



Frequently Asked Questions for Computer Based Testing (CBT)

1. **How many proctors can my department have?** There is no limit to the amount of proctors a department can delegate. Proctors must be approved by the Department Chief, and Medical Director. EMS coordinators are approved by the GMVESMC Education Committee.
2. **Can a personal computer be used for CBT?** Yes, each computer must be authorized by the department and all CBT must be completed in the presence of a proctor. It must have Windows 7 or 10. The CBT software is not compatible with Apple.
3. **What happens if I get dispatched during the test?** Providers will be expected to be out of service to test; providers cannot stop a test to take a call. Failure to complete the test will result in a failed attempt at that test.
4. **What happens if a power outage or other disaster occurs while I test?** The test will be marked as incomplete. The test proctor will have to report the power outage to the GMVESMC Education Committee Chair (Bill Mangas) and the test will have to be started from the beginning.
5. **Can I skip questions?** No
6. **Can I go back?** No
7. **Will I be able to review the missed questions at the end of my test?** No
8. **Can I use my book or other materials/apps to take the test?** No
9. **Can I use a scrap piece of paper for drug calculations?** Yes
10. **Can I use my phone as a calculator?** No
11. **Where can I test?** Any site with an approved GMVESMC proctor.
12. **When does the test need to be completed?** All first attempts must be completed no later than 3/31; all testing attempts must be completed by 5/31. If the 1st attempt is not completed by 3/31, the provider will not be permitted to operate under GMVESMC protocol.
13. **What if I don't pass on first attempt?** As long as you have attempted the test by 3/31 you may continue to operate under GMVESMC protocol until 5/31 of that year while retesting.
14. **How long must I wait between testing attempts?** Refer to the current Implementation Guide (on the GMVESMC website).

15. **When is the test release date?** Jan 4th, 2016
16. **Is there a training manual?** Yes online at the GMVEMSC website
17. **Is there an option to take a paper test version?** No
18. **Can we get instructions in advance to consult with IS/IT?** Yes, instructions will be released soon.
19. **Is there a time limit for the test?** Yes there is a time limit for the test; 60 minutes for 50 questions.
20. **How will the proctor administer the test?** Each proctor will have a designated access code that must be entered into the testing program to begin the test. Each proctor will be given detailed instructions.
21. **Are the "Train the Trainers" automatically Proctors?** No, they are separate designations. The proctors do not need to hold any EMS certification; they only have to be approved by the Department Chief and Medical Director. "Train the Trainers" must be approved by the Department Chief and Medical Director. They must hold an EMS certification, attend a "Train the Trainer" session, and score at least an 84% on the computer based testing.
22. **How often do I need to attend "Train the Trainer"?** Everyone must attend "Train the Trainer" in 2015 for the 2016 Standing Orders; this includes EMS-Is. Trainers will be required to re-certify at least every other year.
23. **What if my department does not have enough computers?** Personal computers may be used (see question 7); arrangements can also be made at another location (churches, schools, or another department). Administrative permission for those computers will need to load the software onto the computer. GDAHA hospitals will also host open enrollment testing.
24. **Can EMS coordinators proctor the CBT?** Yes, upon request. They will also be required to proctor all 3rd attempt testing.
25. **How do the scores get entered into the GMVESMC database?** TBD
26. **What will happen when I complete the test?** A "certificate of completion" will be sent to the email address entered by the provider prior to CBT testing. The "certificate of completion" can also be printed at the end of the test (if available at that testing site).
27. **Is there a pre-test?** No
28. **Is there a study guide?** No

For other inquiries refer to the implementation guide.