

NOAH Essentials of Arts in Health Test-Taking Policies and Procedures

Last Revised May 16th, 2023

This document assumes that the individual seeking to complete the online test named “NOAH Essentials of Arts in Health” has already registered and paid to take the test. For further information, please see thenoah.net/essentials-test. Questions regarding registration and completion of the NOAH Essentials of Arts in Health test should please contact NOAHtest@thenoah.net.

Upon successful completion of the online test, you will receive a digital certificate of completion from the National Organization for Arts in Health.

The National Organization for Arts in Health gratefully acknowledges financial support from the following entities that led to this significant professional development opportunity:

*Westreich Foundation
Houston Methodist Hospital's Center for Performing Arts Medicine
University of Houston College of the Arts*



Scheduling Your NOAH Essentials of Arts in Health Online Test

Upon registering for the test, you will be individually contacted by a NOAH administrator by email. At that time, you will be provided details regarding the test-taking process (including this document). You will be given all the details needed for accessing the online test. The NOAH administrator will also work with you and our testing company to schedule a specific date and time for your proctored online exam.

Our testing company, ASC, contracts with MonitorEDU for proctoring services. Exams will generally be offered twice a month, once during the week and once on the weekend. We recommend blocking out at least a three-hour block of time in your calendar.

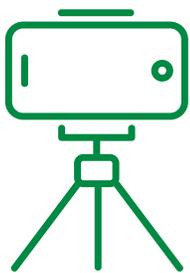
Technical Requirements for Taking the Online Test

When you actually take the online test, you will require the following:



- A private area. There must not be any other people surrounding you. Your desk must be clear of documents and notes. You are not permitted to have any examination-related materials posted in the area.

- A desktop computer, laptop, or tablet. A reliable internet connection.



- A smartphone and a smartphone stand to prop up and secure the phone in position during the exam. The smartphone needs to have a reliable camera and internet connection. You will be entering an app to start a simultaneous video stream through the webcam so that the proctor can monitor you and speak to you as necessary throughout the exam session. *Please carefully review the information about how the online proctoring works, which will be sent to you upon registration.*

- A photo ID (driver's license, passport, or other government-issued photo identification).



- Optional items that you may have with you during the exam are a drink and wax or foam earplugs. Headphones are not permitted.

- No other items – such as watches, fitness trackers, calculators, or smart devices – will be allowed in your test-taking area. You are not permitted to have any recording devices on your desk or within reach.



Procedures for Taking the NOAH Essentials of Arts in Health Test

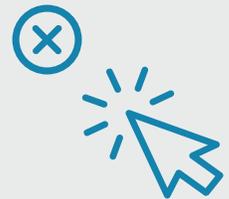
At the time you've scheduled for the test, be in your test-taking location with your computer and your smartphone, and any other relevant items included in the list above. Make sure that your area is clear of documents and notes.

1. Setting up your computer/laptop/tablet for the test:



- Make sure that your internet connection is stable and secure for the entire testing session.

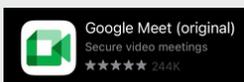
- Close all documents, files, emails, and/or programs or apps that are running on your computer desktop. Make sure that you're not connected to any virtual networks during the exam period. The proctor will be confirming that your computer/laptop/tablet does not have any unauthorized programs running during the exam.



- 10 minutes before the test is scheduled to begin, open a single page in your internet browser and go to ascproctor.com/organization, scrolling through the alphabetical list of organizations. Click on "National Organization for Arts in Health (NOAH)" and then click "New Conversation." Enter your name and email. A conversation with the proctor will start - follow any instructions given by them.

2. Setting up your smartphone for the test:

- Set up your fully-charged smartphone so that your webcam, speakers, and microphone will be "on" throughout the exam session.



- Go to the app store on your phone and download Google Meets (original) - the option with the green camera icon.

- Make sure you have a stand of some kind to prop up your smartphone so that your proctor can monitor your work throughout the exam session. The phone will be positioned so that the proctor can watch the back of your head and your computer screen, see monitoredu.com/faq for detailed clarification and instructions.



- Adjust your settings so that you do not receive email messages or text messages during the exam session. Make sure that you also do not have other programs or apps running on your phone during the exam session.

How to Start Your Exam

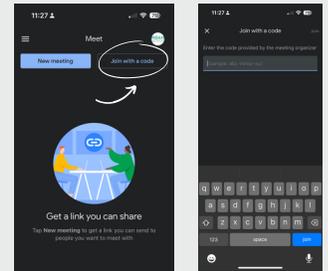
At your agreed-upon exam session time, you will have your workspace set up to take your online test while your smartphone keeps you connected to your proctor. Make sure you have your government-issued photo ID on hand and also print out the checklist of test-taking instructions provided to you via email by the NOAH administrator.

When you are connected with your proctor in the chat, the following will occur:



- **On your computer** in the ascproctor.com chat, the proctor will talk you through the set-up process and provide a Google Meeting code.

- On your phone, open the Google Meets app and click "Join with a meeting code" and then enter the code from the proctor.



- The proctor will ask for a 360° scan of the room and the desk to check for allowed materials. The proctor will confirm your identification via your government-issued photo ID. The proctor will make sure that you understand the test-taking rules (by screen sharing the final page of this document), asking you to agree to the rules by typing your name.

- The proctor will provide to you the link to the FastTest login screen via the test-taking chat. You'll click on this link and be ready to log in.



- The proctor will provide you with the TEST CODE (passcode) that will allow you to take the online test. You'll copy this from the chat and paste it into the login screen.

How to Communicate with Your Proctor during the Test

In general, you need to verbally notify the proctor during the test when you are ready to begin the next section of test questions and when you leave the room for bathroom breaks.

When you are attempting to speak with your proctor, simply pick up your smartphone and say "Hello <proctor name>, this is <test-taker's name>" and then state what you need.



Bathroom Breaks



When you're taking the online test, you'll be allowed to take up to two bathroom breaks. 10-minute breaks are scheduled during the two breaks that are available to test-takers between the three sections of the test. You must let the proctor know if you are leaving the room for a restroom break during this break section. You must also let the proctor know when you are back in place and ready to resume the next section of the test.

Communicating with the Proctor if There's a Problem

If there's a problem during your test, please make sure to notify your proctor as quickly as possible.

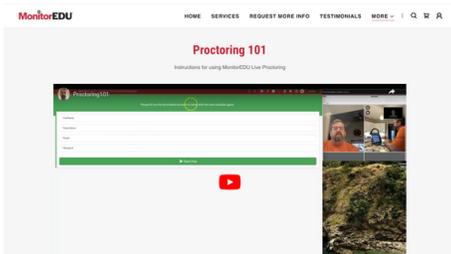
If the proctor can no longer see you or speak with you, or if you must disconnect due to an emergency, the proctor will seek to resolve the issue to allow you to continue with the exam. If you are disconnected from the proctor for more than five (5) minutes, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results may be invalid, and you may have to pay additional fees based on the circumstances.



If this occurs due to no fault of your own (such as an internet blackout), this will be taken into consideration.

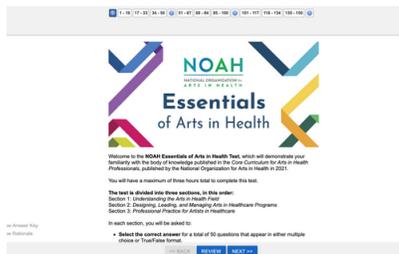
If you violate any of the test-taking rules, the proctor will notify a MonitorEDU manager and your examination may be terminated. In the event this takes place, you will not be permitted to complete your examination, your results will be voided, and you will forfeit all examination fees paid to the National Organization for Arts in Health.

More information on Remote Proctoring



Our contracted proctoring company has instructions for testing things like your internet, audio, and video, to make sure all systems are a go. You can check out their webpage and watch their video here: <https://monitoredu.com/faq>

How the Online Test is Structured



When you start the test, you'll see a welcome page that introduces you to the test as a whole.

This online test is divided into three sections of 50 questions, for a total of 150 questions. Each section has three “content clusters” of questions. Each content cluster will have 16 or 17 questions.

You will have 20 minutes total to complete each content cluster set of questions. Each 20-minute cluster allows you to move backward and forward through the test questions before you complete that cluster and move to the next. You cannot go back to the previous cluster once you run out of your twenty minutes or after you've moved on to the next cluster. *There is a pop-up window in between each cluster - clicking the next button starts the timer for the next cluster.*



You have a maximum of 20 minutes to complete that content cluster's set of questions. If you complete your cluster of questions more quickly, you may close that segment and move to the next set of questions. The timing and structure of the total test are provided below:

Welcome Page

- You'll be prompted to start the exam

Section One: *Understanding the Arts in Health Field*

FIRST HOUR 

- Cluster 1: *The role of arts in health in U.S. institutions throughout history* 20 MINUTES MAX
- Cluster 2: *Working with specific populations* 20 MINUTES MAX
- Cluster 3: *Research and evaluation in arts in health* 20 MINUTES MAX

Break 1

10 MINUTES MAX

- Let the proctor know if you want to take a bathroom break, and let the proctor know when you're ready to continue with the test.

Section Two: *Designing, Leading, and Managing Arts in Health Programs*

SECOND HOUR 

- Cluster 1: *Leading arts in health programs across the healthcare continuum* 20 MINUTES MAX
- Cluster 2: *Designing arts in health environments* 20 MINUTES MAX
- Cluster 3: *Managing participatory arts in health programs* 20 MINUTES MAX

Break 2

10 MINUTES MAX

- Let the proctor know if you want to take a bathroom break, and let the proctor know when you're ready to continue with the test.

Section Three: *Professional Practice of Artists in Healthcare*

THIRD HOUR 

- Cluster 1: *Arts in health professionals* 20 MINUTES MAX
- Cluster 2: *Professional practice of artists in healthcare* 20 MINUTES MAX
- Cluster 3: *Creative and expressive arts therapies* 20 MINUTES MAX

Test Ends

3 HOURS, 30 MINUTES MAX

- **You'll finalize the submission of your answers by clicking the "I AM DONE!" button** at the bottom of the page and you'll see your score on the test right away. You must correctly answer 80% of the test questions to successfully pass the test. The proctor will confirm that you've exited FastTest and will close the proctoring session. Your testing session concludes at this time.

After You Finish Taking the Online Test

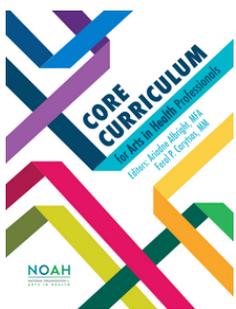


The National Organization for Arts in Health will be automatically and immediately notified that you've completed your NOAH Essentials of Arts in Health test, and you will be individually contacted by the NOAH administration via email within 5-7 business days.

You will receive notice of your test results from NOAH.

- If you failed, we will send instructions on how to re-register and take the test again.
- If you passed, we will send you your digital certificate and notify whoever you listed in your registration form.

What to Expect for the Actual Test Questions



You should expect a level of difficulty that is roughly the same as what you'd find in a comprehensive final exam for a college-level course. The exam is intended to be both challenging and rigorous; it will require you to fully understand the concepts, terms, historical milestones in the evolution of the field, and foundations of professional practice that are provided in the [Core Curriculum](#).

What to Expect for the Actual Test Questions (cont.)

The National Organization for Arts in Health will offer resources, webinars, training, and other materials to introduce people to the field of arts in health and to support individuals in preparing to take the NOAH Essentials of Arts in Health online test. Please keep an eye on the NOAH website and newsletters for announcements regarding these informational initiatives.



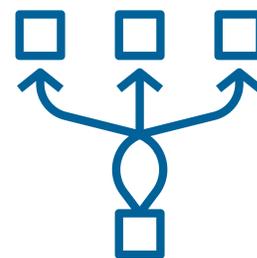
Test-taking policies to provide accommodations for examinees who are not native speakers of English or who have other special needs are currently in development and will be included in this document when they are finalized.

All of the test questions come directly from NOAH's *Core Curriculum for Arts in Health Professionals* book publication. We strongly recommend focused study of this book before taking the test, even for those with considerable professional experience in the arts in health field. People who are new to the arts in health field of study and professional practice may wish to keep a lookout for NOAH training programs and/or take advantage of the growing array of professional development and higher education programs that exist in this field. See [the "Professionalization" tab](#) on the NOAH website for more information.



All of the test questions are asked in either a multiple-choice answer format or a true/false answer format. Test-takers simply need to click a box on the screen to indicate their selection of the correct answer.

Each section of the NOAH Essentials of Arts in Health test has a test question bank of 100 questions total. The test question developers have specified the type of question and intended difficulty level for each question in this question bank. The testing software randomly selects questions according to a formula designed and tested to ensure validity, reliability, and equity for all test-takers. Test question responses are also shuffled in each examination.

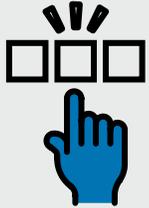


50
50
50

Each of the three sections of the test has a total of 50 questions that must be answered in one hour. These questions are divided into a total of nine 20-minute content area clusters. Each content cluster has its own set of 16 or 17 questions to be answered.

Some Test-Taking Strategies and Tips

- Once you start the online test, you'll essentially complete the test questions in nine distinct parts. Each of these nine parts will last 20 minutes and contain either 16 or 17 questions that you need to answer. *Remember that once you complete that particular set of questions and move to the next one, you will not be able to return to the part of the test that you've finished.*



- Just focus on the specific questions at hand. You can move backward and forward through this set of questions throughout the 20 minutes provided. *You can mark a question with the "REVIEW" button at the bottom of the screen, which will highlight the question for you to go back to.* If you're not sure what the correct answer is, make your best guess! You cannot move forward in the test with any unanswered questions.

- Some parts of the test will likely be more or less difficult for you, depending on your academic background and professional experience. Make sure to read the questions carefully. Make sure to answer all the questions – even if it's a best guess for you in some cases. Remember that you don't need a perfect score on this test and that you'll pass it with 80% of your answers being correct.



- You'll only get two 10-minute breaks: the first one after the first three parts of the test; the second one after the next three parts of the test. Make sure you take advantage of these brief pauses in the test!

How Were the Test Questions Developed?

A national team of content experts developed this rigorous online test from the content provided in the NOAH Core Curriculum for Arts in Health Professionals over a year-long process. Multiple rounds of review of drafted test questions were provided by selected contributing authors of the Core Curriculum.

Our testing company, Assessment Systems Corporation (ASC) provided training and professional advising throughout this process. ASC reviewed and edited all test questions according to best practices in the online assessment field, and also developed the test question selection formula and conducted a statistical analysis of the reliability of the test.

The "test of the test" took place among additional content area experts in the winter of 2023. The test was launched in spring 2023. Test questions will continue to be monitored and revised as necessary in the coming months and years.

Rules for Examinees

when taking their proctored online test

NOAH Essentials of Arts in Health

1. You must take the online test in a private area.
2. Your desk must be clear of notes.
3. You are not permitted to have any recording devices on the desk or within reach.
4. You are not permitted to have any examination-related materials posted in the room.
5. You are not permitted to have any unauthorized programs running on your desktop computer/laptop/tablet during the examination.
6. You are not permitted to be connected to a virtual network.
7. You are not permitted to be connected to an email program or search engine other than what is being used for MonitorEDU.
8. You are not permitted to have any programs that are recording in the background running.
9. You are not permitted to have any open documents available.
10. You are not permitted to use any unauthorized headphones during the examination.
11. You are not permitted to talk during the examination, except to the proctor.
12. You are not permitted to make or receive phone calls or text messages while the examination is in session.
13. Your webcam, speakers and microphone on your cellular smartphone and your computer must remain active throughout the examination.
14. You are not permitted to wear a watch of any kind during the examination.
15. You may only be connected to a single monitor.
16. You must remain in view of the proctor during the entire session.
17. There are scheduled breaks in the examination. If you need to use the restroom, please do so before beginning the exam or during your breaks.
18. If you get disconnected from the proctor during your session, please stop where you are in your examination and wait for the proctor to call you to provide further instructions. If you are disconnected from the proctor for more than 5 minutes, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results may be invalid, and you may have to pay additional fees based on the circumstances.
19. You are not permitted to exit the session until the proctor has confirmed the section or examination has been completed or submitted.
20. If you are caught by the proctor violating any of the rules listed above, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results will be voided, and you will forfeit all fees paid to the National Organization for Arts in Health.