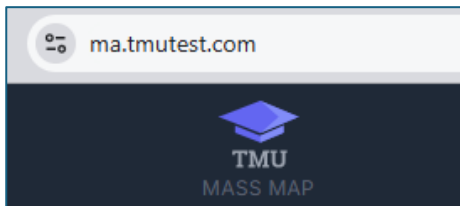


MAP Proctor – Med Admin Job Aid

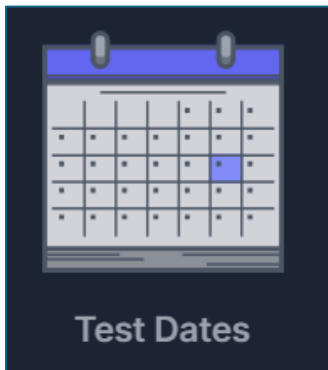
The instructions are in four sections – Schedule, Prepare to Proctor, Submit Photos, Expectations and Tips

Scheduling the Test

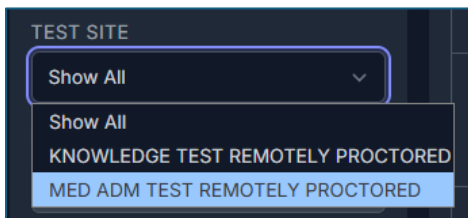
1. Proctors are notified of the learner’s name, phone number and testing window expiry date. Learners are assigned to proctors based on work location, but you may be assigned a learner outside of your mini cluster.
2. Open a browser, go to ma.tmutest.com.
Pro tip: Bookmark the TMU website.



3. Select Test Dates icon

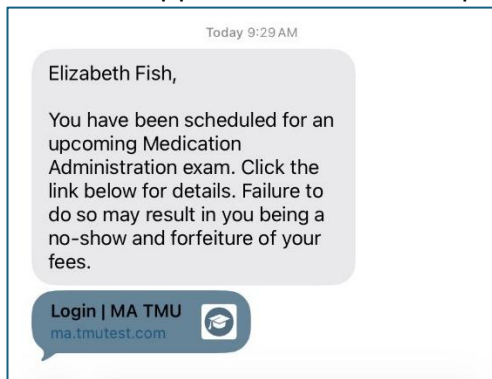


4. Under Test Site, select Med Admin Test Remotely proctored. This will filter the options shown on the calendar.



5. Call the learner to review the date and time options that overlap both your availability.
 - a. Plan a time that you have access to a quiet/private space with your laptop on wifi, camera and audio for the learner to use during the test window.

- b. You and the learner should plan to be signed in and ready at least 20 minutes prior to the test start time.
 - c. If no options show in the upcoming days, TMU often has available options when you call to schedule.
6. Call TMU at 888-734-6211. Tell them you want to schedule a MAP Med Admin Test in Massachusetts.
 - a. They will need your name and the learner's name.
7. The proctor receives a confirmation email. Do NOT forward this to the learner.
Pro tip: Add the email with the link to your outlook calendar so you have it handy on that day, and you do not book something else at the same time.
8. The learner will receive an email and text confirmation depending on their notification settings in TMU. See Appendix A for an example of the learner test confirmation email.



9. Ensure the learner has the date, time (arrive 20 minutes early) and location of where they will meet you for testing.

Prepare to Proctor

1. Gather the materials. (Medication Book, Countable Book, Bin with blister packs, pencil, postits and cup)
2. Locate a quiet spot behind a closed door.
3. Sign into the virtual meeting link from TMU.
Pro tip: Sign in 15-20 minutes prior to the test start time to ensure all technology is working correctly. If you are not logged in with working technology by 10 minutes before the test, the learner will be a No Show and incur No Show fees.
4. When the state observer logs in, they will ask you to hold the learner's ID up to the camera.
5. The learner will step out while they help you get set up for the scenario. Follow their guidance to ensure the books and blister packs are setup and ready for the learner.
6. Once ready, you will exit the room and have the learner come in. Shut the door while they test.

Submit documentation

1. Once the learner is done testing, let them know to contact you if they need to reschedule. Then they can leave.
2. The state observer will ask for you to take three pictures and where to email them.

- a. The Medication page
 - b. The Count Page
 - c. The Blister Pack AND cup with the dispensed medicine visible.
3. Email the pictures to the proctor immediately. Confirm that they were received before signing off.
 4. TMU will be updated with their score by 8pm the following business day.

Helpful Contacts

Lisa Dillon Cell: 774-480-4002 (if you need more proctor materials)

Nicole Hocking Cell: 774-273-5803

Caitlyn Higgins Cell: 774-265-7099

Iffy Ogbonna Cell: 774-539-2763

Appendix A – EXAMPLE TESTER CONFIRMATION EMAIL

From: no-reply=tmutest.com@mg.tmutest.com <no-reply=tmutest.com@mg.tmutest.com> On Behalf Of TMU

Sent: Wednesday, April 22, 2026 9:29 AM

To: Fish, Elizabeth <elizabethfish@bamsi.org>

Subject: Confirmation of Test Scheduling

CAUTION: This email originated from outside BAMSII. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Massachusetts MAP TMU

Scheduled for Test

Elizabeth Fish,

You have been scheduled for your **Medication Administration Skill exam** on 05/04/2026 1:40 PM EDT at Test Site **MED ADM TEST REMOTELY PROCTORED**

Address:

READ BELOW IN DRIVING DIRECTIONS - REQUIRED BEFORE TEST
REMOTE SITE, MA 00000

Driving Directions:

You have been scheduled into a remotely proctored med administration test.

You MUST reach out to your employer and/or the MAP trainer to see where you will meet for the remotely proctored test. You will not be visiting one of the normal D&SDT testing locations so D&SDT does not know where you are meeting. You will not log into any ZOOM session; the trainer you are meeting with will do that aspect. If you need to reschedule out of the test date, please contact D&S DT at 888-734-6211 within the required time frame.

You will be required to enter the testing room 10 minutes before your scheduled test time. Be prepared to show your appropriate government issued identification.

A MAP trainer is required to be on site and next to you during the testing. They will provide a video feed through the Zoom application on their phone. Most likely they will be standing over you so that appropriate video feed can be obtained.

As the candidate testing, you will not be required to log into any type of device. With the trainer's assistance, the test observer will review all necessary testing tools with you before testing begins.

Testing will start once the Test Observer asks you the following three questions: Do you have any questions? Are you comfortable with the testing materials? Are you ready? Answer 'yes' and the test observer will start the timer for testing.

No Show fees (\$45) are still applicable in the remotely proctored testing scenario. Failure to join the test (you must wait in the waiting room for the Test Observer to allow you to join the Zoom or Google Meet link), you arrive late and are not allowed into the video link, or you make no attempt at all to enter the remotely proctored testing event will result in the \$45 no show fee.

Your results will be posted as normal on TestMaster Universe© after 6:00PM the following business day.

- TESTING BEGINS AT 1:40 PM EDT: **You must be in the remote testing room 10 minutes before the test start time.**
- If you are unable to access your account, go to <https://ma.tmutest.com>, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at (888) 734-6211.

Refer to the MAP Virtual Test Information section of the MAP Candidate Handbook regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your test date.

[Click to open the Candidate Handbook](#)

[View your confirmation letter online](#)

Call (888) 734-6211 if you need assistance.

Appendix B – EXAMPLE TESTER TMU NOTIFICATION

The dashboard features a top navigation bar with the TMU MASS MAP logo and menu items: Tests, Trainings, Employment, Billing, Resources, and Profile. On the right, there are icons for a desktop monitor, a shopping cart, and a user profile for Elizabeth. The main content area starts with a "Welcome, Elizabeth!" message. Below this is a yellow notification box titled "Unread Notifications" stating "You have currently have one unread notification." with a "Show Notifications" button. Three white cards are displayed: "Training History" (View Your Training History), "Testing History" (View Your Testing History), and "Your Profile" (Manage Your Profile).

The inbox view shows a breadcrumb trail: Home > Inbox. Below the "Your Notifications" header are action buttons: Mark Unread, Mark as Read, Send to Trash, Clear All Notifications, and a Preferences menu. A table lists notifications with columns for Title, Sent, Message, and a View button.

<input type="checkbox"/>	TITLE	SENT	MESSAGE	View
<input type="checkbox"/>	Scheduled Into Event	12 minutes ago	You were scheduled into a Test Event	View
<input type="checkbox"/>	Scheduled Into Event	5 days ago	You were scheduled into a Test Event	View
<input type="checkbox"/>	Training Passed	5 days ago	Training Passed - Medication Administration Program has been completed and added to your record.	View

The "View Notification" page shows the notification details: "Scheduled Into Event" (13 minutes ago). The message content reads: "You have been scheduled for Skill Exam Medication Administration beginning 05/04/2026 1:40 PM EDT at Test Site MED ADM TEST REMOTELY PROCTORED. View your confirmation letter [here](#)." At the bottom, there are buttons for "Back to All Messages", "Send to Trash", and "Mark as Unread".