



CSCT EXAM – Proctor Guide

Before the Exam - requirements:

- Test taker has completed the requisite 20 hours of CSCT training provided by a designated T-CSCT
- Each test taker has an AHA/AHE user account
- Trainer has requested test enrollment codes at least five business days prior to test date
 - Once enrollment code request is verified, a list of enrollment codes will be emailed to the Trainer/Proctor

Completing the Exam - technology requirements:

- Computer with Internet access
- Basic computer skills
- Most recent version of Java
- Most recent web browser (Chrome & Firefox preferred)

About the Exam:

- Approximately 50 questions total
- Test takers have 2 hours to complete the exam
 - Any unanswered questions at the end of the 2 hours will be marked as incorrect
- The 'Submit Answers Now' button will only appear on the review screen when **ALL** questions have been answered
- Upon completion, the Results screen displays the test takers exam score.

Note: The final CSCT passing score, also known as the cut score, has not been established. The current passing score is set at 71 percent. After psychometrician review of the first 50 completed exams, a final cut score will be established, which may or may not be 71 percent. Please inform test takers that the score displayed on their results screen may not be a final passing score.

Proctor Responsibilities:

- Maintain exam security and integrity at all times
- Must be present at all times, in every room in which the exam is being administered
- You may NOT define any words for test takers
 - You may pronounce the word for them
- DO NOT provide any answers to a question
- Walk around the room to ensure test takers are working on the exam
- Make sure test takers **DO NOT USE:**
 - Electronic equipment (cell phone, smart phone, smartwatch, laptop, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication

devices are prohibited during the exam. (except for the use of the computer that the exam is being taken on, in which case NO other browser window should be open, other than the exam)

- If a test taker is observed with any of these devices during the exam, the test taker may be dismissed from the exam, their score cancelled, and no retest will be permitted.
- When the test taker finishes the exam, tell the test taker to notify you. **Be Sure To** click the **BLUE Submit Answers Now** button to make sure the exam is submitted properly for scoring

The screenshot shows a web interface for a 'SAMPLE EXAM - Dev 1'. At the top right, a yellow box indicates 'Remaining Time: 7 minutes'. The 'Review' section shows 'You have answered 15 of the 15 questions.' with a green progress bar. Below this, instructions state: 'Click on a number to jump to that question. When you are ready, click the *Submit Answers Now* button to submit your answers for grading'. The 'Questions' section displays 15 numbered boxes, with question 1 marked as pinned. A 'Summary' section on the right lists: 15 Questions, 15 Answered, 0 Not Answered, 1 Contain Notes, and 1 Pinned for Follow Up. At the bottom, a blue 'Submit Answers Now' button is visible, with a yellow callout box pointing to it containing the text: 'The **Submit Answers Now** button will **ONLY** display if **ALL** the questions have been answered.'

Taking the Exam

On the following pages, sentences in *italics* indicate scripts for you to read aloud to the test takers.

Welcome and Getting Started

Pass out individual test enrollment code slips to each test taker. Each person should receive their **OWN** code. This is important to note, codes can only be redeemed **ONCE**. Tell them that they will be using this code to access the exam in a couple of minutes.

[Start script]

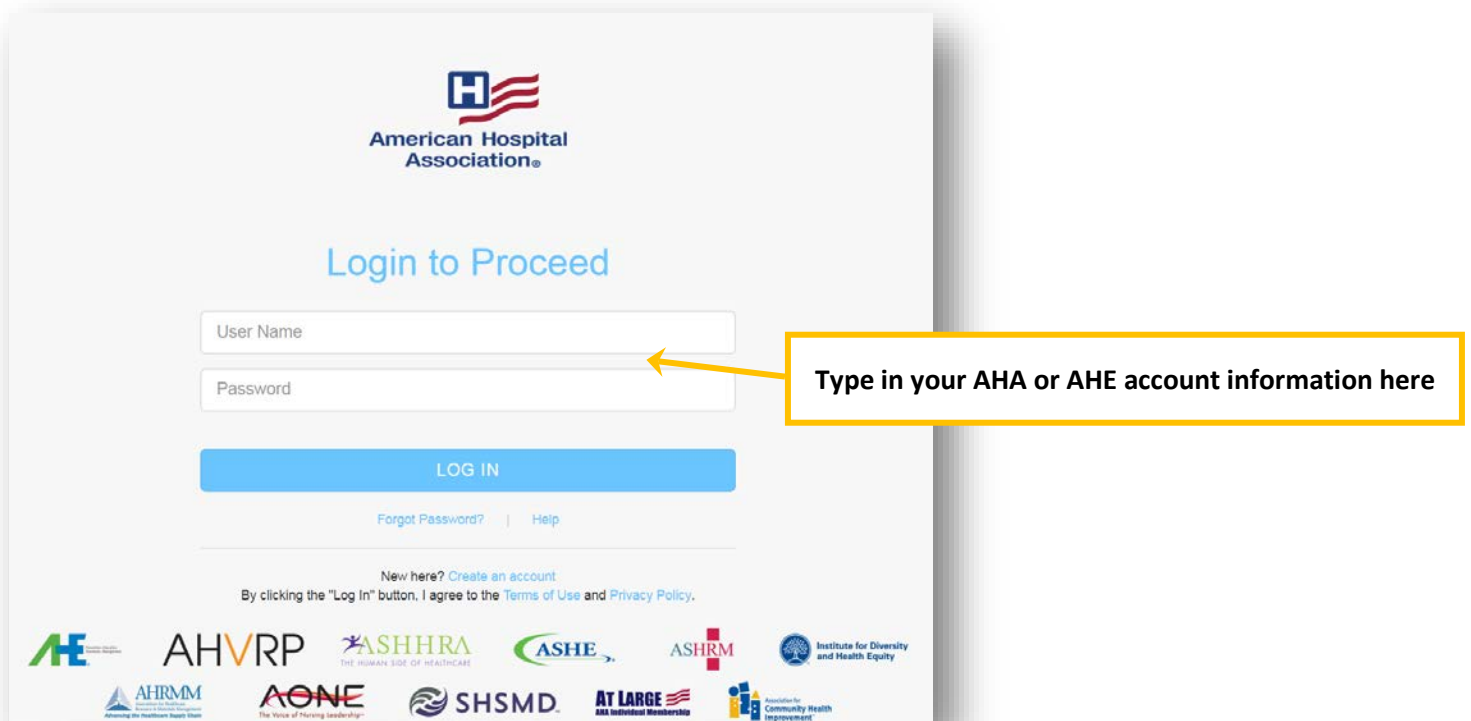
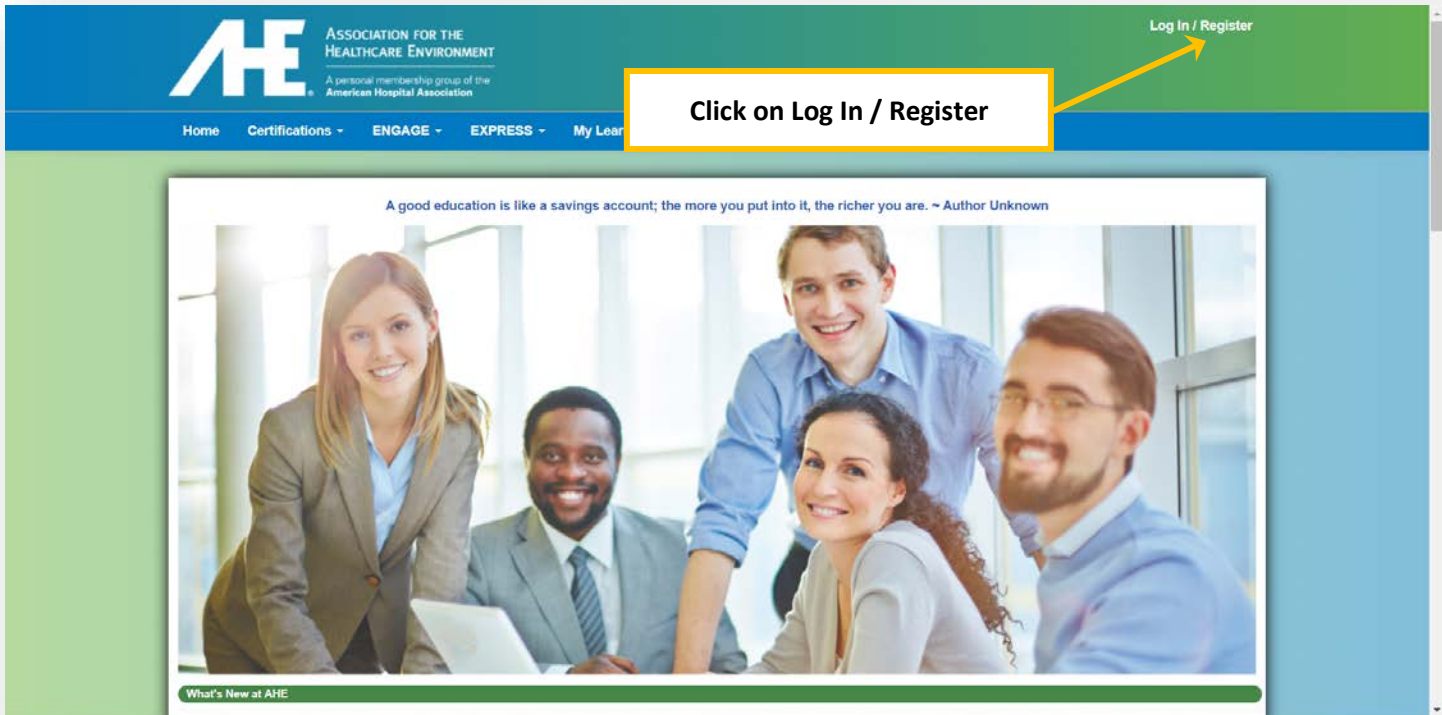
*Today you will be completing the CSCT certification exam. This exam consists of approximately 50 multiple choice questions that cover all 5 domains from your CSCT training course. For each question, you should select the **Best** choice. If you are not sure of an answer, you can 'pin' the question and come back to it later. Every question will need to be answered before you can submit the test.*

*You will have 2 hours to complete this exam, so don't spend too much time on any one question. I cannot help you with any answers to the questions, and I cannot define any words for you. When you finish the exam, please call me over or raise your hand **BEFORE** you click the blue '**Submit Answers Now**' button. I want to make sure that you submit your exam correctly so scoring can be completed.*

Starting the Exam:

- *Please type the following address into their Web browser:*
- <http://learning.ahe.org>

Be sure to help them open their web browser if needed, and type the site address.



AHE ASSOCIATION FOR THE HEALTHCARE ENVIRONMENT
A personal membership group of the American Hospital Association

Home Certifications ▾ ENGAGE ▾ EXPRESS **My Learning Activities** MyAHE Calendar Help

My Learning Activities

This area shows you which courses you are enrolled in, the status of enrolled courses, and courses you have completed.

To optimize your experience when taking a course or webinar please view these [System Requirements](#).

Fill in your enrollment code and click the redeem button.

Redeem

View your coursework status here

Once you are logged in, click on My Learning Activities

Type the Test Enrollment Code here and click on Redeem

You should see the Success screen

[STOP: At this point, make sure that EVERYONE has redeemed their code successfully BEFORE anyone moves on]

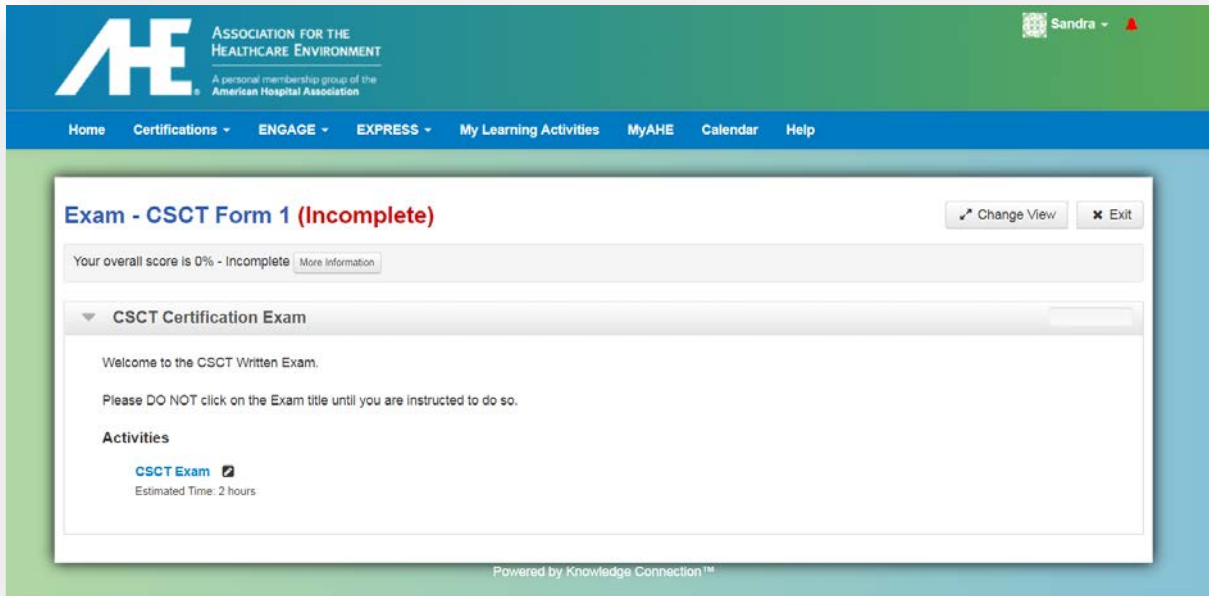
Success [Close]

The code you entered was accepted and you have been enrolled in the following:

[Exam - CSCT Form 1](#)

When you have confirmed that everyone has the Success screen, continue

Click on the blue title, OR the Go button. You should now see the Exam listed (See screen shot below) just below the bolded word 'Activities'. Is everyone on that screen? [pause]



When everyone is on this screen, tell them:
*Please click on the Blue exam title to view the **Summary Screen**.*

Read the summary information to them and the following test **BEFORE** they begin:

*As a reminder, this exam consists of approximately 50 multiple choice questions that cover all 5 domains from your CSCT training course. For each question, you should select the **Best** choice. If you are not sure of an answer, you can 'pin' the question and come back to it later. Every question will need to be answered before you can submit the exam.*

You will have 2 hours to complete this exam, so don't spend too much time on any one question. Again, I cannot help you with any answers to the questions, and I cannot define any words for you.

*While taking the exam, read each question carefully, and click the circle next to the answer you think is the **BEST** answer choice. You can then click the **Next** button. Clicking the **Review** button will show a screen with all of the question numbers. From there, simply click on the number in the box to go to that question.*

Questions you have answered appear in a white box, while unanswered questions are in a yellow box. You may go back to any question as many times as you like before the end of the 2 hours.

*When you finish the exam, please call me over or raise your hand **BEFORE** you click the blue '**Submit Answers Now**' button. I want to make sure that you submit your exam correctly so scoring can be completed.*

*After you submit your exam, the Results screen will display your exam score. **The current passing score is set at 71. After AHE reviews 50 completed exams, a final passing score will be established, which may be higher or lower than 71. The score you see on your results screen may not be the final passing score, so we won't know for several weeks if you actually passed the test.***

Does anyone have any questions? [Pause to answer questions]

You will have 2 hours to complete this test, good luck, and you may click the blue **Begin** button now.

CSCT Exam

CSCT EXAM

Welcome to the CSCT Exam. You will have 2 hours to complete all of the questions. Read each question carefully and choose the **BEST** answer.

You will be able to mark questions and go back to them later. Once you complete all the questions, please notify your test facilitator to help you **Submit** your test for official grading.

NOTICE!! The score that is automatically generated when you submit your exam is **NOT YOUR OFFICIAL SCORE** and may or may not be a passing score. AHE will notify you of your official score and the official passing score.

Best wishes for success!

Summary

- 50 total questions
- The passing score is 71%
- Requires responses, must pass to continue
- 120 out of 120 minutes remaining
- 1 out of 1 attempts remaining

[Begin](#)