INSTRUCTIONS FOR TAKING THE NON-MEDICAL RGE (RADIATION GENERATING EQUIPMENT) TEST ON THE UNIVERSITY OF TOLEDO TEST BANK

1.   Go to the internet,
2.   Type in https://testbank.utoledo.edu/Public/Login.aspx
3.   Type in your UTAD sign-on (most times first initial and last name, e.g., "Mary Monohan" would be "mmonohan"), enter your UTAD password, and click the "login" button.
4.   If you have a requirement for training, your list of required test(s) will appear. Click on the name of the test to begin.
5.   If you previously started a test that you didn't finish, a test number will be waiting on the screen after you log in. Click on the appropriate blue test number to begin; **OR**, from the menu on the left of the screen under Testing/Training, click on "Select Test".
6.   A new box will appear titled "Select Test". In that box is a drop-down menu where all tests are listed. Click on the arrow for the drop-down menu and choose the test you want to take.

TEST # 543	Non-Medical RGE (Radiation Generating Equipment)

7.   Then click the button just below "Take Selected Test"– you can take it at that point or start it later.

You have the option to exit and come back to finish later at any point during the test.

8.   The first question of the test will appear. Answer each question by **clicking on the desired answer**. TYPING THE ANSWER DOES NOT WORK! Click on the blue word "next" or the blue number on the next box to advance to the next question of the test.

9.   When you are done choose the blue link just above your test answers, "Finish/Score test". Answer by clicking the appropriate button on the next screen and the program will either score the test, send you back to the test you are working on, or save it to finish later.

The program will provide a results page if you have completed your test.

10.   You should print the results page by clicking on the "print" button below the results. You can also click the "missed questions" button to see the questions you missed.

12.   Once you have passed The Non-Medical RGE test you will be automatically credited for completing the Non-Medical RGE Refresher test# 545. You will be required to complete the Refresher test on an annual basis and will receive an email reminder from the test bank.

13.   When you are finished using the test bank, don't forget to log off.