

## ***Skills Exam Results Information***

You must have a minimum score of 80% for each skill performed along with 100% of all key steps to pass the skill portion of the exam.

You can find your exam results and steps that were marked for either not being performed or for being performed incorrectly in your TMU portal. Login to your portal, choose the testing tab and click on the “details” button to review your results.

If you have failed and your score is 80% or greater on each of the 5 skills, you have missed one or more **key steps**. You may refer to the current *Utah Nursing Assistant State Certification Exam Guide* available on the utahcna.com website for details about the exam, including the **key steps**.

All skills tests are conducted by UNAR approved Skills Observers. Skills Observers are registered nurses with a minimum of 2 years nursing experience. They receive intensive training upon hire and ongoing yearly training to conduct state certification skills exams.

If you believe your skills exam was scored inaccurately, you may request a review of your exam by submitting a completed *Skills Exam Results Review Form* along with the applicable fee to UNAR within 14 days of your testing event.

Your test results will be reviewed by the UNAR State Skills Specialist. The State Skills Specialist oversees all Skills Observers throughout the state and is a registered nurse. The Skills Observer that conducted your exam will be contacted and the information you provide on this form will be discussed with the Skills Observer.

Testers are understandably under stress during the exam and do not always have a clear view of their performance or perform as well as they had expected to. The Skills Observers are trained and trusted to document exam results with a high degree of accuracy. That does not mean they are never inaccurate. Occasionally a student’s description of why they think they should not have missed a specific step rings true to the Skills Observer and the score is changed.

In instances where the testing candidates’ recollection of testing events conflict with that of the Skills Observer, the events as recollected and documented by the Skills Observer will prevail. If the review results in a passing score, the fee will be returned to you.

**Only PDF versions of this form will be accepted by email. JPEG, TIFF, PNG or photos of this form will not be accepted and will be returned for correct resubmission.**

This form can be emailed to: [office@utahcnaregistry.com](mailto:office@utahcnaregistry.com)

This application can be mailed to: Utah Nursing Assistant Registry  
450 Simmons Way #700  
Kaysville, UT 84037

## Skills Exam Results Review Form

NAME (as it appears in TMU) \_\_\_\_\_

PHONE \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL \_\_\_\_\_

LOCATION OF EXAM \_\_\_\_\_ DATE OF EXAMINATION \_\_\_\_/\_\_\_\_/\_\_\_\_

Fees		
Challenge Fee (refundable if challenge found in your favor)	\$ 20.00	\$ 20.00
	TOTAL TO BE CHARGED	\$ 20.00

*Please complete all information below (including signature). Payment must accompany application.  
No personal checks, cash, money orders or cashier's checks will be accepted.*

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit Card Billing Zip Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Instructions:** Use the space below to list the name of the skill that was failed and the specific step(s) you believe have been scored inaccurately. Provide an explanation for why you believe you performed the step correctly. Use a separate block for each step in question.

Results of the review will be emailed to the address on record in your TMU account. It is our goal to complete the review within 3 business days. In the event more time is necessary to complete the review, you will be notified by email.

Name of Skill Failed:	Step missed that you believe is inaccurate:
Your explanation for why you believe it is inaccurate:	

<i>Name of Skill Failed:</i>	<i>Step missed that you believe is inaccurate:</i>
<i>Your explanation for why you believe it is inaccurate:</i>	

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