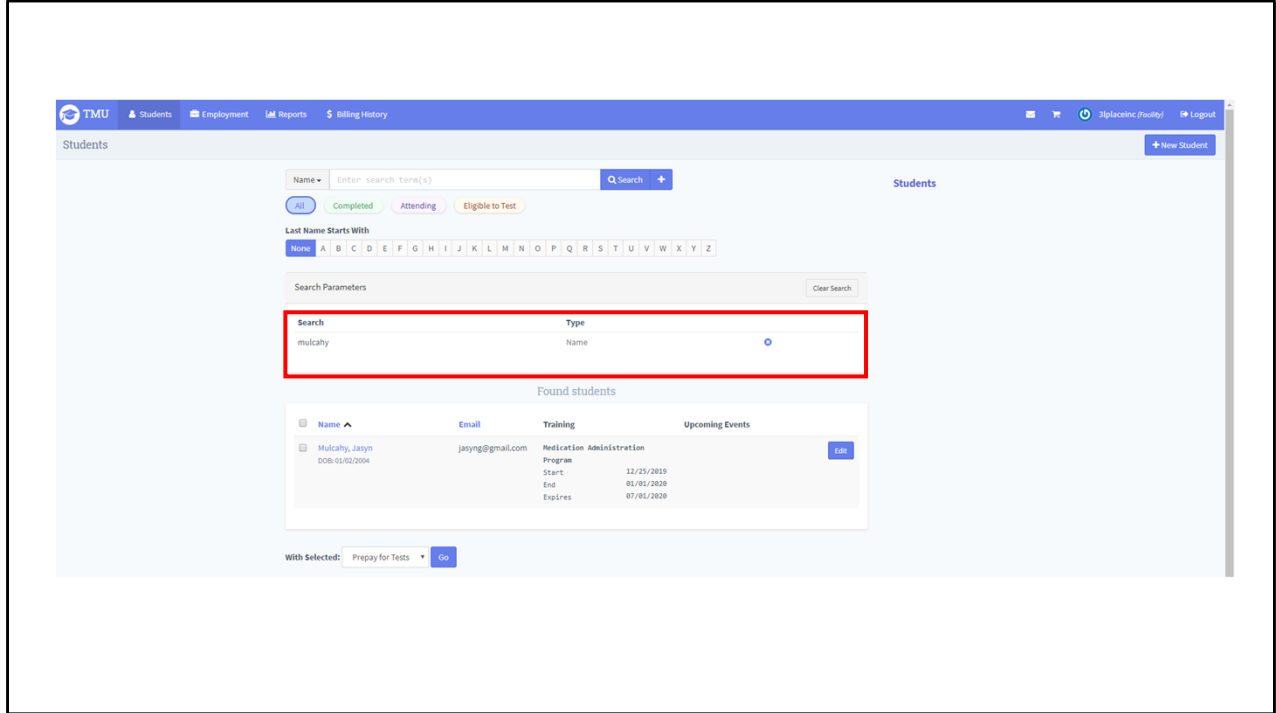


From the Provider Home Page click on 'Students'



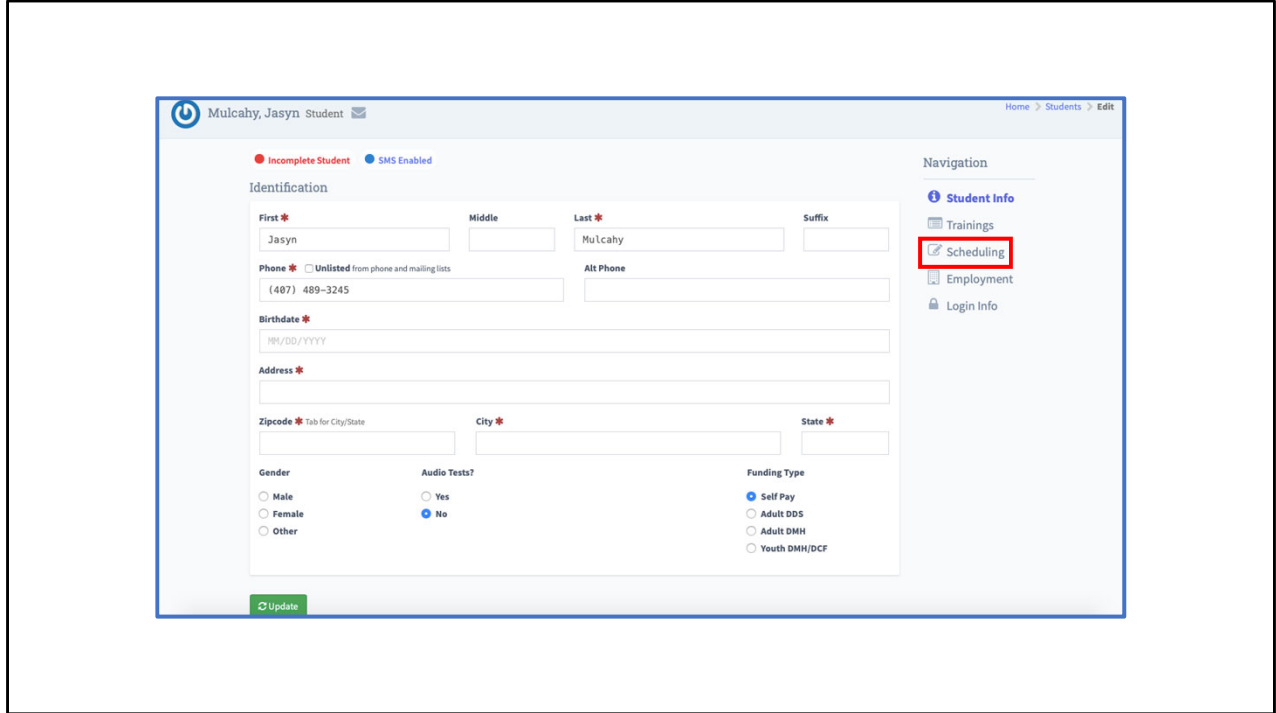
Initially, it will pull up all the students the provider has under them

A provider can search for a student or group of students by using the search bar. The 'Name' button will drop down and allow trainers to search by Social Security Number, Date of Birth, TestID, Email, City, License, Certified On, Certified Before, Certified After, Trained At, Trained by, Training Name, Training Type, Training Status, Training Start, Training End, Training Expires, ADA, ADA Status, Created after, or Updated After



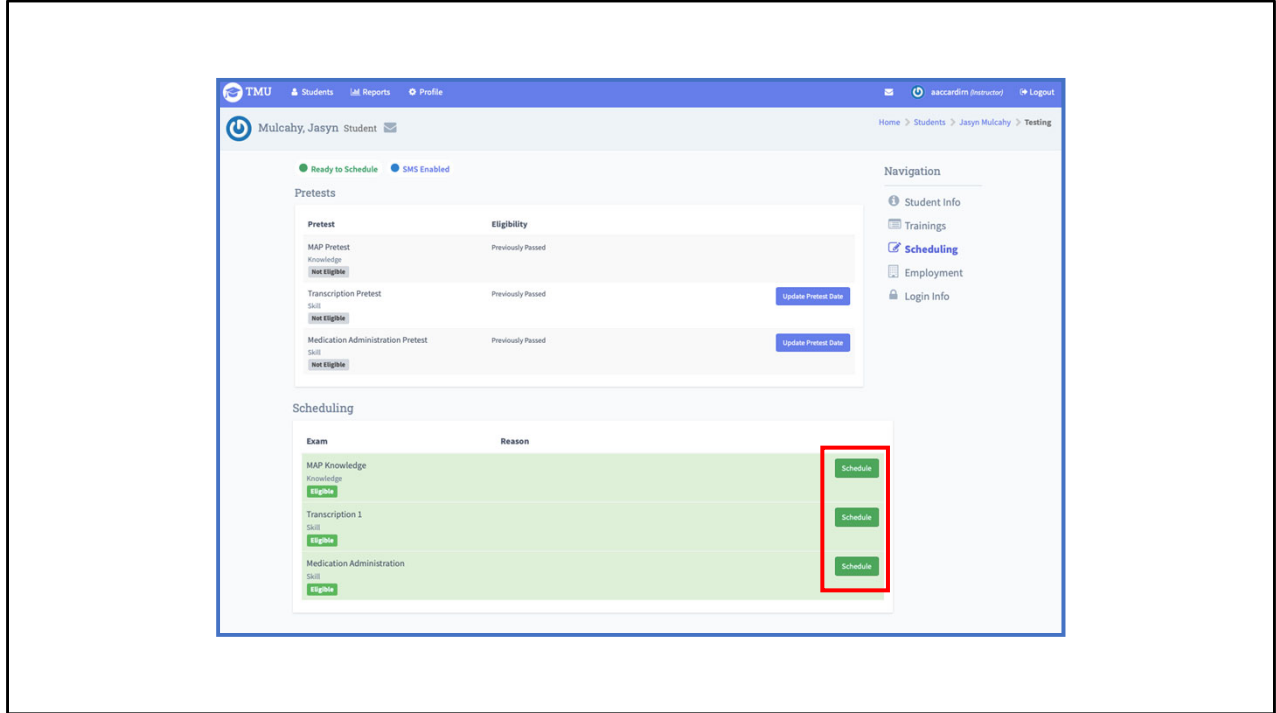
From the 'Students' page, pull up the student that is to be completed

For this Search, the students last name was used. Click on the student's name to go into the student's record.



This is the student record.

On the right-hand side, from the navigation pane, select 'Scheduling'



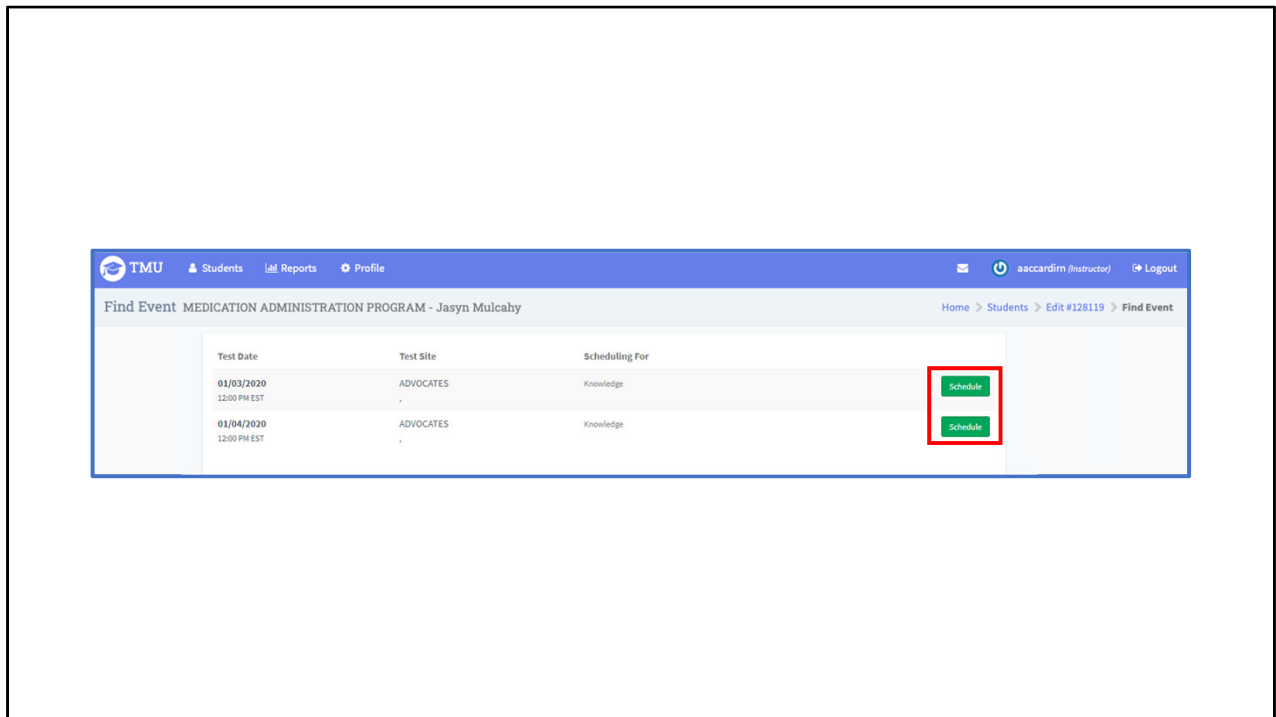
Which brings you here

To choose an exam date, the provider will click ‘Schedule’

‘Schedule’ will not appear until pretest dates for the transcription and the medication administration tests have been entered by the MAP trainer and the MAP knowledge pretest has been passed indicating completion of the MAP training

The provider will only need to select “schedule” from one of the exam types, but the system will schedule the student for all exams that the student is eligible to take

If a student uses up their funded attempts at testing or has a “no-show” hold on their record, the “schedule” button will not be available until the fees have been paid

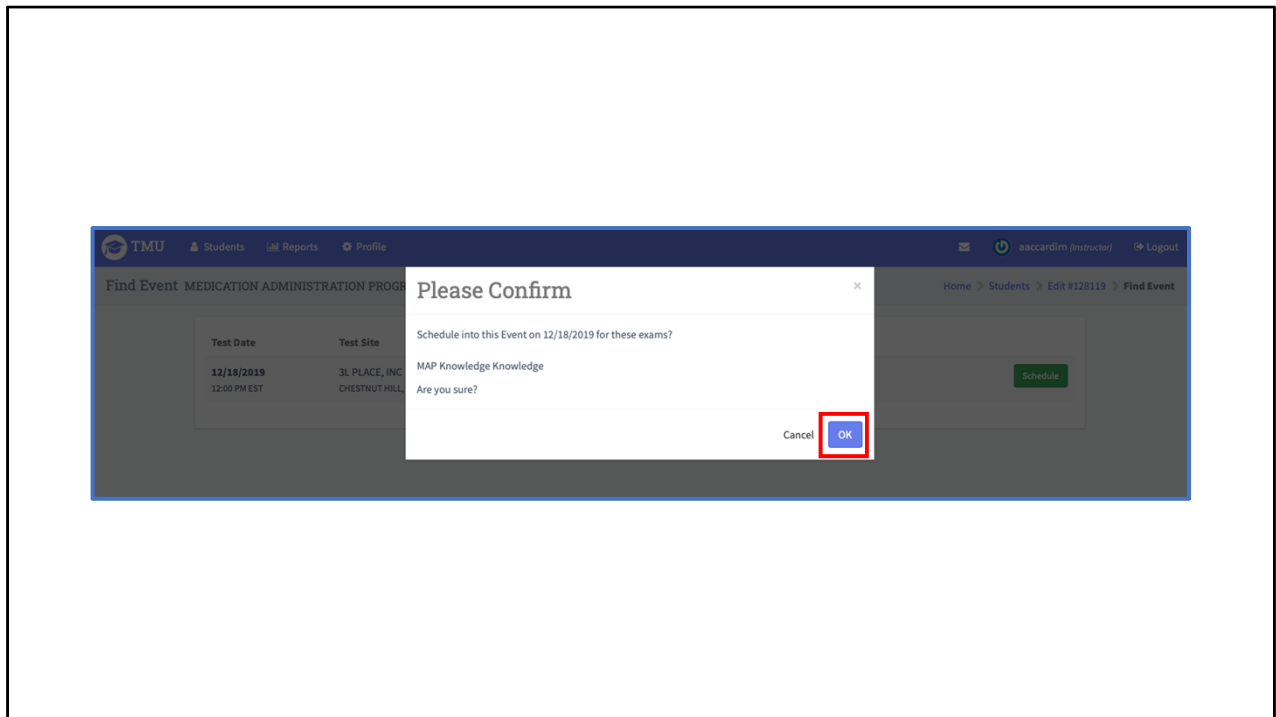


After clicking “schedule”, all the eligible test events will populate in this format

To select one of the test event dates indicated the provider will click ‘Schedule’ next to the corresponding test event

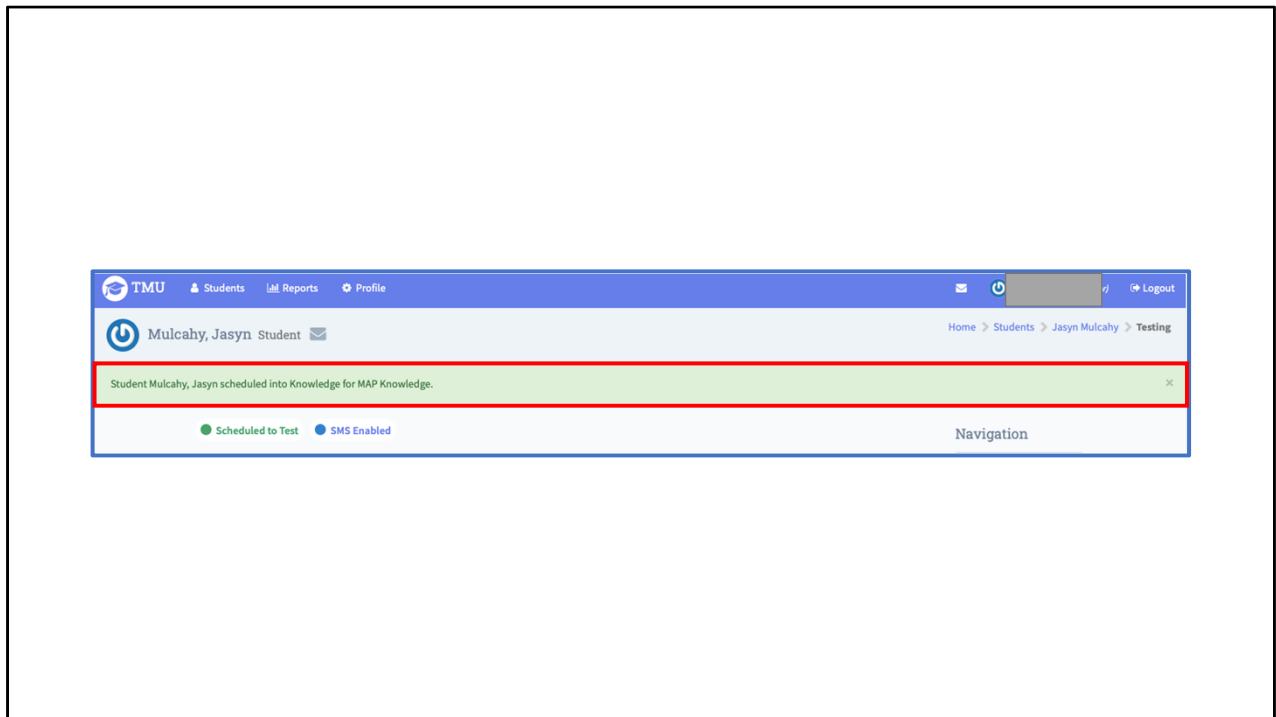
Test events will be listed by date and time

Once Schedule has been clicked it will pull up....



A confirmation box to indicate the providers choice of test event

To confirm the test event date and time the Provider will click 'Ok'



This will appear.

When the student's test event and date has been scheduled, the Provider will get a green confirmation bar across the screen

At this point, the student will receive an email and text message notifying them that they have been scheduled

To: [REDACTED]
You have been SCHEDULED for your MAP Knowledge Knowledge exam on 12/24/2019 12:00 PM EST at Test Site ADESOGAN, ADEDAYO

Address:
[REDACTED]

Start Time for this Test Site is in the timezone.

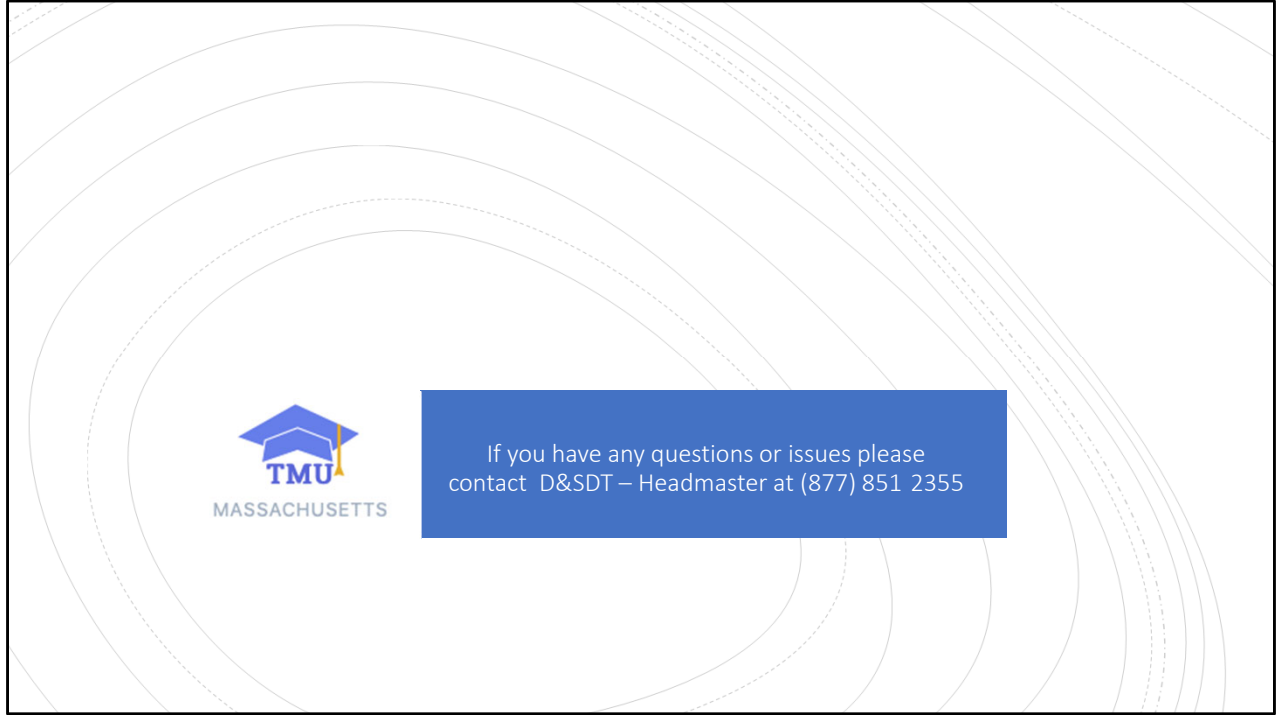
- Testing begins at 12:00 PM EST arrive 20 minutes early to check-in
- You must bring two forms of identification
- One ID must be a SIGNED, CURRENT (not expired), DATE BEARING GOVERNMENT-ISSUED PHOTO ID CARD (drivers license, passport, military ID, etc...)
- The second ID may be a SIGNED Social Security card or other identification that is SIGNED, CURRENT (not expired) and DATE-BEARING (credit/debit cards, First Aid/CPR cards, fishing/hunting licenses, signed school ID showing school year or semester, etc...)
- If you are late or do not bring two id's, you will not be allowed to test and you will be considered a "no-show". No shows must pay the reschedule fee
- Bring several #2 pencils with erasers. DONT USE INK PENS.
- IF YOU CANNOT TEST FOR ANY REASON NOTIFY HEADMASTER IMMEDIATELY
- Reschedule at least 3 business days prior to your test date
- You may reschedule online by logging into your account. If you are unable to re-schedule online, call Headmaster at 800-393-8664 for assistance.
- ADA accommodation requests must be submitted with your application and approved prior to testing
- You may not test if you have any type of temporary physical limitation that would prevent you from performing duties as a CNA (casts, crutches, etc.) or if you have a contagious illness
- If you have been on "Light Duty" at work you will not be allowed to test without a Doctor's Release
- If weather presents a safety issue, contact Headmaster immediately. Leave a message if after hours
- FAMILY MEMBERS, FRIENDS AND PETS ARE NOT PERMITTED IN THE TESTING AREA
- Fees are non-refundable. Test cancellation requests require at least 3 business days notice
- If you are unable to access your account, go to <http://mass.test>, click Forget Password and enter your Email

View your confirmation letter online:

<http://mass.test/test/Knowledge/213650/confirm>

Call 1.800.393.8664 if you need assistance.

Here is an example of the confirmation that a student will receive



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355