



# Introducing Credentia Platform

Nurse Aide Evaluator  
Console

September 2024



## AGENDA

- Initial Invite and Logging In
- NAE Console
  - Availability
  - Event Offers
  - Digital NAE Kit
  - Roster
  - My Account
  - Resources
- Digital Onboarding – Written & Skills Exam
- Skills Exam Digital Scoring
- Written Exam Digital Scoring
- Event Completion and Invoices

## Logging into Credentia

### Initial Invite:

- Check your @getcredentia.com email for an invitation from do-not-reply@credentia.com
- Follow the link to set up your password and create your account.
  - The password should have a minimum of 14 characters, a special character, a number, a lowercase letter, and an uppercase letter.
- Save the link <https://cna365.examroom.ai/> as a favorite or bookmark it for future access.

### Difficulty logging in?

- If you forget your password, click on [Forgot Password?](#), enter your @getcredentia.com email ID and click on **Submit**.
- Check your email for the **Access Code**, enter it on the Credentia page, then create a new password and login.

# Nurse Aide Evaluator Console Menu



Virtual Help

Collapse/Expand Menu

Main Page Views

NAE Profile

Sign Out



NurseAideEvaluator Console



Event Offers

Event Reports

Roster

Digital NAE KIT

Availability

My Account

Resources

Event Offers

Home > Evaluator

Page Menu Bar

Filters

Active Offers

Completed Offers

Declined Offers

Cancelled Offers

Not-Accepted Offers

Filters

Global Search



Test Center Type



EVENT ID	OFFER ID	EVENT TYPE	EXAM TYPE	TEST CENTER NAME	TEST CENTER TYPE	EVENT DATE	TEST CENTER CITY	CREATED ON	STATUS	DISTANCE	ADMIN RATE
20240814781000002	CNA7000442442	Test	Nurse Aide Oral English Exam	ER Mid Tower TC	InFacility	08/14/2024 09:00 am	ExamRoom	07/15/2024 08:30 am	Confirmed	2.79	36.20

Items per page: 10



1 - 1 of 1



Left Menu

 **Credentia** 



- Contact Us At:
-  [support@credentia.com](mailto:support@credentia.com)
-  888-204-6249

[Home](#) > [NAE Availability](#)

8/5/2024 – 8/11/2024



- [illegible]

# Availability: Facilities

Next, under **Availability** on the left menu, click on **Facilities**, to identify the Facilities you can work with. If you have a conflict that prevents you from providing services to a specific test center, you can enter that too, this will prevent you from receiving events from that facility.

- Event Offers
- Event Reports
- Roster
- Digital NAE KIT
- Availability**
  - Schedule Availability
  - Facilities**
  - My Account
  - Resources

## Facilities

Home > Facilities

State

Georgia

Type

In Facility (INF)

Test Center

ALBANY TECHNICAL ...

Add and save

0

400

Will Work	Affiliation	Conflicted	Facility Name ↑	City	State	Type	Miles	Request Mileage Review
✓	✓	✓	ExamRoom High Towers TC	ExamRoom	ExamRoom	RegionalTestsite	1.39	

Items per page: 10

1 - 1 of 1



### Facility

Facility Name: ALBANY TECHNICAL COLLEGE INF

City: ALBANY

State: Georgia

Type: In Facility (INF)

☐ Will not work

☐ Conflicted

☐ Affiliation

Are you sure you want to Add this Facility?

Cancel

Save

# Event Offers

- When you log in, the landing page displays **Event Offers**, detailing the entire list linked to you.
- You can check date, facility and exam type here.
- You can also navigate to Event Reports, Roster, NAE Kit, Availability and My Account

## Event Offers

Event Reports

Roster

Digital NAE KIT

Availability

My Account

Resources

## Event Offers

Home > Evaluator

Active Offers

Completed Offers

Declined Offers

Cancelled Offers

Not-Accepted Offers

Filters

Global Search



Test Center Type

## Legend

- **Opened**- Offer was viewed by NAE
- **Accepted**- Offer was accepted by NAE
- **Confirmed**- Offer has been confirmed by Credentia OPS
- **Declined**- Offer was declined by NAE

EVENT ID	OFFER ID	EVENT TYPE	EXAM TYPE	TEST CENTER NAME	TEST CENTER TYPE	EVENT DATE	TEST CENTER CITY	CREATED ON	STATUS	DISTANCE	ADMIN RATE
20240814781000002	CNA7000442442	Test	Nurse Aide Oral English Exam	ER Mid Tower TC	InFacility	08/14/2024 09:00 am	ExamRoom	07/15/2024 08:30 am	<span style="color: green;">●</span> Confirmed	2.79	36.20

Items per page:

10

1 - 1 of 1




# Accepting / Declining an Event Offer

## Event Offer

Based on your current schedule availability and facility selections, Credentia has an event offer for your review and the details for this event are listed below.

Event Id	: 20240814781000002	<b>Estimated Pay Break</b>	
Offer Id	: CNA7000442442	<b>Up</b>	
Event Type	: Nurse Aide Oral English Exam	Milage Rate	: \$1.74
Date	: 2024-08-14	Testing Rate	: \$73.30
Time	: 09:00:00	Admin Rate	: \$36.20
Test Center	: ER Mid Tower TC	Total Estimated Payable	: \$111.24
Distance	: 2.79		
Candidates	:		
Test Center Type	: InFacility		
Test Center Address	: 1025 Greenwood Boulevard Suite 401. Lake Mary, Florida 32746.,		
City	: ExamRoom		
State	: ExamRoom		



- While in **Event Offers** console, navigate to the extreme right, click on  **View** to open and see the details.
- Event details include an estimated pay break up for the event, location of event, the distance from your home to the center, date of event.
- Scroll to the bottom to **Accept** or **Decline** the event.
- Note: The event offer will also be sent to your @getcredentia.com email, and you can Accept/Decline the event there as well.

Decline

Accept

# Roster

You can view candidates assigned to an event, within seven days leading up to the exam day.

- On the day of the exam, from the left menu, click on **Roster** to see the candidates for your event.
- On the extreme right side of the screen, select the **Event ID** from drop-down menu. Only your Events will be visible to you.
- Click on the blue **Check in** button to register the start time of your invoice period for the exam.



The screenshot shows the Credentia Roster page. On the left is a navigation menu with options: Event Offers, Event Reports, Roster (highlighted), Digital NAE KIT, Availability, My Account, and Resources. The main content area is mostly blank. On the right, there are two panels. The top panel has a 'Select Event ID' dropdown menu with 'Clear Selection' and the event ID '20240814781000002'. The bottom panel has a similar dropdown menu with the same event ID, and two buttons: 'Check-in 1:45:18 PM' and 'Check-out 1:46:01 PM'. A red arrow points from the 'Roster' menu item to the 'Check in' button.

# Roster: Candidate Tiles

Once checked in, all candidates for that event will show up in a tiled format. In each Candidate tile, you can see :

- Name of Exam
- Candidate Name
- Date and time of exam
- Exam Form (if Skills Exam)
- Appointment ID (if Written Exam)
- Accommodation, if any

**NOTE:** The skills cards assigned to each candidate are indicated by Exam Form ID, so you can pair candidates accordingly.

Event Offers

Event Reports

Roster

Digital NAE KIT

Availability >

My Account >

Resources >

Select Event ID

286445

Check-in

6:41:37 AM

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 37

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate bn

9/6/2024 8:00:00 AM

Exam Form Id : 66

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 72

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 53

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 55

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate ME

9/6/2024 8:00:00 AM

Exam Form Id : 66

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 8:00:00 AM

Exam Form Id : 55

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 60

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 12:30:00 PM

Exam Form Id : 72

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate ez

9/6/2024 8:00:00 AM

Exam Form Id : 35

Mark Issue

Onboard

Nurse Aide Skills Exam

Candidate

9/6/2024 8:00:00 AM

Exam Form Id : 73

Mark Issue

Onboard

Contact Us At:

## Roster: Candidate Tiles

If there is an Accommodation requested, you can click on it to see the details of the request. For example, in the screenshot below, the candidate has requested double time for the skill exam.

**Nurse Aide Skills Exam**

Tester Mahi

9/16/2024 10:30:00 AM

Exam Form Id : 99

Accommodation Type : ADHD/ADD

Accommodation Items:

- TIME: double time

Monitoring

## Roster: Mark Issue

If a candidate cannot take the exam or cannot be allowed to take the exam, click on **Mark Issue** to notate why.

- A pop-up window with drop-down menu will be displayed.
- From the drop-down menu, select the reason they cannot be onboarded, write in the Comments field any additional details, and **Save**.

**Nurse Aide Written Exam**

Jill Doe  
6/18/2024 2:30:00 PM  
Appointment id: 240000001863

Mark IssueOnboard

Reason for marking an issue

Issue

Absent

Failed Health Screening

Other facility issue

Turn Away - Not Candidate Fault

Turn Away - Candidate Fault

Wrong ID

Cancel

Save

## Roster: Onboarding Candidates

- Click **Onboard**, that will launch a pop-up window with the prompt to capture the candidate details.
- Click the first **Upload** button, and when the camera gets activated, take a photograph of the candidate's valid photo ID.
- Next, click the second **Upload** button to take a photograph of the candidate.
- You can **Retake** the photographs if needed.
- In the **Note** Section, make a note of the type of 2nd ID. (remember not to photograph the Social Security Number Card)
- Finally, click **Submit**.

### Candidate Tile:

- Exam Name
- Candidate name
- Accommodations if any
- Date and time of exam
- Appointment ID
- Mark Issue
- Onboard

**Nurse Aide Written Exam**

**Jill Doe**  
**6/18/2024 2:30:00 PM**  
**Appointment id: 240000001863**

[Mark Issue](#) [Onboard](#)

**Onboard Candidate Details** ✕

Appointment id: 240000001863

First Name: Jill

Last Name: Doe

Last Name: **Harris**

Candidate Id \*: [Upload](#)

Candidate Photo \*: [Upload](#)

Notes: Notes

[Submit](#)

## Roster: Onboarding Candidates contd.

- Click on **Onboard**
  - Click on **Allow** (camera)
  - Click on **Upload** (Candidate ID)
  - Click on **Take Picture**
  - Click on **Upload** (Candidate Photo)
  - Type in **Notes**
  - Click on **Submit**
- Start the next Candidate's Onboarding*

Nurse Aide Skills Exam

Madison Harris

8/29/2024 10:00:00 AM

Exam Form Id : 60

Mark Issue **Onboard**

credentiauat.examroom.ai wants to

Use your cameras

**Allow** Block

Onboard Candidate Details

Appointment Id: 2400001216

First Name : Jodi

Last Name : Harris

Candidate Id \* : **Upload**

Candidate Photo : **Upload**

Notes: Notes

Submit

Capture Candidate ID

**Take Picture**

Capture Candidate ID

**Take Picture**

Nurse Aide Skills Exam

Madison Harris

8/29/2024 10:00:00 AM

Exam Form Id : 60

**Start Proctoring** **Onboard**

Onboard Candidate Details

Appointment Id: 2400001216

First Name : Jodi

Last Name : Harris

Candidate Id \* : f7371020-91e5-4e87-94dc-a189032964e5.jpeg

Candidate Photo \* : 75f1580d-334f-4355-80a8-90ea39bc4404.jpeg

Notes: Notes

**Submit**

# Digitally Scoring Exams

The **Start Proctoring** button will take you to the Skills test page, with the list of Skills that correspond with the skills card.

- You can use the volume icon on the top right to have the questions read out loud.
- Each subsequent skill page has the same volume icon with a read aloud option.

Click on the **i** icon to see the Accommodation details

**Exam Name:** NNAAP Skills      **Candidate Name:** Tester Mahi      **Exam Date:** 25-Dec-2024      **Form ID:** 99

**i**

**List of Skills**

**1. Hand Hygiene (Hand Washing)**  
*Reminder: The Hand Hygiene Skill must be performed with running water. In other skills in which hand washing is a step, you will simply tell the evaluator that you would wash your hands at that point rather than actually wash them again. You may be asked to use hand sanitizer for infection control but this is not scored.*

**2. Measures and Records Radial Pulse**  
*Measure the radial pulse and record the measurement on the computer screen by clicking on "Enter the Value".*  
*Count for one full minute. Tell proctor when you are "starting" and "stopping" counting. (For pilot events RN evaluator will count at the same time as candidate).*  
*Proctor will apply pulse ox device to client and electronically measure pulse at the same time as the candidate.*

**3. Gives Modified Bed Bath (Face and One Arm, Hand, and Underarm)**  
No instructions...

**4. Provides Mouth Care**  
*Provide this client with mouth care. This client is alert and has his/ her own teeth but is unable to do own mouth care.*

**5. Donning and Removing PPE (Gown and Gloves)**  
No instructions...

**START**

Click **Start Test** to begin.

# Digitally Scoring Exams Contd.

The 1<sup>st</sup> skill will populate on the screen, listing the different steps of the skill on the page. Select **Yes** or **No** for each step. For the steps where you've selected **Yes**, no additional information or steps are required.

NurseAideEvaluator Console

Exam Name: NNAAP Skills

Exam Date: 25-Dec-2024

Candidate Name: Tester Mahi

Form ID: 99

29m 32s

Skills

Hand Hygiene (Hand Washing)

Counts and Records Radial Pulse

Gives Modified Bed Bath (Face and One Arm, Hand, and Underarm)

Provides Mouth Care

Donning and Removing PPE (Gown and Gloves)

Hand Hygiene (Hand Washing)

*Reminder: The Hand Hygiene Skill must be performed with running water. In other skills in which hand washing is a step, you will simply tell the evaluator that you would wash your hands at that point rather than actually wash them again. You may be asked to use hand sanitizer for infection control but this is not scored.*

Validations List

1. Hand Hygiene (Hand Washing)

1 A

☒ Yes
 ☐ No

Add comments

2 T

☒ Yes
 ☐ No

Add comments

The Timer can be paused if needed, by tapping the double lines. You can click the + icon to add time for the Candidate if they have an accommodation for it.

## Add Additional Time

In minutes

10

CANCEL

ADD TIME


## Digitally Scoring Exams Contd.

If you select **NO**- you **must** select incident type and make a note. You can come back later and finish the note if more details are needed, with more time.

**Exam Name:** NNAAP Skills



**Candidate Name:** Tester Mahi

**21m 36s**



**Exam Date:** 25-Dec-2024

**Form ID:** 99

☒ Yes ☐ No

Add comments

4


☐ Yes ☒ No


\* Choose an incident ▼

Did not perform step

Step performed incorrectly

\* Add incident Details

 Cancel

 Save

\* 5

fi

☐ Yes ☐ No

Add comments

## Digitally Scoring Exams Contd.


The critical steps have an asterisk\*. Once you have scored a skill, select **Next Skill** to continue. You can navigate from Skill to Skill by clicking on the buttons Previous Skill or Next Skill.

At the bottom of the screen, there is a text box for comments, if any, for the overall candidate's exam.  
The Submit button will remain greyed out until the last Skill is scored.

**Exam Name:** NNAAP Skills

**Candidate Name:** Tester Mahi

18m 4s



**Exam Date:** 25-Dec-2024

**Form ID:** 99

|| +

4

☒ Yes ☐ No

Add comments

5

☒ Yes ☐ No

Add comments

\* 6

☒ Yes ☐ No

Add comments

PREVIOUS SKILL

NEXT SKILL

Overall Comments

No comment.

SAFETY STOP

CHEATING

SUBMIT

# Digitally Scoring Exams Contd.



**Exam Name:** NNAAP Skills **Candidate Name:** Tester Mahi **16m 38s** **Form ID:** 99

**Exam Date:** 25-Dec-2024

**Skills**

- Hand Hygiene (Hand Washing)
- Counts and Records Radial Pulse**
- Gives Modified Bed Bath (Face and One Arm, Hand, and Underarm)
- Provides Mouth Care
- Donning and Removing PPE (Gown and Gloves)

**Counts and Records Radial Pulse**

*Count the radial pulse and record the measurement on the computer screen by clicking on "Enter the Value".*

*Count for one full minute. Tell proctor when you are "starting" and "stopping" counting. (For pilot events RN evaluator will count pulse at the same time as candidate).*

*In-room proctor will apply pulse ox device to client and electronically measure pulse at the same time as the candidate.*

**ENTER MEASUREMENT VALUES**

**Candidate Value:**

**Evaluator Value:**

**Validations List**

**2. Counts and Records Radial Pulse**

1 |

☐ Yes ☐ No

Add comments

2.

**Please Enter Measurement Values**

\*You must document the measurement unit, lb or kg

Candidate Result:

**Submit**

3.

**Measurement Value**

\*Please verify the candidate entered the correct value.

Candidate Result:

☒ I consent that the above candidate value is correct, I agree to sign.

**CLEAR** **SUBMIT**

For measurement skills, click on **Enter Measurement Values**. The candidate enters their value first and clicks **Submit**. After that, to validate and acknowledge their input, they need to add a check mark and sign for it. *At this time, the Candidate will not be able to see anything except the text field as seen in the image.*

## Digitally Scoring Exams Contd.

- After the candidate signs for their measurement value, they hand the tablet back to the NAE.
- The NAE enters their value and clicks **Submit**.
- The digital timer should be paused during the measurement capture and can be resumed after the NAE adds their value.

Please Enter Measurement Values

\*You must document the measurement unit, lb or kg

Candidate Result:

90


Evaluator Result:

92

Submit

## Digitally Scoring Exams Contd.

### Retaking the measurement values

On the Skills page, you'll now see the two values entered by the Candidate and you. If the situation warrants a re measurement for the candidate as well as you, you can click on the  refresh icon. You'll get a pop up to confirm you want to re capture the Measurement Value. Click yes, to start the process again for the Candidate and you.

**Candidate Name:** Tester Mahi  
**Form ID:** 99


8m 51s  
II +

**Counts and Records Radial Pulse**

*Count the radial pulse and record the measurement on the computer screen by clicking on "Enter the Value".*

*Count for one full minute. Tell proctor when you are "starting" and "stopping" counting. (For pilot events RN evaluator will count pulse at the same time as candidate).*

*In-room proctor will apply pulse ox device to client and electronically measure pulse at the same time as the candidate.*

ENTER MEASUREMENT VALUES 

Candidate Value: 90  
Evaluator Value: 92

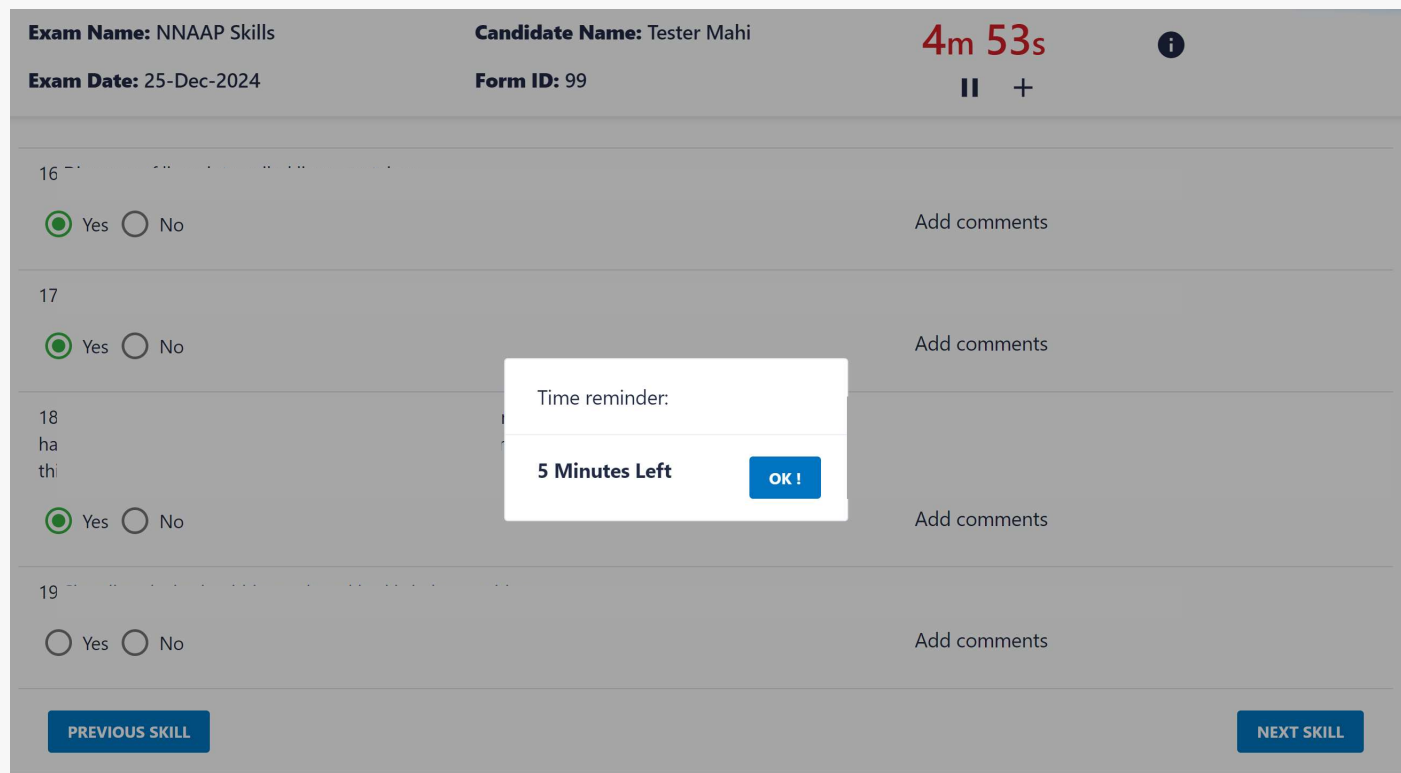
 Are you sure you want to re-capture the Measurement Value?

NO

YES

## Digitally Scoring Exams Contd.

When 5 minutes are left for the exam, you'll get a notification so you can alert the Candidate as well.

A screenshot of the Credentia exam interface. At the top, it displays "Exam Name: NNAAP Skills", "Candidate Name: Tester Mahi", "Exam Date: 25-Dec-2024", and "Form ID: 99". A timer shows "4m 53s" in red, with a pause icon and a plus sign. Below this, there are four question items (16, 17, 18, 19) with "Yes" and "No" radio button options. Item 16 has "Yes" selected. Item 17 has "Yes" selected. Item 18 has "Yes" selected. Item 19 has "No" selected. Each item has an "Add comments" link. A white modal box is centered over the interface, displaying "Time reminder:" and "5 Minutes Left" in bold, with an "OK!" button. At the bottom, there are "PREVIOUS SKILL" and "NEXT SKILL" buttons.

## Digitally Scoring Exams Contd.

After completing all the Skills scoring, click Submit to enter the score for the candidate.

**NOTE:**

Once you click Submit you have effectively submitted the score for the candidate and CANNOT change the Yes / No choices for the for the steps. You may, update the notes and comments even after Submitting. You CAN however go back and edit the notes.

14 A


☒ Yes ☐ No


Add comments

PREVIOUS SKILL

**Overall Comments**

No comment.

 Cancel

 Save

Are you sure you want to Submit?

NO

YES

SAFETY STOP

CHEATING

SUBMIT

# Updating Notes

After submitting a skills exam, you'll see a blue check mark and Person Score on the Candidate Tile.

To update notes, click **Update Notes** on the candidate tile in the Roster.

Click through each skill and select next skill to be brought to the next page to update notes.

Event Complete

20241225819110002

Check-out  
7:26:42 PM

<div><div>Nurse Aide Skills Exam</div><div>Tester Harish</div><div>9/16/2024 8:30:00 AM</div><div>Exam Form Id : 84a</div><div>PersonScore ✓</div><div>Update Notes</div></div>	<div><div>Nurse Aide Skills Exam</div><div>Tester Raja</div><div>9/16/2024 8:30:00 AM</div><div>Exam Form Id : 83a</div><div></div><div></div></div>	<div><div>Nurse Aide Skills Exam</div><div>Tester Gandhi</div><div>9/16/2024 10:30:00 AM</div><div>Exam Form Id : 87a</div><div>Accommodation Type : ADHD/ADD</div><div>Resume Proctoring</div></div>	<div><div>Nurse Aide Skills Exam</div><div>Tester Santhosh</div><div>9/16/2024 10:30:00 AM</div><div>Exam Form Id : 94</div><div>Accommodation Type : ADHD/ADD</div><div>Resume Proctoring</div></div>
<div><div>Nurse Aide Skills Exam</div><div>Tester Mahi</div><div>9/16/2024 10:30:00 AM</div><div>Exam Form Id : 99</div><div>Accommodation Type : ADHD/ADD</div><div>PersonScore ✓</div><div>Update Notes</div></div>	<div><div>Nurse Aide Skills Exam</div><div>Tester Naren</div><div>9/17/2024 10:30:00 AM</div><div>Exam Form Id : 91</div><div>Accommodation Type : ADHD/ADD</div><div>PersonScore ✓</div><div>Update Notes</div></div>	<div><div>Nurse Aide Skills Exam</div><div>Tester Kavin</div><div>9/17/2024 10:30:00 AM</div><div>Exam Form Id : 98</div><div>Accommodation Type : ADHD/ADD</div><div>Mark Issue</div><div>Onboard</div></div>	

# Cheating Instance

If a candidate is caught cheating, click on the button **Cheating** at the bottom of the screen.

- Write the description of the incident. Select the check mark and click **Mark Cheating**.
- If the candidate's partner is suspected of cheating as well, undo the Onboarding on the Roster page, select **Mark Issue** and select **Cheating Before Exam** from the drop down..

Exam Name: NNAAP Skills
Candidate Name: Tester Gandhi
Exam Date: 25-Dec-2024
28m 28s

Form ID: 87a

8 U
☒ Yes ☐ No

9 U
☒ Yes ☐ No

10 |
☒ Yes ☐ No

Overall Comments
No comment.

SAFETY STOP
CHEATING

Candidate incident: Cheating

Cheating Description  
Candidate was given instructions by the "client" to demonstrate the steps 9, 10 and 11. Client is John Doe.

☒ Are you sure ? You want to mark the candidate as cheating.

CANCEL
MARK CHEATING

Nurse Aide Skills Exam

Tester Kevin

9/17/2024 10:30:00 AM

Exam Form Id : 98

Accomodation Type : ADHD/ADD

Start Proctoring
Onboard

Reason for marking an issue

Issue
Before Exam Cheating

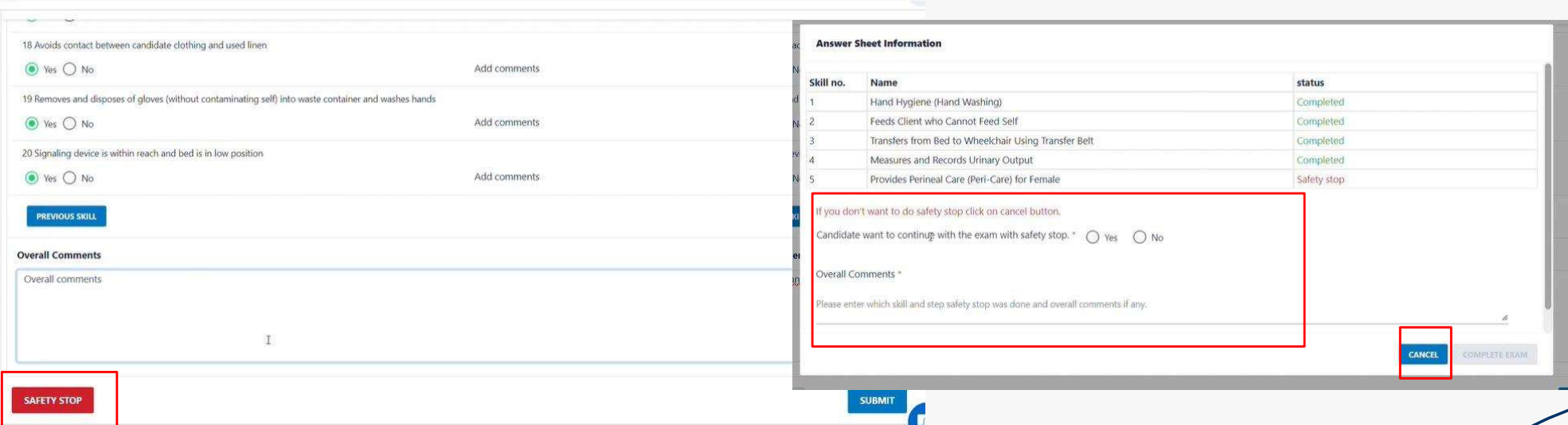
Helped Candidate with instructions for Skill #12

Cancel
Save

# Safety Stop

To initiate a safety stop, press the **Safety Stop** button at the bottom left of the screen.

- Once safety stop is initiated, comment which step of the skill, and why safety stop was called, along with remedy.
- Annotate whether the candidate wants to continue with exam.



The screenshot displays the Credentia interface during a skill assessment. On the left, a list of skills is shown with 'Yes' and 'No' radio buttons and an 'Add comments' link. The 'Overall Comments' section is at the bottom. A red box highlights the 'SAFETY STOP' button at the bottom left. On the right, the 'Answer Sheet Information' modal is open, showing a table of skills and their status. A red box highlights the 'CANCEL' button at the bottom right of the modal.

Skill no.	Name	status
1	Hand Hygiene (Hand Washing)	Completed
2	Feeds Client who Cannot Feed Self	Completed
3	Transfers from Bed to Wheelchair Using Transfer Belt	Completed
4	Measures and Records Urinary Output	Completed
5	Provides Perineal Care (Peri-Care) for Female	Safety stop

If you don't want to do safety stop click on cancel button.

Candidate want to continue with the exam with safety stop. \* ☐ Yes ☐ No

Overall Comments \*

Please enter which skill and step safety stop was done and overall comments if any.

**CANCEL** **COMPLETE EXAM**

# Digitally Scoring Exams Contd.

After the successful submissions of the candidates' exams, click on Update Notes to fill in any additional notes/comments for all the candidates.

Mark any candidate issues (absent, turned away etc.) after the event is complete, not at the beginning.

**After all necessary updates, click on Event Complete.**

Event Complete

NOTE: Once you have completed all exams or marked candidate issues you must mark Event Complete.

20241225819110002

Check-out  
7:42:40 PM

<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Harish</p> <p>9/16/2024 8:30:00 AM</p> <p>Exam Form Id : 84a</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Raja</p> <p>9/16/2024 8:30:00 AM</p> <p>Exam Form Id : 83a</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Gandhi</p> <p>9/16/2024 10:30:00 AM</p> <p>Exam Form Id : 87a</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Santhosh</p> <p>9/16/2024 10:30:00 AM</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>
<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Mahi</p> <p>9/16/2024 10:30:00 AM</p> <p>Exam Form Id : 99</p> <p>Accommodation Type : ADHD/ADD</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Naren</p> <p>9/17/2024 10:30:00 AM</p> <p>Exam Form Id : 91</p> <p>Accommodation Type : ADHD/ADD</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	<p><b>Nurse Aide Skills Exam</b></p> <p>Tester Kavini</p> <p>9/17/2024 10:30:00 AM</p> <p>Exam Form Id : 98</p> <p style="text-align: center;">PersonScore ✓</p> <p style="text-align: center; border: 1px solid red; background-color: #e0f2f1; padding: 5px;">Update Notes</p>	

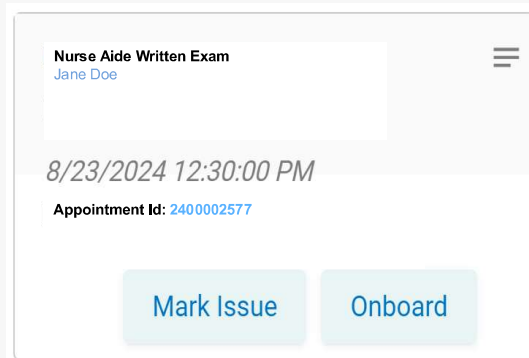
Click update notes if you want to go and edit notes for missed or failed steps. You cannot change **Yes / No** answers.

## Written Exams

Once the digital onboarding is complete, the candidate tile will change to Answer Sheet. Post onboarding, the Booklet ID assigned to the candidate will populate on the tile. Hand the booklet to the candidate, so they can fill out the Name, Date and Signature. Next, read the exam verbatim to the candidates, begin the timer. (If you have an oral exam candidate, they must click Begin Exam on their screen along with your timer - see oral exam manual).

When all candidates are onboarded and given their respective correct booklets, begin the timer.

Collect the Answer Sheet from the candidates after the exam is complete.

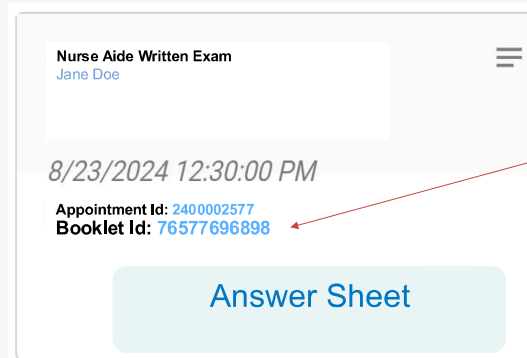


Nurse Aide Written Exam  
Jane Doe

8/23/2024 12:30:00 PM

Appointment Id: 2400002577

Mark Issue Onboard



Nurse Aide Written Exam  
Jane Doe

8/23/2024 12:30:00 PM

Appointment Id: 2400002577  
Booklet Id: 76577696898

Answer Sheet

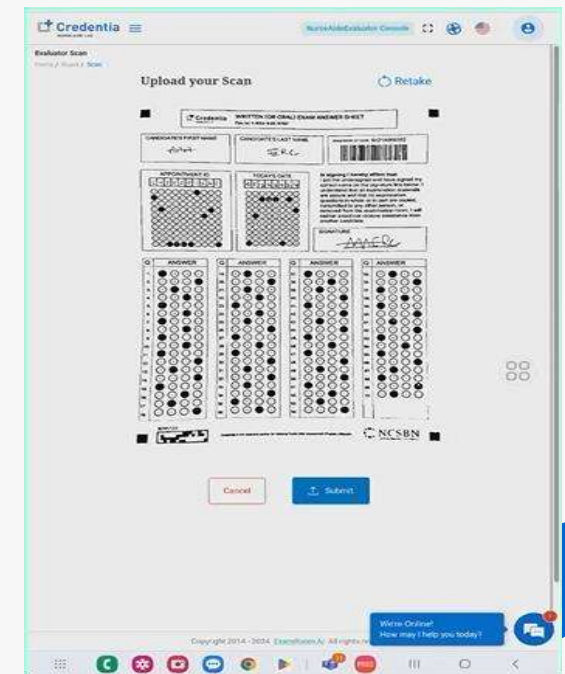
Booklet id – visible only after onboarding. Please ensure you select the right the Booklet ID from the stack before handing over to the candidate.

# Written Exams

## Uploading Answer Sheets

- Click on **Answer Sheet** to pull up your camera.
- Place the answer sheet on a **dark background** and capture the image of the sheet. Avoid glares and shadows.
- Drag the blue handles to make sure the **entire sheet** including the four squares in the corners is captured in the image.
- You can **Retake** the picture if you're not satisfied, or if the image is not accepted.
- Once done, click **Upload**. This will bring you back to your **Roster** dashboard for the next Answer Sheet upload.

*If unable to take a picture, you can scan the answer sheets, save them as pdfs on your laptop and use the Upload button to upload the answer sheets for the candidates.*

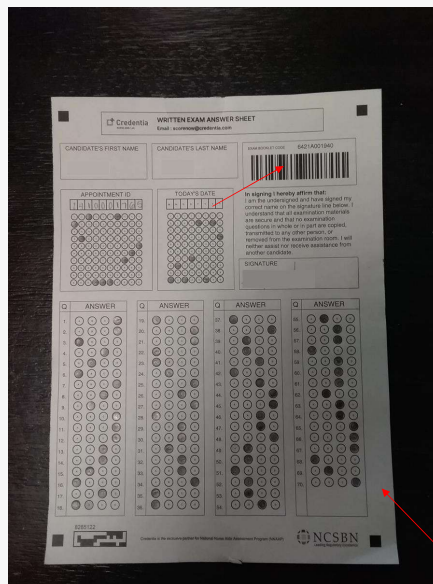


# Written Exams

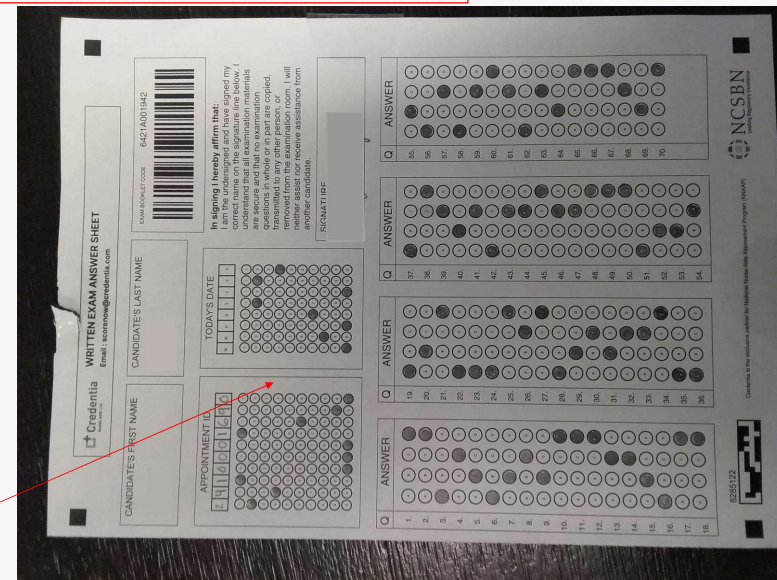
Guidelines for uploading Answer Sheets:

- Place the answer sheet on a dark background.
- Avoid excess space around the answer sheet, or partial image of the Answer Sheet corners.
- The answers should be completely bubbled in by the Candidates.
- Drag the blue handles to crop out the extra space outside the 4 corners highlighted in dark squares.
- Avoid shadows and/or glares on the image.
- The image should be portrait (vertical), not landscape (horizontal).

Use the blue handles to crop out the extra space outside the page



Answers should be completely bubbled in



Avoid Shadows and/or glares on the image  
The image should be portrait, not landscape

# Written Exams

## Shredding the Booklets

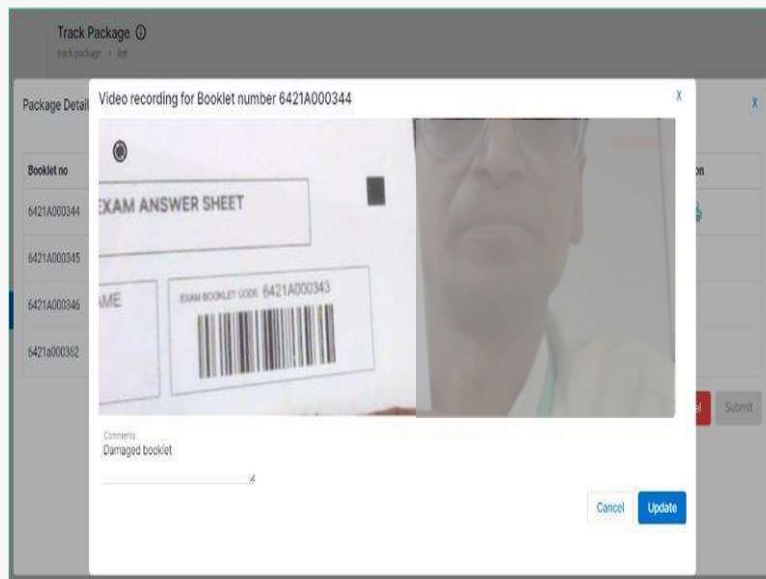
On the Roster page, click on the Shred button on the respective candidate tile, a camera will pop-up on the screen. (MAKE SURE YOU ARE ON THE RIGHT CANDIDATE TILE).

Wait until the Recording starts on the camera stream.

Hold the Answer Sheet so that booklet ID is clearly visible. Hold it for 3-4 seconds- You can also type in the booklet ID.

Shred the entire booklet, recording the entire process. Separate the pages if the shredder is small, making sure each page is shredded.

If by mistake, a single sheet is not shredded, you can come to the Roster page and continue the process.

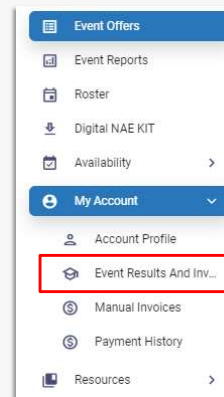


## My Account Menu

Under My Account, there are four sub menus:

- Account Profile has your personal account details
- Event Results and Invoices allows you to see current and past invoices and all the notes for those events.
- Manual Invoices helps you raise a manual invoice, which may not be tied to an event.
- Payment History shows you the different payments received from Credentia for past invoices raised.

After clicking on **Event Complete** on the **Roster**, go to **Event Results and Invoices**



# My Account: Event Results and Invoices

This page contains the invoices and reports of all events that you have closed by clicking on Event Complete on the Roster page.

Note: Event Complete must be done within 24 hours of an event day.

## Workflow status legend:

**Created:** the invoice has been generated but is still editable.

**Submitted:** the invoice has been submitted to Payroll.

**Approved:** you already submitted that invoice and it has been approved by payroll, you cannot edit this.

## EVENT RESULTS AND INVOICES ⓘ

Home > Event results and invoices

Filters Global Search 🔍

EVENT ID	OFFER ID	EVENT DATE	FACILITY	EXAM TYPE	CANDIDATES	INVOICE STATUS	WORKFLOW STATUS
281524	64635096	2024/07/21	HILLENDELL MEDICAL TRAINING INF	Nurse Aide Skills Exam	20	Exported	Approved
281527	64635207	2024/07/28	HILLENDELL MEDICAL TRAINING INF	Nurse Aide Skills Exam	15	Exported	Approved
285451	65030901	2024/08/03	HILLENDELL MEDICAL TRAINING INF	Nurse Aide Written Exam	20	Waiting Trinet Export	Approved
281526	64635170	2024/07/22	HILLENDELL MEDICAL TRAINING INF	Nurse Aide Skills Exam	20	Exported	Approved
272064	62010087	2024/07/18	SOUTH GEORGIA TECHNICAL COLLEGE RTS	Nurse Aide Skills Exam	11	Exported	Approved
274130	63934070	2024/07/31	COLLABORATIVE HEALTH CARE RTS	Nurse Aide Skills Exam	22	Waiting Trinet Export	Approved


# My Account: Event Results and Invoices

Click on the Event ID for the event you just completed, to fill in the details.

- The first tab is Facility Report. Facility Rating is a mandatory field, all other fields are discretionary.

Event Result Invoice Info

Home > Event Results and Invoices > Invoices Info



HILLENDELL MEDICAL TRAINING - INF

Event ID: 281524

General Info

Evaluator Name:

Test Date: 2024/07/21

Contact: None

Email:

Invoice Status: Exported

Invoice Workflow: Approved

Address

Street

City

State

ZIP

Facility Report

General Exam Feedback

Candidate Incidents

Total Time & Expenses

	Reported	Actual
Skills Labs Available	0.00	0.00 1
Written Room 1 (Candidate Capacity)	0.00	0.00 1
Written Room 2 (Candidate Capacity)	0.00	0.00 No 2 written room
Written Room 3 (Candidate Capacity)	0.00	0.00 No 2 written room

Facility Rating\*

Adequate for future testing

Adequate For Future Testing

TestCenter Issues

Written Room

Acceptable

Acceptable

Written Room Details

Skills Lab

Acceptable

Acceptable

Skill Lab Details


# My Account: Event Results and Invoices

The 2<sup>nd</sup> tab is General Exam Feedback. **Start Time** is auto generated time when you **Check In** at the start of the day, **End Time** is when you click on **Event Complete**.

You can add notations about the exam experience and issues if any, here.

Event Result Invoice Info

Home > Event Results and Invoices > Invoices Info



HILLENDELL MEDICAL TRAINING - INF

Event ID: 281524

General Info

Evaluator Name:

Test Date: 2024/07/21

Contact: None

Email:  getcredentia.com

Invoice Status: Exported

Invoice Workflow: Approved

Address

Street:

City:

State:

ZIP:

Facility Report

General Exam Feedback

Candidate Incidents

Total Time & Expenses

Testing Time Start/End(24hr)

Start Time

End Time

17:31

20:40

☐ Skills Exam Issue

☐ Written/Oral Exam Issue

☐ Shipping

☐ Answer Sheets

☐ Booklets

☐ Others

Final Scoring Results

Written/Skills

Total Present Written

4

Total Present Skill

10

Total Absent Written

0

Total Absent Skill

0

Total Successfully Scored Written (Present and Absent)


3

# My Account: Event Results and Invoices

The 3<sup>rd</sup> tab is Candidate Incidents, where you can update notes on any incidents raised. These include Pre-exam incidents - *Absent, Wrong ID, Turn Away Candidate Fault, Facility Issue and Wrong ID, Cheating & Turned Away Not candidate Fault* and exam incidents - *Cheating and Safety Stop*.

Event Result Invoice Info

Home > Event Results and Invoices > Invoices Info



HILLEDELL MEDICAL TRAINING - INF

Event ID: 281524

General Info

Evaluator Name:

Test Date: 2024/07/21

Contact: None

Email:  getcredentia.com

Invoice Status: Exported

Invoice Workflow: Approved

Address

Street:

City:

State:

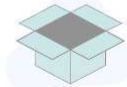
ZIP:

Facility Report

General Exam Feedback

Candidate Incidents

Total Time & Expenses

CANDIDATE ID	CANDIDATE NAME	INCIDENT TYPE	SKILL NAME	SK
 <div>NO RECORD FOUND.</div>				

# My Account: Event Results and Invoices

The 4<sup>th</sup> tab is Total Time & Expenses. The console will factor in the number of candidates for the event, the distance from the center to your home on record, and admin time in calculating the payout amount. If all information is accurate, you can check the box at the bottom of the screen and click **Submit**. This invoice will now be in **Submitted** status and is sent to Payroll for review.

## Event Result Invoice Info

Home > Event Results and Invoices > Invoices Info



HILLENDELL MEDICAL TRAINING - INF

Event ID: 281524

### General Info

Evaluator Name: [Redacted]

Test Date: 2024/07/21

Contact: None

Email: [Redacted] getcredentia.com

Invoice Status: Exported

Invoice Workflow: Approved

### Address

Street: [Redacted]

City: [Redacted]

State: [Redacted]

ZIP: [Redacted]

Facility Report

General Exam Feedback

Candidate Incidents

**Total Time & Expenses**

### Time Worked

### Actual

Pre Test Preparation

Minutes  
39

Written Exam

Hours  
3

Minutes  
14

Skill Exam

Hours  
6

Minutes  
39

Process Answer sheets & Lab Cleanup

Minutes  
28

Post Test Activity

Minutes  
128

Other Time

Other Time Description

Minutes  
0

Administrative Time

Hours  
2

Minutes  
30

Total Time

Hours  
15

Minutes  
38

System Generated Time Payment

\$ 312.56

Actual Time Payment

\$ 298.79

☐ Raise Concern

☒ I certify the times listed on this timesheet are the actual hours worked. I have not reported more or less time than I actually worked. I understand this timesheet is an official Company record, and falsification of Company records may lead to disciplinary action up to and including termination. Further, I understand I am not permitted to complete any work on behalf of the Company without reporting the time worked for payment.


Submit

# My Account: Event Results and Invoices

To manually enter numbers or edit hours, etc., click on **Raise Concern**. This makes the fields editable, and you can enter expenses, distance travelled, etc. If there are lodging and meals expenses, a prompt will be shown to add receipts or supporting documents.

### Event Result Invoice Info

Home > Event Results and Invoices > Invoices Info



HILLENDALL MEDICAL TRAINING - INF  
Event ID: 281524

#### General Info

Evaluator Name:

Test Date: 2024/07/21

Contact: None

Email:  getcredentia.com

Invoice Status: Exported

Invoice Workflow: Approved

#### Address

Street:

City:

State:

ZIP:

Milage Rate 0 - 25	\$ 0.62	Distance Estimated	0.97
Milage Rate 26 - 60	\$ 0.6	Distance Actual	320
Milage Rate 61 - 99	\$ 0.83	Milage Rate	\$ 252.30
Milage Rate Over 100	\$ 0.83		

Other Expenses over 100 miles (with approval only):

Lodging	\$ 150.75
Meals	\$ 100.5
Toll	\$ 0
Parking	\$ 0
Other Expenses	\$ 0
Total Expenses	\$ 251.25

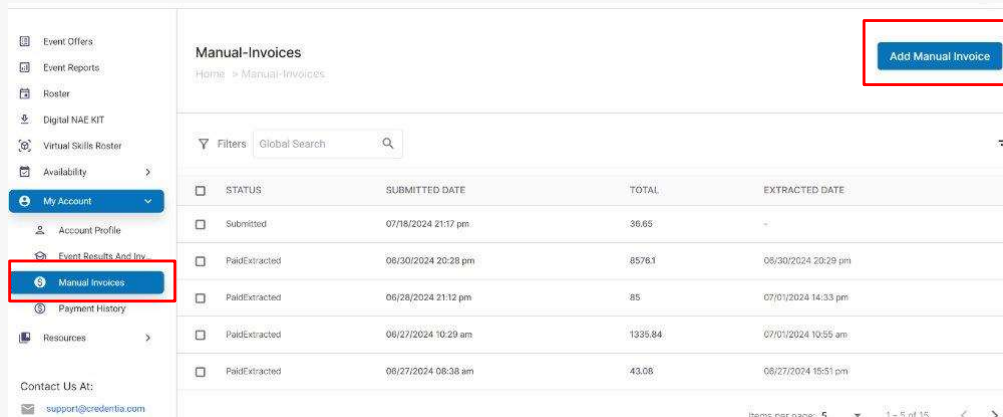
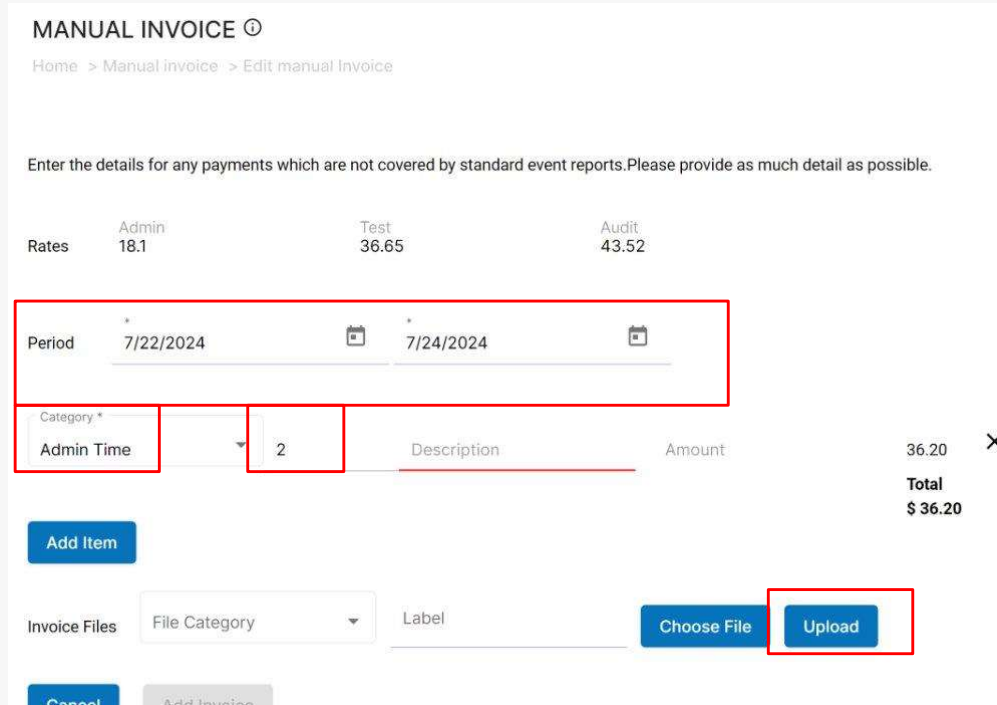
Invoice Files [Add File](#)

Please add files to justify Lodging and Meals

# My Account: Manual Invoices

You may also create a manual invoice, which will not be tied to an event.

- Click on Add Manual Invoice on the top right of the screen.
- Select the dates for the expenses, select from the drop-down menu of Categories that include Facility Audit, Events without Event Report, Admin Time, etc. and add the hour(s) spent on that category. The system will automatically calculate the total amount based on the rate scale shown on top of the page.
- Add supporting documents or receipts, then Submit the invoice.

# Thank you

## Credentia Omni-Channel Support:



[Support@credentia.com](mailto:Support@credentia.com)



888-204-6249 (24x7)



On the Credentia website

