TestMaster Universe

Massachusetts

Trainer:
How to Schedule an Exam
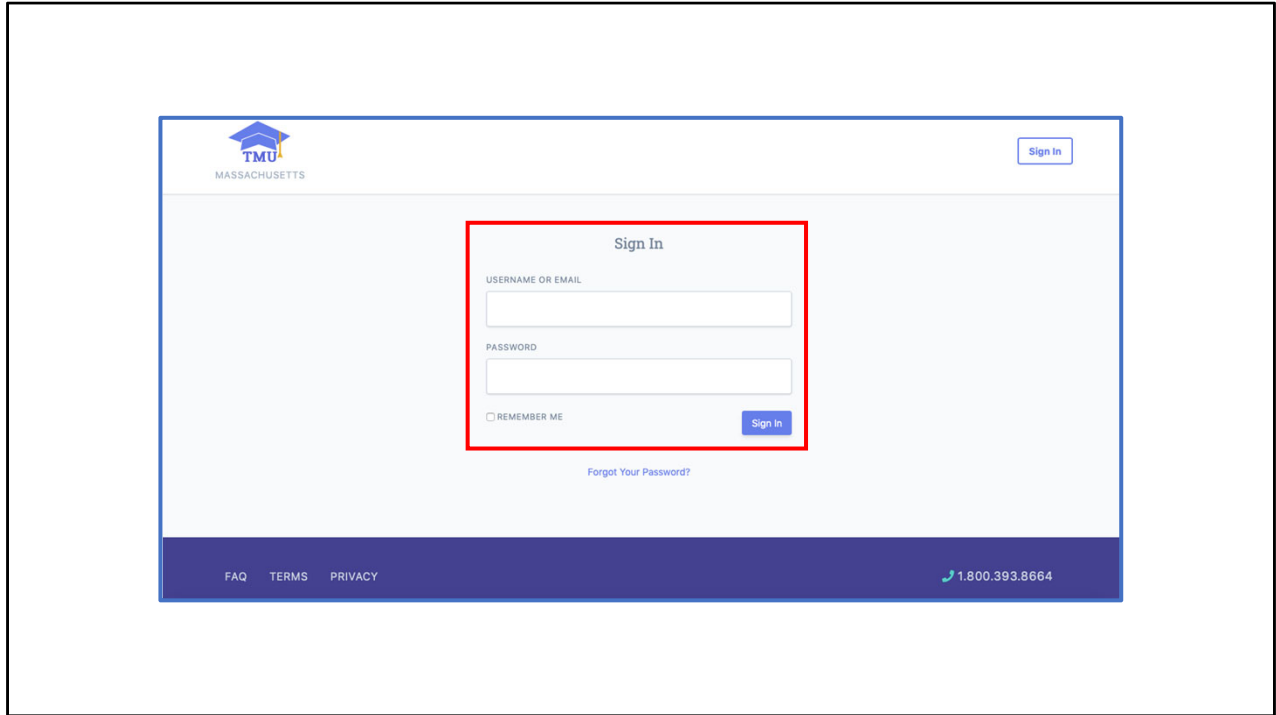
Log into: https://ma.tmuniverse.com/

Hi, my name is Jasyn I'm from D&SDT – Headmaster. And today I'm going to show you how a trainer schedules an exam for a student.
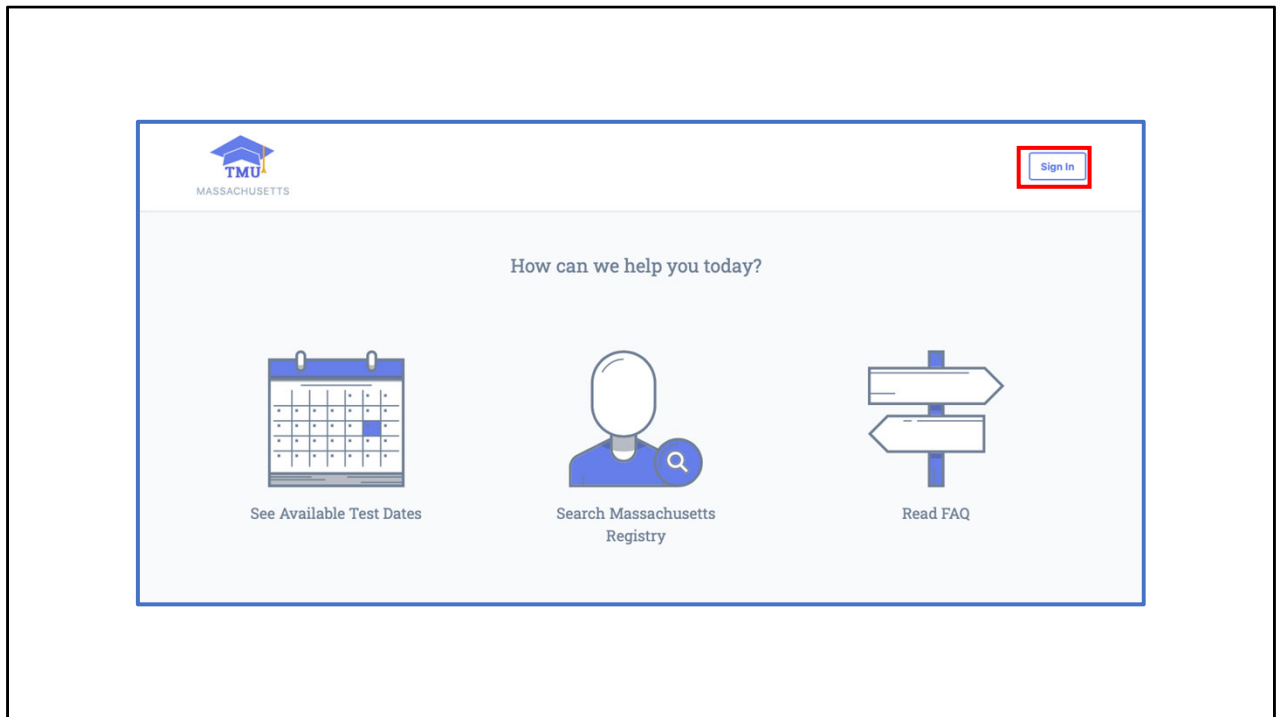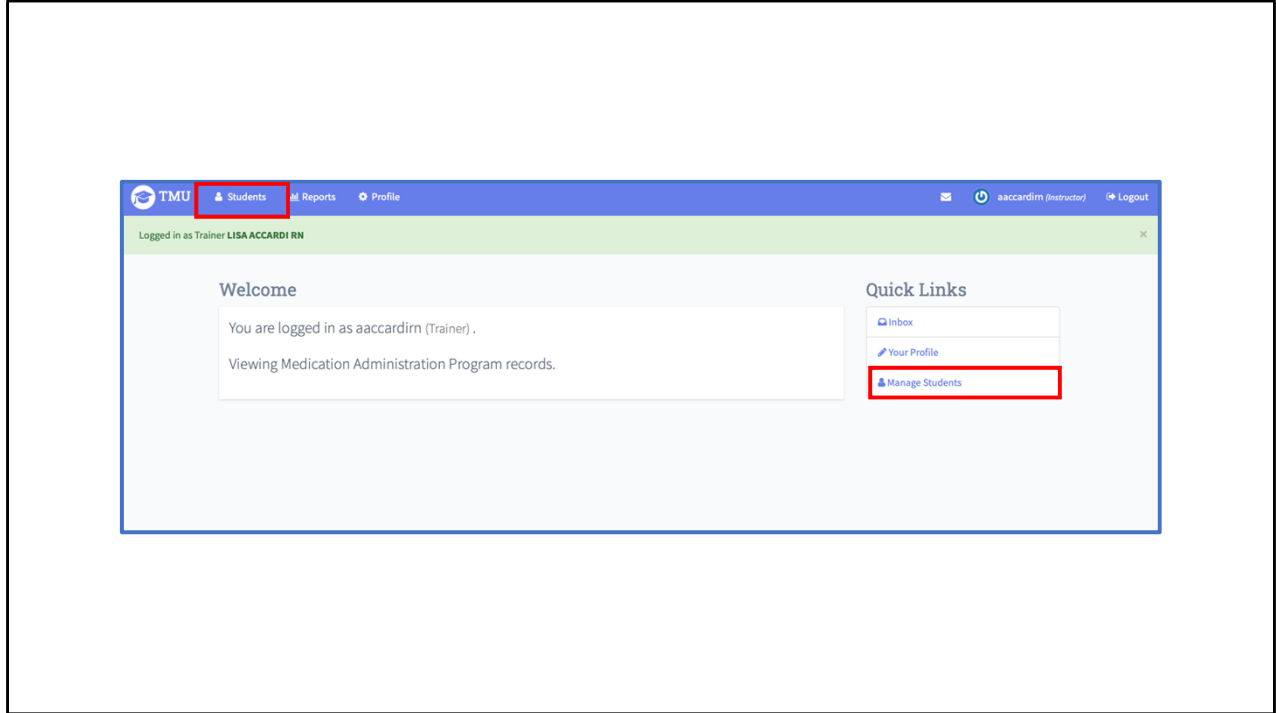
If you follow the link in the last screen, it will take you to this home page

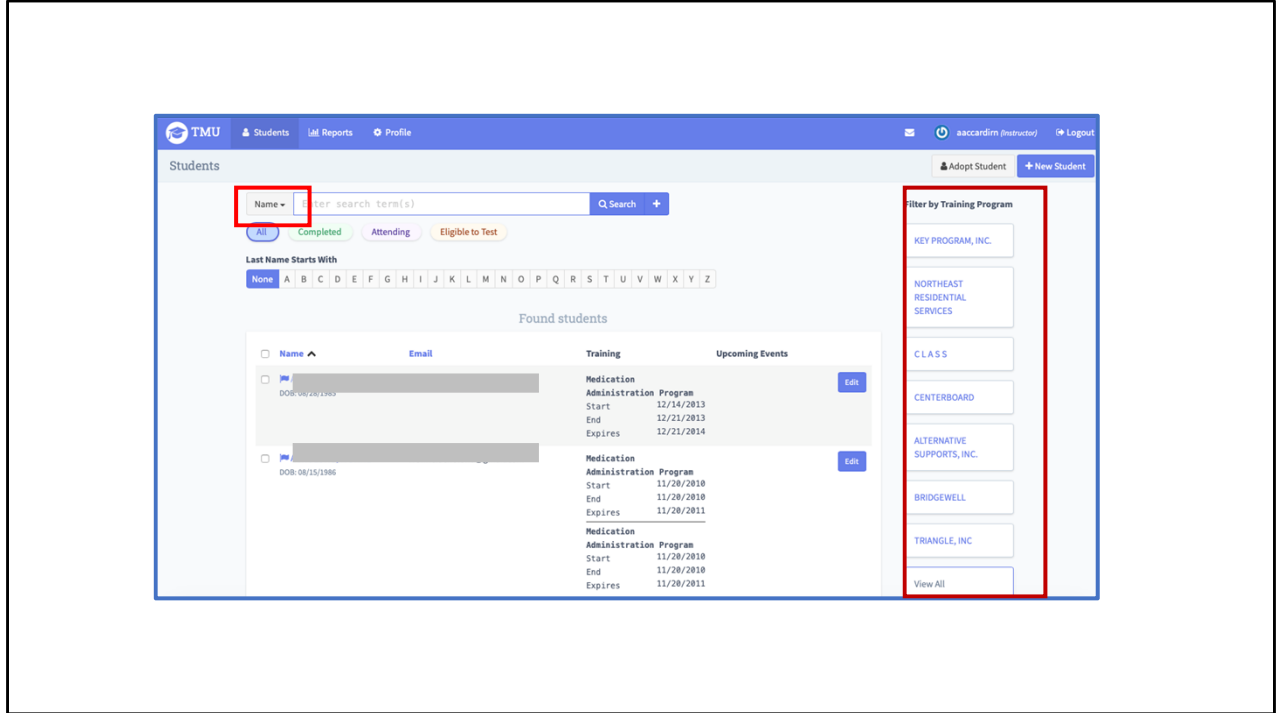To log in click the 'Sign In' button in the upper right-hand corner.

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

To view students, the trainer may click on either the 'Students' tab at the top of the screen or "Manage Students" to the right

No matter which button the trainer clicks on, it will take them to the same screen……

The Student page

Initially, it will pull up all the students the trainer has entered

However, there several ways to filter them -

If a trainer works for more than one training program, all the programs will be listed on the right side in the red square. The trainer can filter their students by training program by clicking on the name of the training program

A trainer can search for a student or group of students by using the search bar at the top of the page. The 'Name" will drop down and allow trainers to search by Social Security Number, Date of Birth, Test ID, 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 Name, ADA Status, Created after, or Updated After.
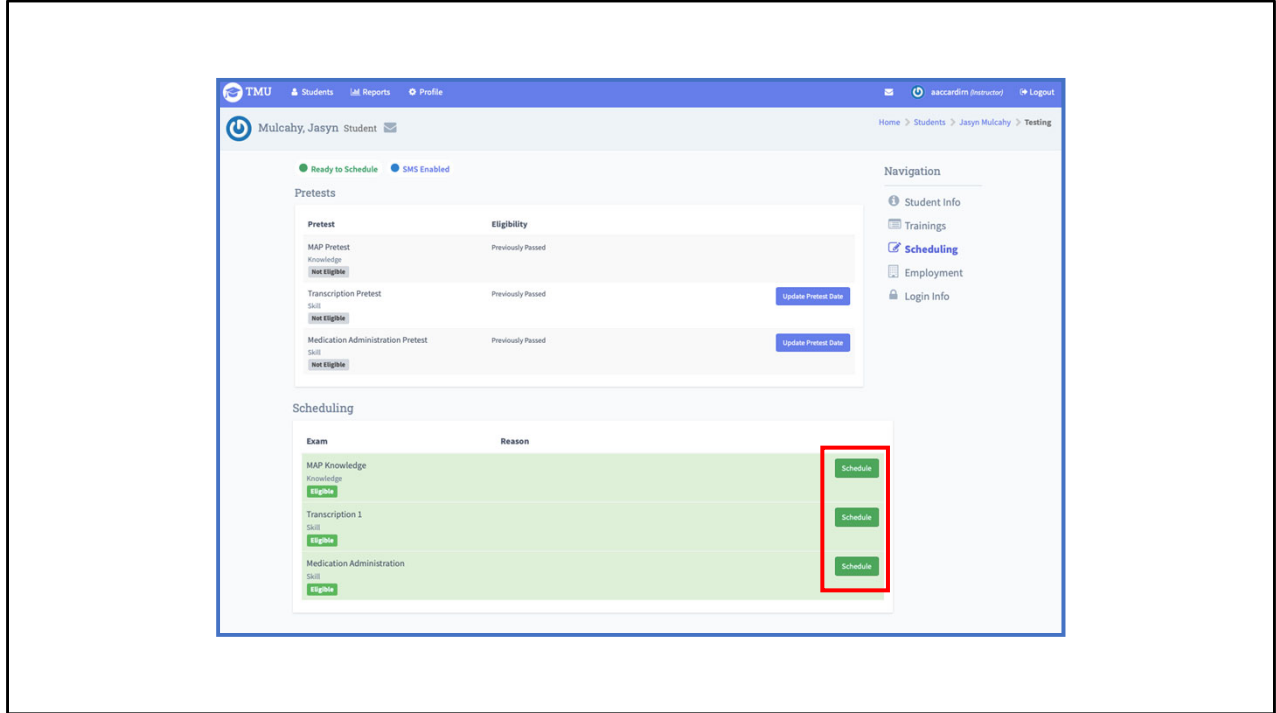
 For this search the training start date was used. Click on the student's name to open the record
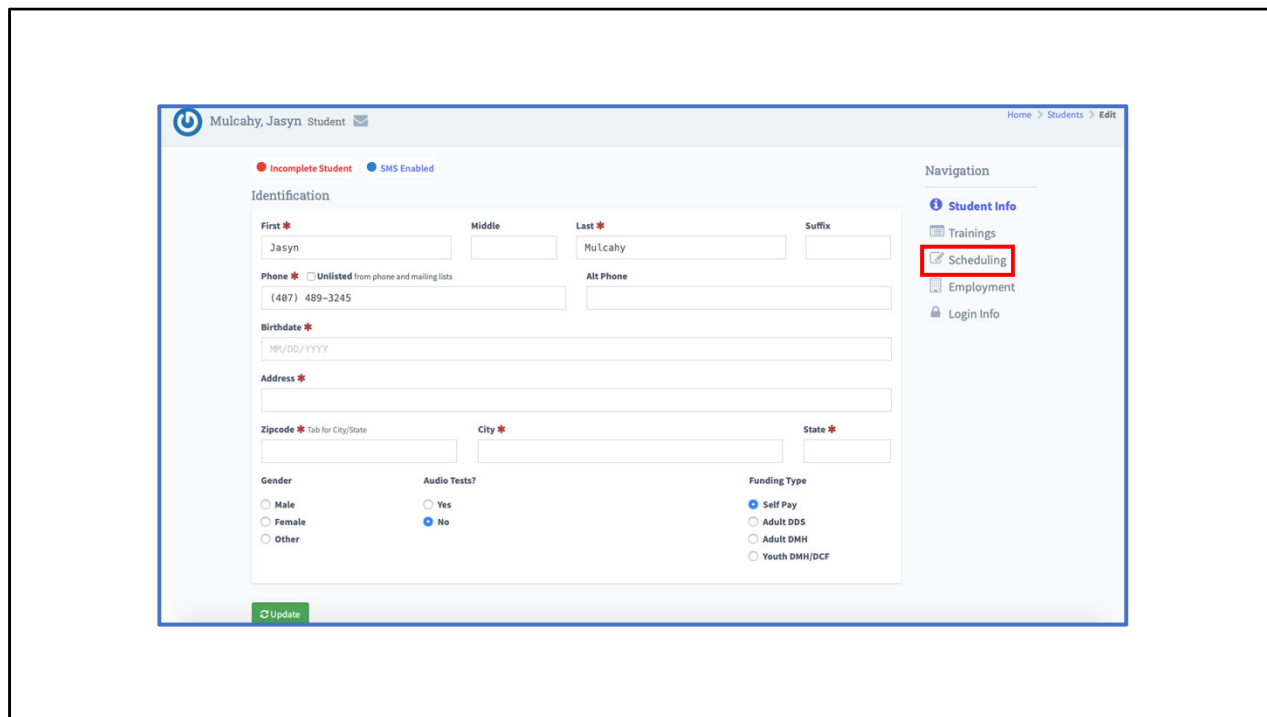
Which will bring you into the student record. A trainer may navigate through the student record by using the 'Navigation' Pane on the right-hand side.

To schedule the student, a trainer will select 'Scheduling'.

To choose a Certification exam date, the trainer will click 'Schedule'

'Schedule' will not appear until pretest dates for the transcription and the medication administration pretests have been entered and the MAP knowledge pretest has been passed

If a student uses up their funded attempts at testing or has a no-show hold on their record, the candidate will not have a "Schedule" button until their fees have been paid. If this is the case, please view the presentation, 'How to pay Testing fees'
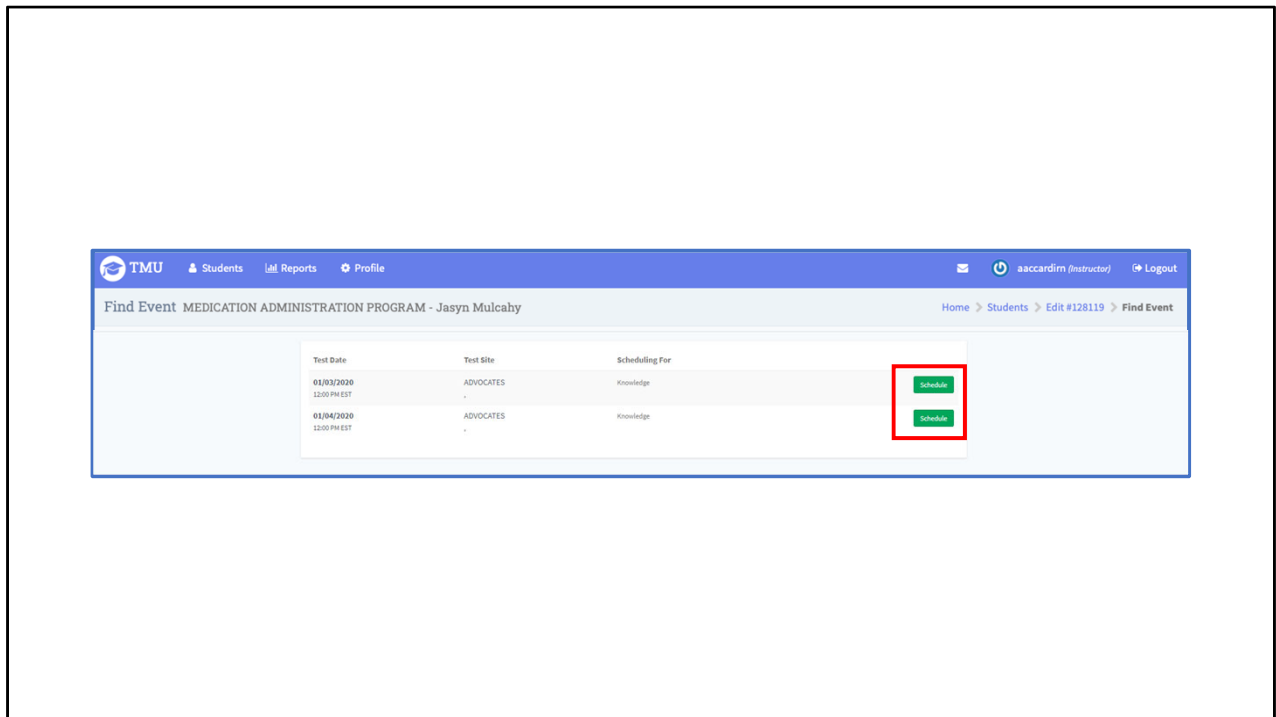
After clicking "Schedule", all the eligible test events will populate in this format
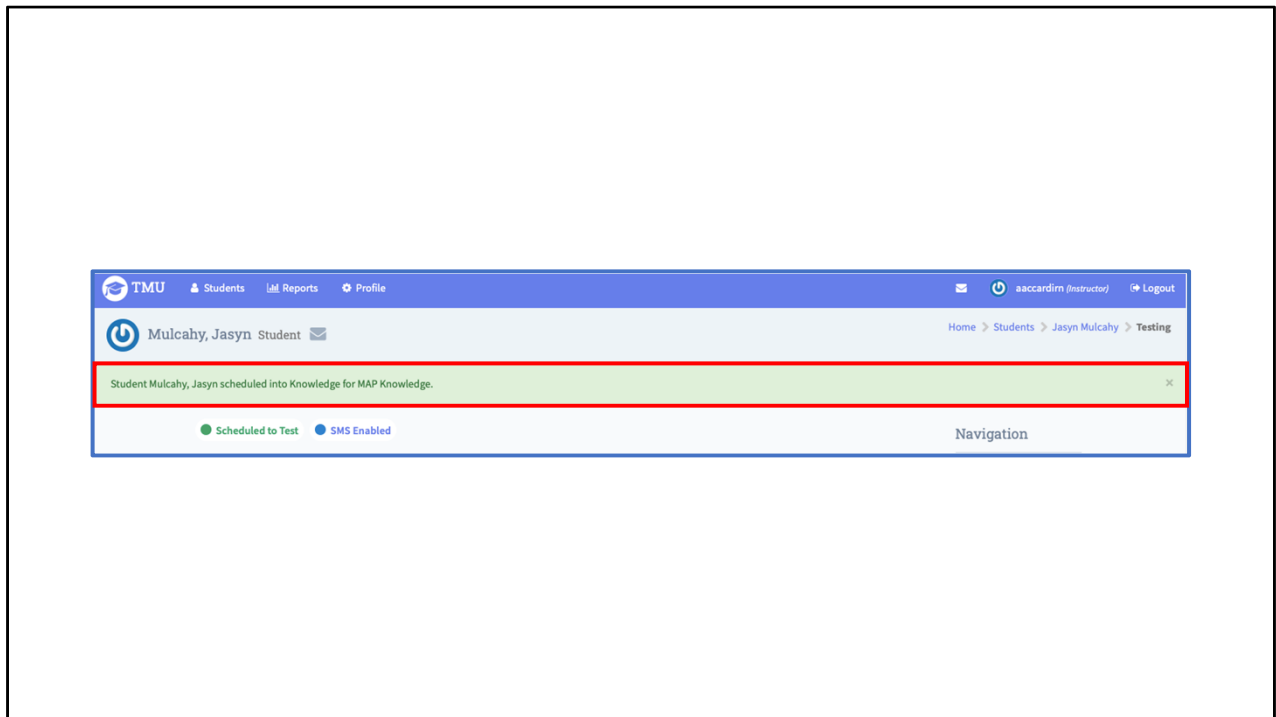
The test dates populate by date and time.

To select a test date the trainer will click 'Schedule' on the side to the corresponding test date
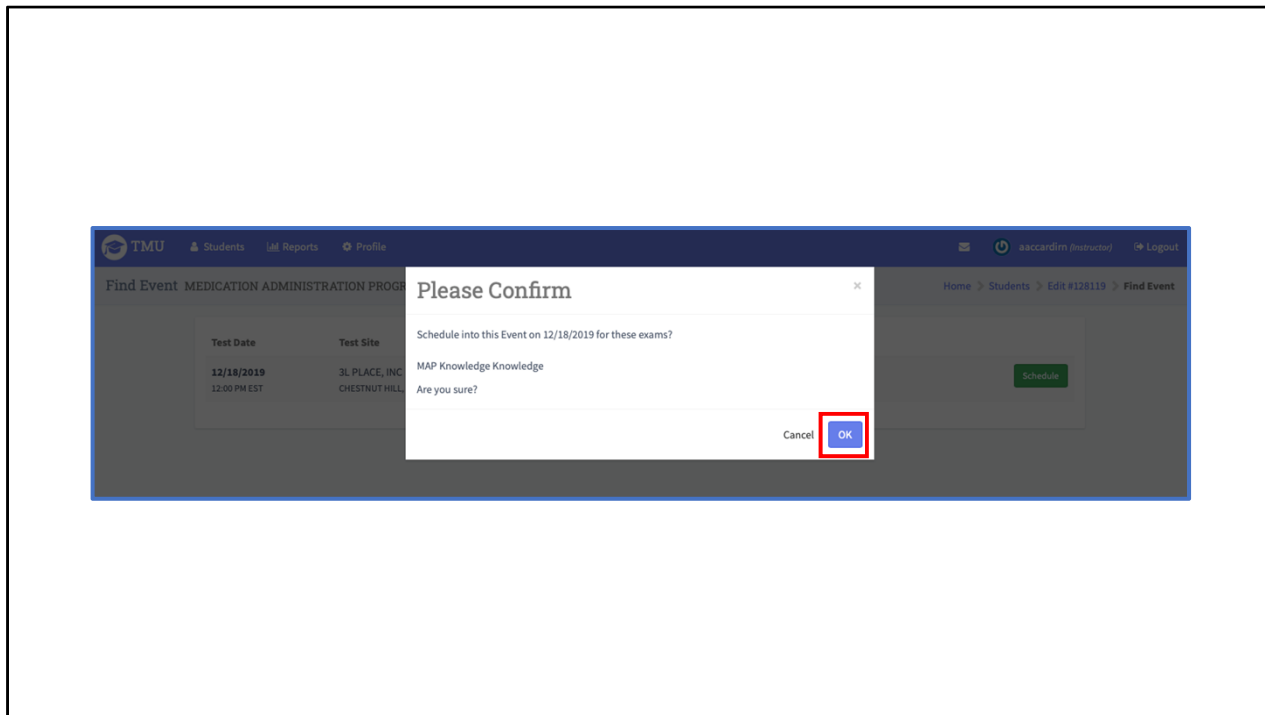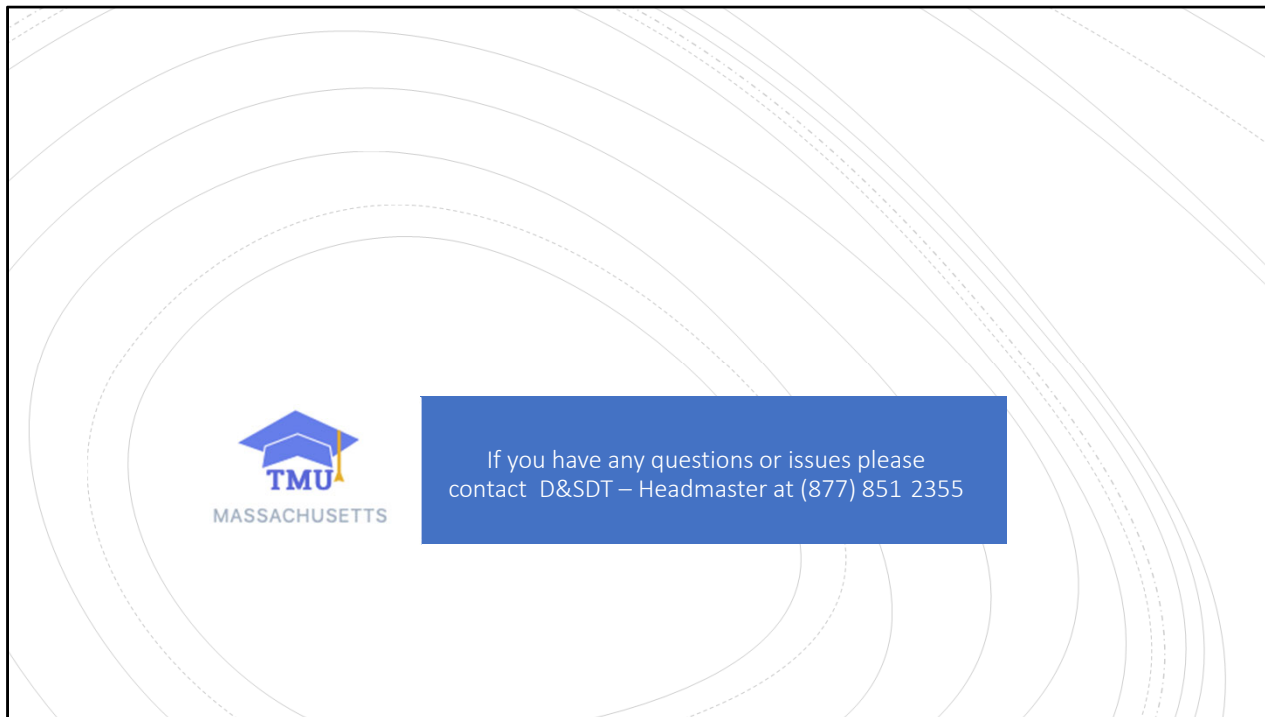
A confirmation box will pop up to confirm the trainers choice of test event.

To continue to move forward a trainer will click 'Ok'

When the student has been scheduled, the trainer will receive a green confirmation bar across the top of the screen.

At this time, the student will receive an email and text message confirmation

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