



D&S Diversified Technologies LLP

Headmaster LLP

Ohio

General X-Ray Machine Operator (GXMO)

Candidate Handbook

UPDATED: October 2023

Version 7.0

Updates October 2023:

The handbook has been updated for the transition to TestMaster Universe (TMU©).

GXMO TestMaster Universe (TMU©): <https://ox.tmutest.com>

Contact Information

Questions regarding: • testing process • test scheduling • eligibility to test: (877) 851-2355		
Questions regarding: • Registry status: (614) 466-3543		
<i>D&S Diversified Technologies, LLP</i> 333 Oakland Avenue Findlay, OH 45840 Email: ohio@hdmaster.com Web Site: www.hdmaster.com TestMaster Universe (TMU©): https://ox.tmutest.com	Monday through Friday 8:00AM – 8:00PM (EST)	Phone #: (877) 851-2355 Fax #: (419) 422-8328
<i>Ohio Department of Health</i> 246 North High Street Columbus, OH 43215 Web Site: https://odh.ohio.gov/wps/portal/gov/odh/home	Monday through Friday 8:00AM – 5:00PM (EST)	Phone #: (614) 466-3543

Table of Contents

PROCESS FOR OBTAINING A GXMO LICENSE	3
STEP 1	3
STEP 2	3
STEP 3	3
STEP 4	3
AMERICANS WITH DISABILITIES ACT (ADA)	4
ADA COMPLIANCE	4
VA BENEFITS REIMBURSEMENT	4
UPDATING YOUR LICENSE TO OPERATE DIGITAL EQUIPMENT	4
THE GXMO KNOWLEDGE EXAM	5
COMPLETING YOUR RECORD IN TMU©	5
<i>Forgot your Password and Recover your Account</i>	7
CANDIDATES WHO ARE NOT ENTERED IN TMU© BY THEIR TRAINING PROGRAM: EXAM REGISTRATION PROCESS	10
SCHEDULING A GXMO EXAM	10
PAYMENT INFORMATION	11
<i>Self-Pay of Testing Fees in TMU©</i>	11
SCHEDULE/RESCHEDULE INTO A TEST EVENT	13
<i>Test Confirmation Letter</i>	14
CHECKING/VIEWING YOUR TMU© NOTIFICATIONS	15
TEST DAY	16
<i>Exam Check-In</i>	16
<i>Identification</i>	16
<i>Instructions for the Knowledge Exam</i>	17
<i>Testing Policies</i>	17
Instructions to Access Documents under the ‘Downloads’ tab in your TMU© Record	18
UNFORESEEN CIRCUMSTANCES POLICY	19
<i>Inclement Weather Policy</i>	19
SECURITY	20

RESCHEDULE | REFUND OF TESTING FEES (CANCELLATION) | NO SHOW POLICIES 20

Reschedules..... 20

Refund of Testing Fees Paid 21

 Scheduled in a Test Event..... 21

 Not Scheduled in a Test Event 21

No Shows..... 21

 No Show Exceptions 22

TEST RESULTS..... 22

Checking Test Results On-Line..... 22

TEST ATTEMPTS..... 23

RETAKING THE GXMO KNOWLEDGE EXAM..... 24

TEST REVIEW REQUESTS..... 24

THE KNOWLEDGE EXAM 24

 KNOWLEDGE EXAM CONTENT 25

Knowledge Exam Subject Areas 25

GXMO VOCABULARY/TERMINOLOGY..... 26

Process for Obtaining a GXMO License

Per the Ohio Department of Health (ODH) website, below are the steps to take in order to receive a GXMO license:

Step 1

To be eligible to take the GXMO exam, complete a GXMO didactic educational program accredited by the Ohio Department of Health (ODH), or be a student enrolled, that has completed a minimum of one (1) year, in a radiologic technology program of study.

Step 2

After completing an accredited GXMO didactic educational program or enrollment in a radiologic technology program of study, the program director will supply you with a GXMO examination registration packet. *If your program does not enter you into the GXMO TMU software*, please complete the GXMO EXAMINATION APPLICATION FORM 1101. The GXMO application form 1101 is available in the GXMO TestMaster Universe (TMU©) database at <https://ox.tmutest.com/apply>.

NOTE: DO NOT COMPLETE the GXMO application form 1101 if you have previously taken the GXMO examination. Please call D&SDT at (877)851-2355 to check your GXMO TMU© record status.

The testing registration information is under the **'Exam Registration Process'** section.

A link to the GXMO Didactic Syllabus Study Guide (under Study Aides) can be printed from D&SDT's GXMO webpage under "Candidate Forms" at:

http://hdmaster.com/testing/othertesting/ohio_xray/OH_XRAY_Home.htm

You can view the calendar for available dates and locations for testing by going to <https://ox.tmutest.com>, and can see further detailed test events by signing in to your TMU© record.

Upon completion of the examination, you will be able to access your exam results through your TMU© record. Further information regarding exam results and how to access are under the **'Test Results'** section. The examination may be repeated as many times as necessary after successful completion of a didactic educational program.

Step 3

Complete at least one GXMO clinical educational program accredited by the Department, specific to the type(s) of procedures performed, or if a student enrolled in a radiologic technology program of study, have your program director complete the Clinical Competency Affidavit form.

Step 4

Submit your complete ODH GXMO licensure application to the Ohio Department of Health (ODH). You may apply and pay online or mail a hard copy application. A complete ODH GXMO licensure application must include the following:

- Application and fee in the amount required by GXMO per ODH, refer to the ODH web site: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure/welcome/>
- Didactic course certificate or college transcript if a student is enrolled in a radiologic technology program of study

- Clinical course certificate(s), or a student enrolled in a radiological technology program of study, the Clinical Competency Affidavit form.
- Examination results printed from your TMU© record with a passing score of at least 70 percent (70%).
 - Instructions on how to access your exam results are under the **'Test Results'** section.

Americans with Disabilities Act (ADA)

ADA Compliance

The Ohio Department of Health (ODH) and D&SDT provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the GXMO competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. Accommodations must be approved by D&SDT in advance of examination. The request for accommodations can be found on the [D&SDT-HEADMASTER webpage](#) or by clicking on this link: [ADA Accommodation Form 1404](#). This form must be emailed to D&SDT at ohio@hdmaster.com with the required documentation listed on the second page of the ADA application in order to be reviewed for a special accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

Please allow additional time for your request to be approved. If you have any questions regarding the ADA review process or specific required documentation, please call D&SDT at (877) 851-2355.

VA Benefits Reimbursement

D&SDT has been approved by the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio GXMO exam. If you are an active duty or retired service member you may be eligible for reimbursement of exam fees if funds are available through your GI Bill. To request VA reimbursement of exam fees you must provide your receipt of paying your GXMO exam fees along with a completed VA Application for Reimbursement of Licensing or Certification Test Fees [Form 22-0803](#) to the VA for reimbursement. Additional information regarding the GI Bill can be found on the [VA website](#).

You may request a copy of your testing fee receipt to submit to VA for possible reimbursement by calling D&SDT at (877) 851-2355.

Updating your License to Operate Digital Equipment

Currently licensed GXMO's may update their license to operate digital equipment by:

Going to "Apply, Amend or Renew" on the ODH website at: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure/welcome/>

to add the clinical module(s) you have completed and submit, via fax, mail or upload online, your clinical course certificate(s).

The GXMO Knowledge Exam

Completing your Record in TMU©

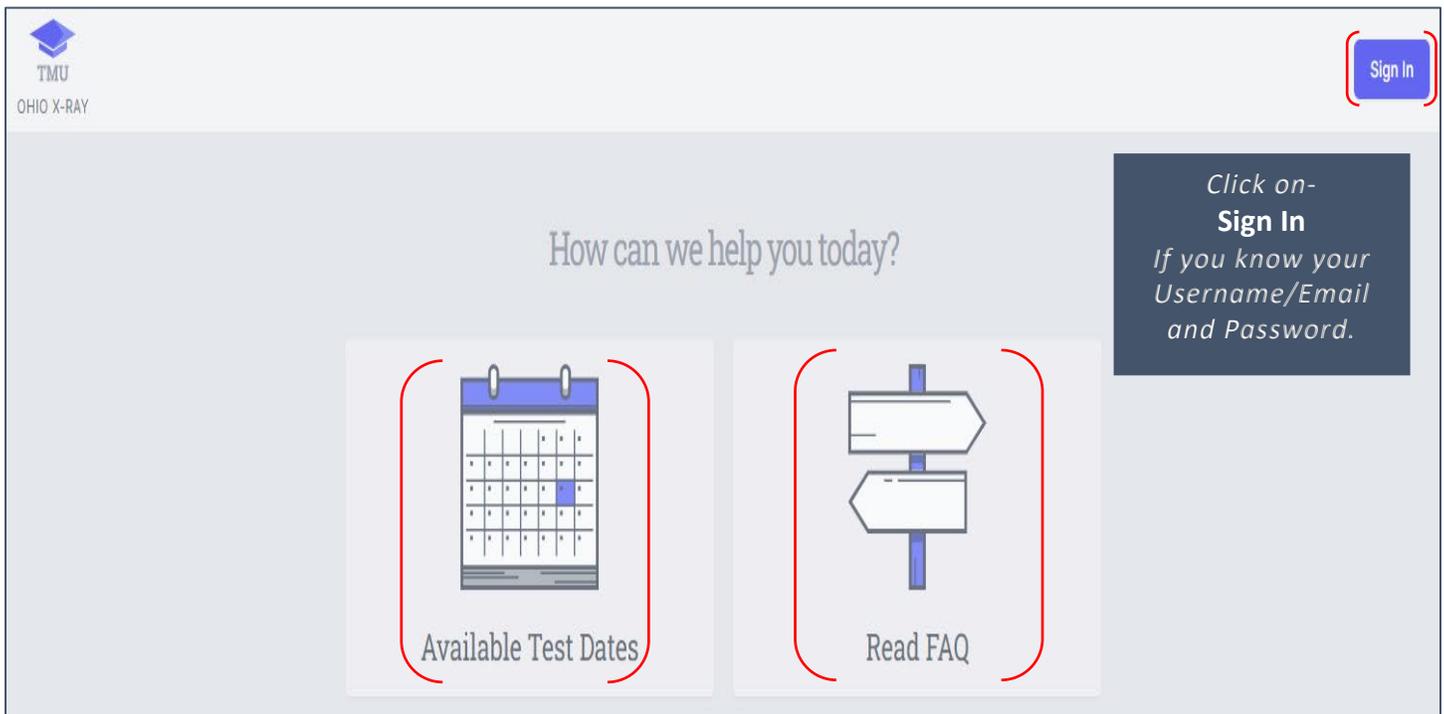
Your initial registration information will be entered in D&SDT-Headmaster’s GXMO TestMaster Universe (TMU©) software by your training program or an alternate registration route.

IMPORTANT: Before you can test, you must sign in to the Ohio General X-Ray Machine Operation (GXMO) TMU© (<http://ox.tmutest.com>) using your secure Email or Username and Password and complete/review your demographic information to make sure everything in your record is current and correct.

- It is highly recommended that when you receive your confirmation email from TMU© (check your junk/spam mail) that your record has been created, that you sign in to your record, update your password and complete/review your demographic information.

If you do not know your Email or Username and Password, enter your email address and click on “Forgot Your Password?” You will be asked to re-enter your email and a ‘reset password link’ will be sent to your email (see instructions under **‘Forgot your Password and Recover your Account’**). If you are unable to sign in for any reason, contact D&SDT-Headmaster at (877)851-2355.

This is the GXMO TMU© main page <http://ox.tmutest.com>:



- Click on ‘Available Test Dates’ see the calendar of available test events and their location.
- Click on ‘Read FAQ’ for frequently asked questions.

If you know your email or username and password, this is the screen you will see the first time you sign in to your TMU@ record with the **demographic information you need to enter to complete your record:**

Home > Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

FIRST *	MIDDLE	LAST *	SUFFIX
TEST		TEST	
BIRTHDATE *	PHONE *		
ADDRESS *			
1111 Test Avenue			
CITY *	STATE *	ZIPCODE *	
Findlay	OH	45840	

DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the Ohio X-ray registry

[Finish Account Setup](#)

*Enter the blank * fields and then click on Finish Account Setup*

TMU OHIO X-RAY | Tests | Trainings | Billing | Downloads | Profile | TEST

Thanks, your account has now been set up.

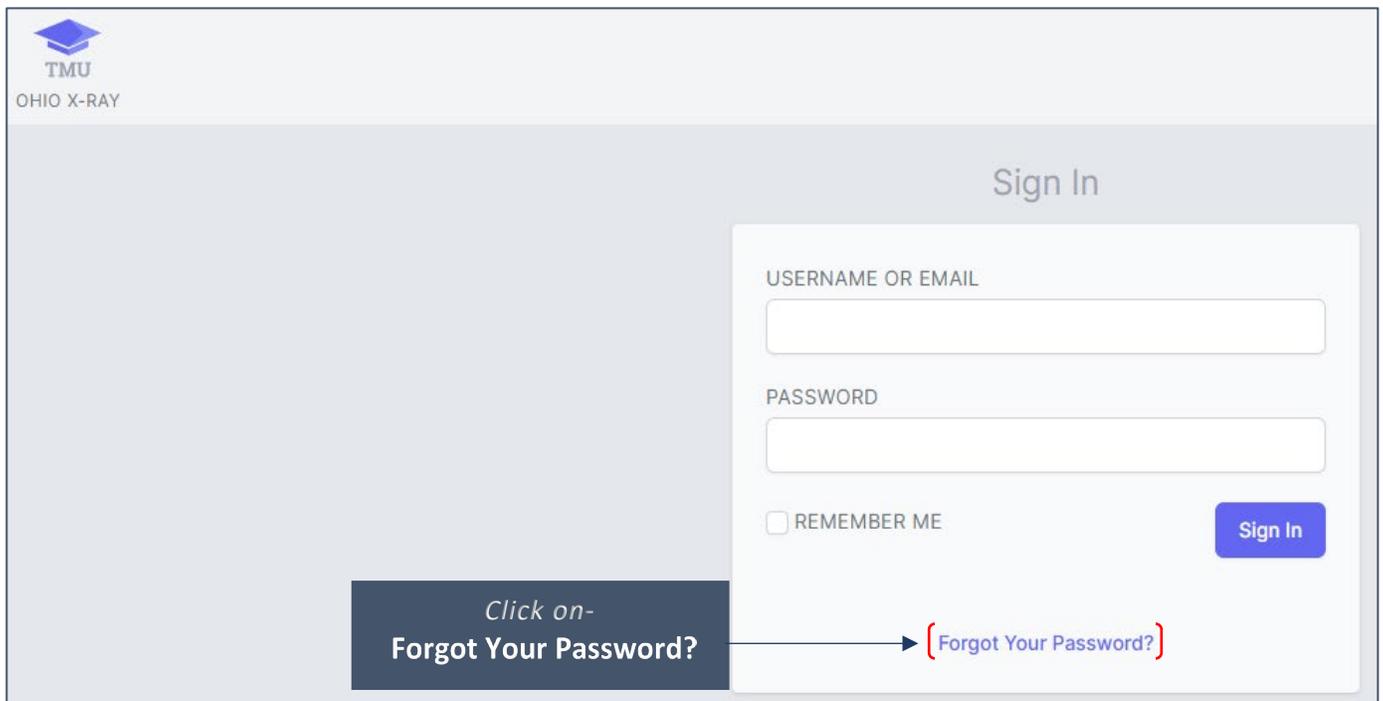
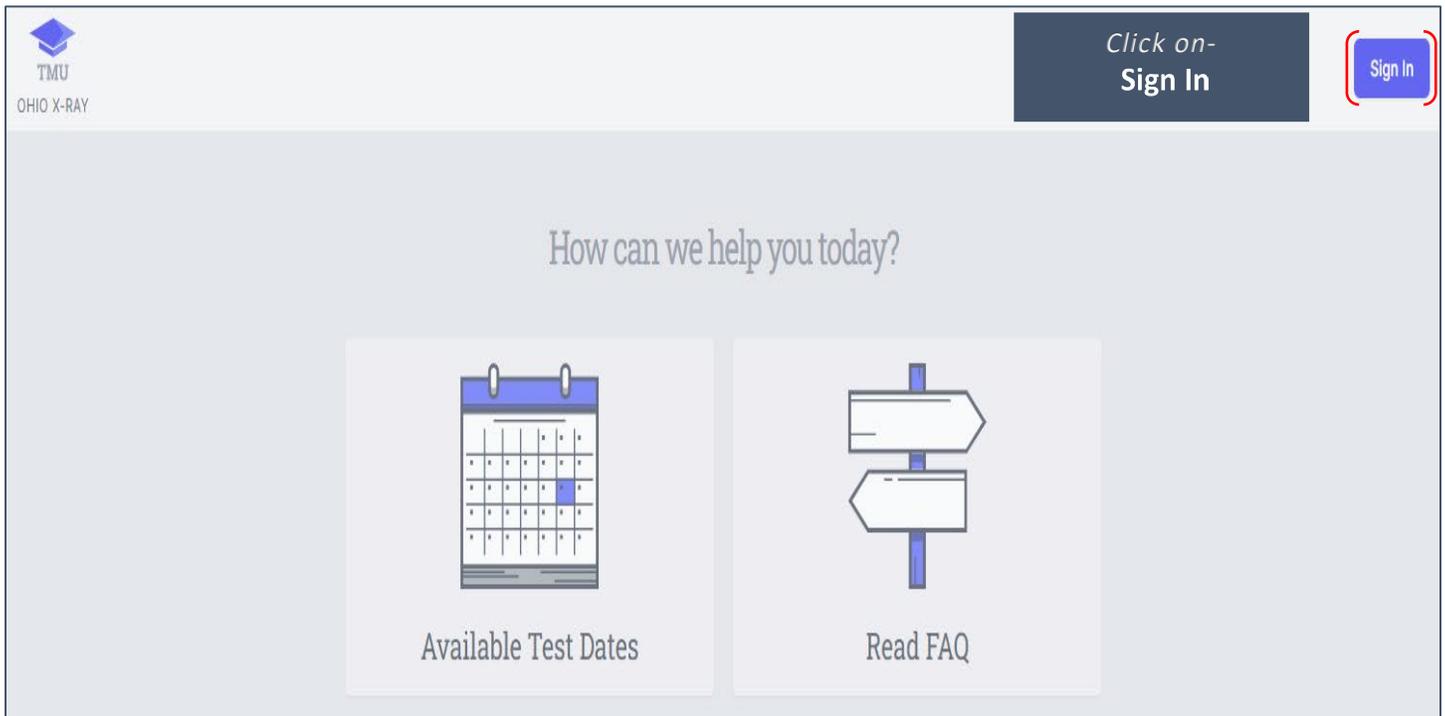
Welcome, TEST!

Testing | **Your Profile**

If you have forgotten or do not know your Password, follow the instructions in the next section **'Forgot Your Password and Recover your Account'** to Reset your Password and Recover your Account.

FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT

If you do not remember your password, follow the instructions with screen shots in this section.



The screenshot shows the 'Recover Your Account' page. At the top left is the TMU OHIO X-RAY logo, and at the top right is a 'Sign In' button. The page title is 'Recover Your Account'. There are two main sections: 'Using your Email Address' and 'Using other Information', separated by an 'OR' indicator. The 'Using your Email Address' section has a text input field for 'E-MAIL ADDRESS *' and a 'Recover Account' button. The 'Using other Information' section has four text input fields: 'LAST 4 OF SSN *', 'DATE OF BIRTH *', 'LAST NAME *', and 'ZIP CODE *', with a 'Recover Account' button at the bottom right. Red brackets highlight the input fields in both sections.

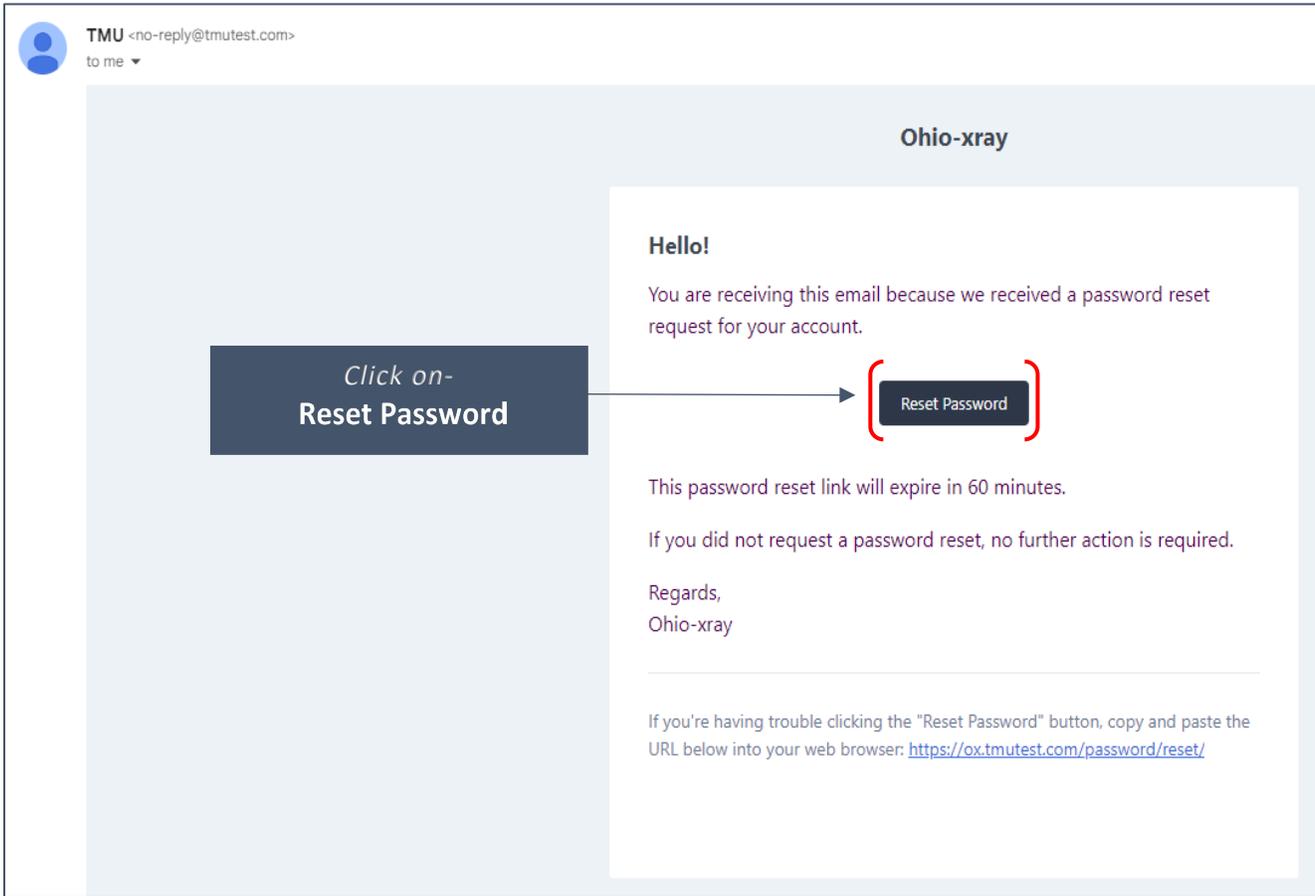
Type in your Email Address
Click on – Recover Account
An email with the reset link will be emailed to you.

-OR- You can type in the requested data under Using other Information
Click on - Recover Account

The screenshot shows the 'Recover Your Account' page after a successful password reset. A green message box at the top says: 'We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.' Below this, the page layout is identical to the previous screenshot, with the 'Using your Email Address' and 'Using other Information' sections. The 'Recover Account' buttons are still visible.

NOTE: Click on the 'Reset Password' link in your email to reset your password.

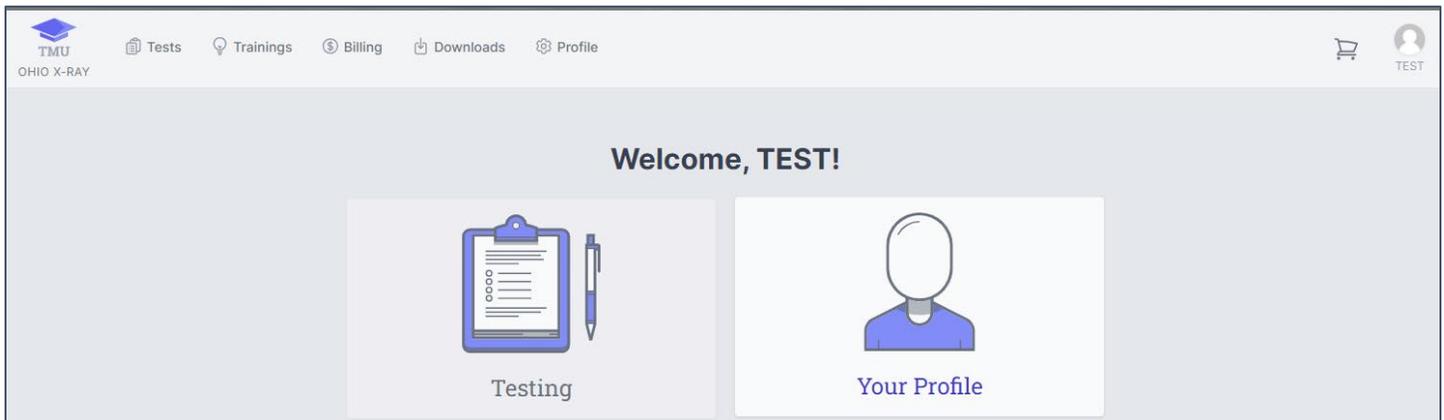
This is what the email will look like (check your junk/spam folder for the email):



Note: If you do not reset your password right away, the link does expire in 60 minutes and after that time, you will need to request a new link.

The image shows a 'Reset Your Password' form. It has three input fields: 'E-MAIL ADDRESS' with the value 'sample@sampleemail.com', 'PASSWORD', and 'CONFIRM PASSWORD'. A red bracket groups the 'PASSWORD' and 'CONFIRM PASSWORD' fields. A dark blue box on the right contains the text: 'Type in your Password and Confirm Password, then click on - Reset Password'. At the bottom right of the form is a blue button labeled 'Reset Password' with a red bracket around it.

This is the home screen you will see once you have reset your password:



Candidates who are not entered in TMU© by their Training Program: Exam Registration Process

If you are a candidate who has not been entered into the GXMO TMU© database, the exam registration process with D&SDT is as follows:

- Complete and submit the testing application Form 1101OX, including uploading the required documentation, available at: <http://ox.tmutest.com/apply>.
 - Upload a copy of your Clinical Course Certificate(s) or college transcripts.
- A record will be created for you in the GXMO TMU© database once your application 1101OX has been approved.
- You will receive an email and text message that your record has been created and you will need to sign in to your TMU© record and complete your record (refer to the **'Completing your Record in TMU©'** section for instructions).
- You will pay your testing fee in your TMU© record (see instructions under Self-Pay of Testing Fees).
- Once your fees are paid, you will be able to select a test date and test site (**see instructions under 'Schedule/Reschedule into a Test Event'**).
- You can view the calendar for available dates and locations for testing by going to <https://ox.tmutest.com>, and can see further detailed test events by signing in to your TMU© record.

Scheduling a GXMO Exam

Once your completed record is in the D&SDT-Headmaster TestMaster Universe© (TMU©) database, you may schedule your exam date online at the Ohio GXMO TMU© webpage at <https://ox.tmutest.com> using your email and password (**see instructions under 'Schedule/Reschedule into a Test Event'**). If you are unable to sign in with your email, please call D&SDT-Headmaster for assistance at (877) 851-2355 during regular business hours 8:00AM to 8:00PM, EST, Monday through Friday, excluding Holidays.

Securely processed Visa or MasterCard credit card or debit card information is required when scheduling online. After testing fees are paid, you will be able to schedule and/or reschedule your exam up to the business day prior to a scheduled exam date of your choice and receive your test confirmation notification online or on the screen

while you are logged in. You may login with any Internet connected device. To schedule or reschedule your test date, sign in to the Ohio GXMO TMU© webpage at <https://ox.tmutest.com> with your email and password.

If you are unable to schedule/reschedule on-line, please call D&SDT-Headmaster at (877) 851-2355 during regular business hours 8:00AM to 8:00PM, EST, Monday through Friday, excluding Holidays, for assistance.

Payment Information

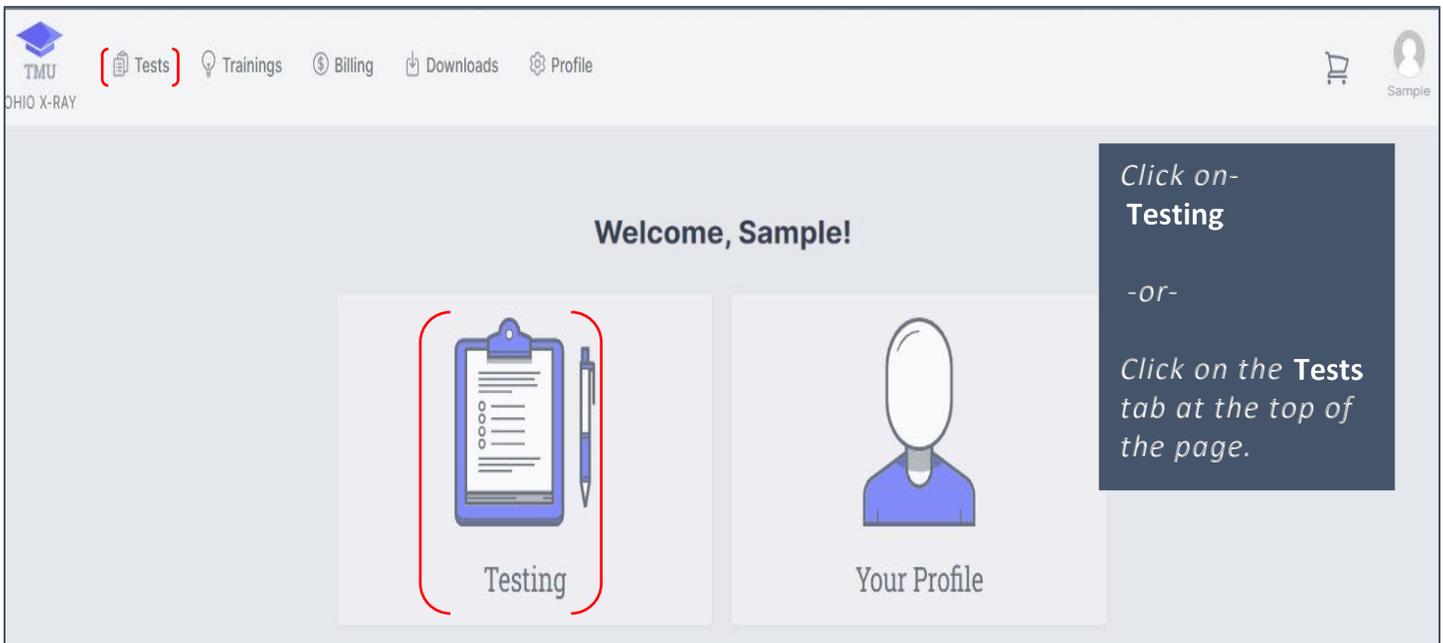
Exam Description	Price
Knowledge Exam or Retake	\$175

- Candidates and facilities can pay testing fees online through TMU©.
 - For candidates:
 - Please follow the instructions under the section below **'Self-Pay of Testing Fees in TMU©'**.

SELF-PAY OF TESTING FEES IN TMU©

Testing fees will need to be paid *before* you can schedule a test date.

Once your training program has completed your training record with completion hours and date, or your 1101OX application has been approved, you will receive an email and text message that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.



Ohio GXMO Candidate Handbook

[Home](#) > [Tests](#)

Your Tests

Scheduling	EXAM	REASON
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Ohio X-Ray Knowledge Knowledge Not Eligible	Payment Required

Under Scheduling, click on the box to the left of Exam to select the GXMO test component – a checkmark will appear in the box.

Then click on- Add Selected Items to Cart

Add Selected Items to Cart

You will get a message that the GXMO Knowledge exam has been added to your cart and the Knowledge Exam Amount

[Home](#) > [Cart](#)

Cart

click on- Pay with Credit Card

Added Ohio X-Ray Knowledge Knowledge to your cart.

DESCRIPTION	ITEM TYPE	AMOUNT	
Ohio X-Ray Knowledge for Best Student	Knowledge	175.00	<input type="button" value="Remove"/>
Total:		\$ 175.00	

Pay with Credit Card

[Home](#) > [Prepay](#)

Prepay to Schedule

Enter the Credit Card information and then click on- Submit Payment

You will receive a receipt of the transaction.

What You're Paying For

DESCRIPTION	COST
Ohio X-Ray Knowledge for Best Student	175.00
Total:	\$ 175.00

Pay with a Card

CARDHOLDER NAME: CARD NUMBER:

EXP MONTH: EXP YEAR: SECURITY CODE:

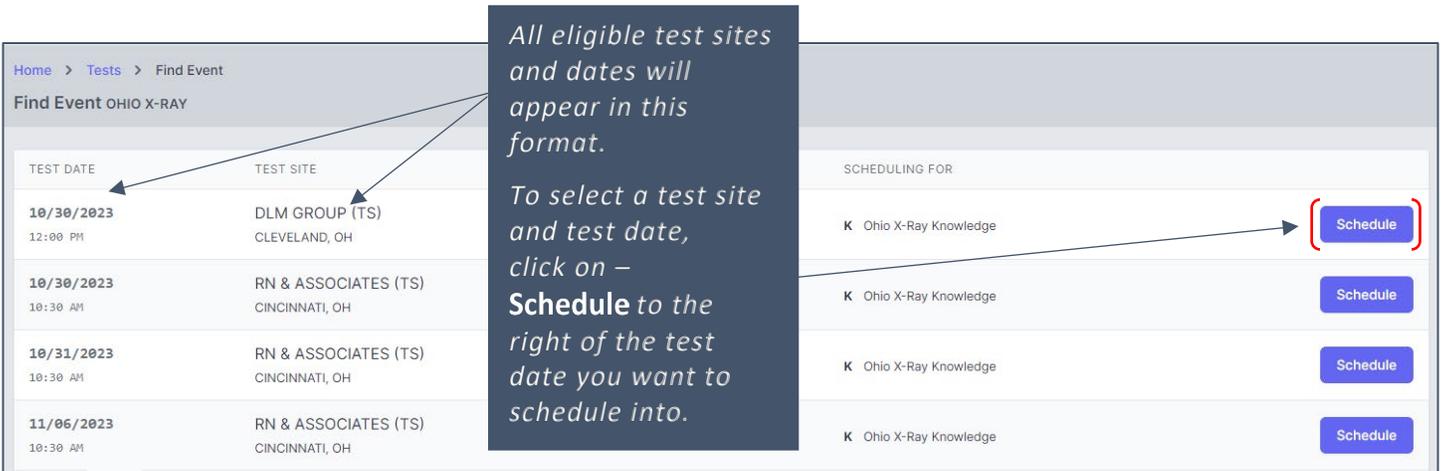
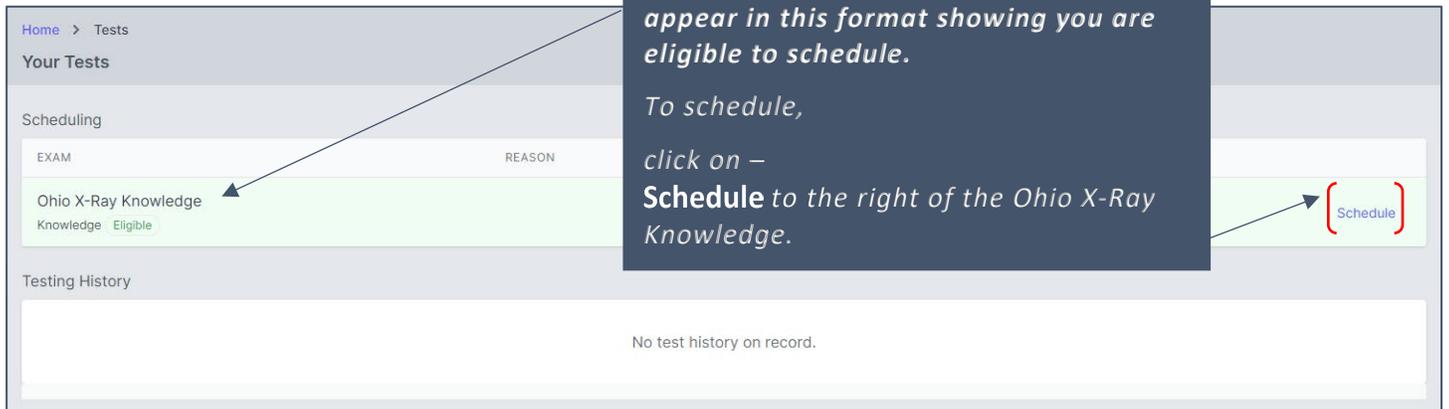
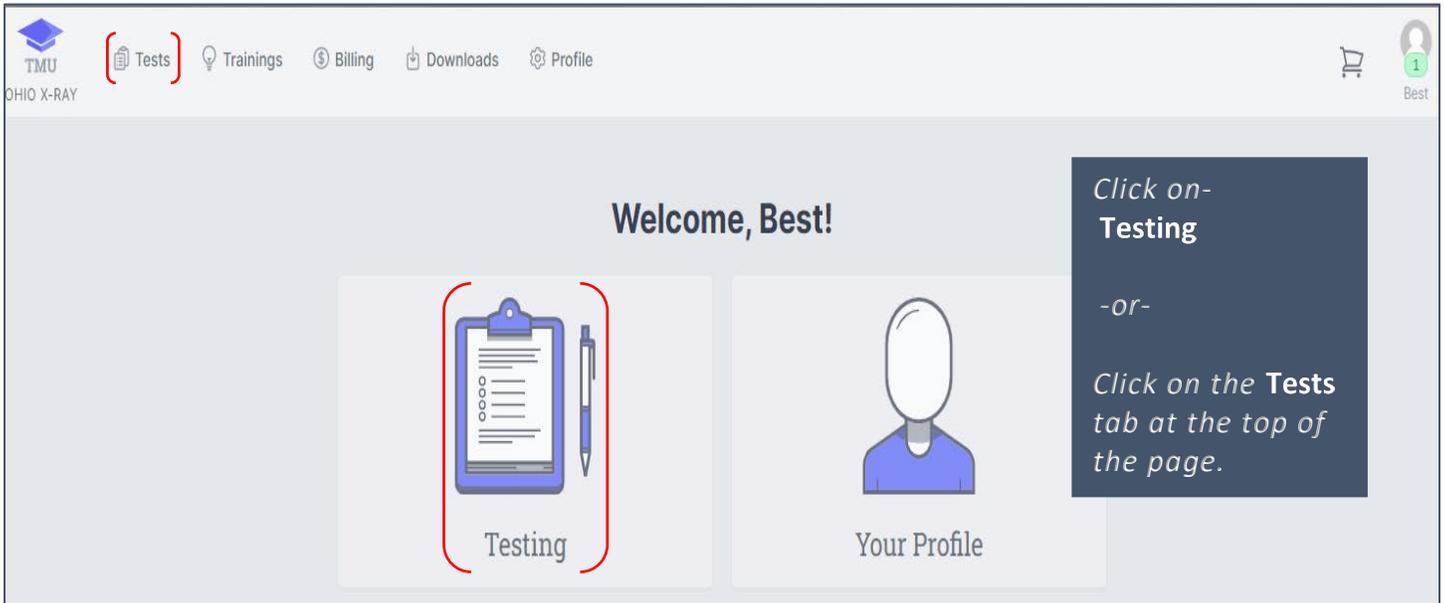
CARDHOLDER ADDRESS:

CITY: STATE: ZIP CODE:

Submit Payment

Once your testing fees are paid, you will be eligible to choose a test site and date. **Follow the instructions in the next section to 'Schedule/Reschedule into a Test Event'.**

Schedule/Reschedule into a Test Event



*The screen below confirms you are scheduled for a test date to take your GXMO knowledge exam. Your status shows **Scheduled**, and a note at the top of your screen also shows you are scheduled. Click on- **Test Confirmation Page** to see your test confirmation with important reminders for testing.*

Home > Tests

Your Tests

✔ Student Student, Best scheduled into Knowledge for Ohio X-Ray Knowledge. ✕

Scheduling

EXAM	REASON
Ohio X-Ray Knowledge Knowledge Not Eligible	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
10/30/2023 12:00 PM	Ohio X-Ray Knowledge Knowledge	DLM GROUP (TS) CLEVELAND, OH	Scheduled	Test Confirmation Page Get Map Reschedule

TEST CONFIRMATION LETTER

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time and address). It can be accessed at any time.

The body of the test confirmation letter will refer you to the candidate handbook that will give you state specific instructions on what time to arrive by, ID requirements, etc.

Note: Failure to read the candidate handbook could result in No Show for your test event for not adhering to the policies of testing, etc.

Please see the sample test notification letter on the next page.

It is important you read this letter!

Test Confirmation Letter

Scheduled Test Confirmation - Ohio X-ray Ohio X-Ray Knowledge

 Get Map
  Print Page

Test Date: 10/30/2023

Test Time: 12:00 PM

Test Exam: Knowledge - Ohio X-Ray Knowledge

Test Site: DLM GROUP (TS)
1772 CATALPA ROAD
CLEVELAND, OH 44112

Best Student
12345 Best Student Road
Cincinnati, OH 44444

*Click on-
Print Page
to print your
confirmation letter.*

*Click on-
Get Map
to get Google Maps
directions to the test
site.*

- TESTING BEGINS AT **12:00 PM EST** ON **10/30/2023**: **ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK-IN**
- If you are unable to access your account, go to <https://ox.tmutest.com>, click on 'Forgot Password', enter your Email, click on 'Send Reset Password Link and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **GXMO Knowledge Exam** section of the **Ohio GXMO 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 testing date.

[Click to open the Candidate Handbook](#)

Note: Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.

D&SDT-Headmaster **does not send** postal mail test confirmation letters to candidates.

Checking/Viewing your TMU© Notifications

Remember to check your 'notifications' in your TMU© record for important notices regarding your selected test events and other information. See screenshots that follow:


Tests Trainings Billing Downloads Profile




Welcome, Best!



Testing



Your Profile

Your Profile

Notifications 3

Log Out

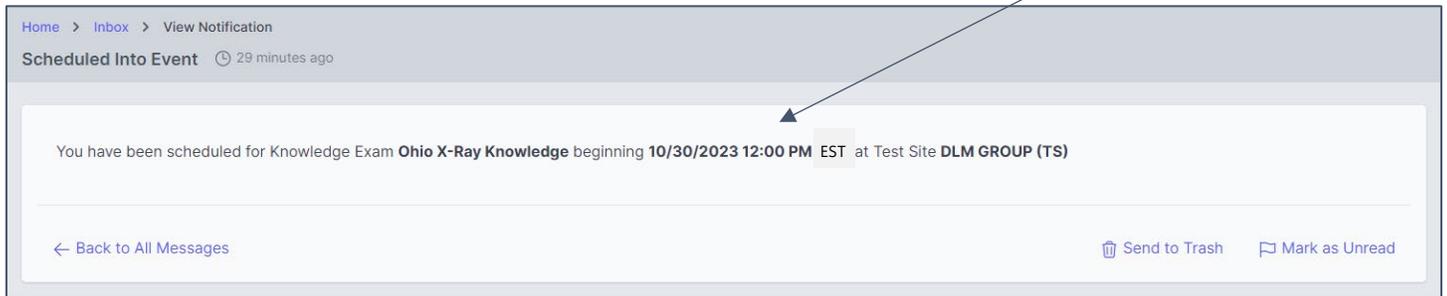
When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

*Click on-
Your Profile Pic to open your profile and notifications. Click on- **Notifications** to view all of your notifications.*



Notification example:

Click on-
VIEW to open each of your
notifications.



Test Day

EXAM CHECK-IN

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start.

- Testing **begins** promptly at the start time noted.
- You need to make sure you are at the event ***at least 20 minutes prior*** to the start time to allow time to get signed in with the Knowledge Test Proctor (KTP).
 - *For example:* if your test start time is 8:00AM – you need to be at the test site for check-in **no later than 7:40AM.**

Note: If you arrive late, you will not be allowed to test.

IDENTIFICATION

You must bring a **US GOVERNMENT ISSUED, SIGNED, NON-EXPIRED PHOTO ID** and a **second form of ID**. Examples of government issued, signed, non-expired photo IDs are:

- Driver’s License
- State ID
- Military ID (*that meet all identification requirements*)
- US Passport
 - (*Foreign Passports and Passport Cards are not acceptable*)
 - **Exception:** A Foreign Passport that contains a US VISA is acceptable
- Conceal Carry Permit

Examples of a second form of ID are:

- Library card
- Utility bill
- Credit/Debit card

The **FIRST** and **LAST** names listed on the ID and second form of ID presented to the test proctor during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in D&SDT's Ohio GXMO TMU© database.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification.**
 - Be sure your US government issued identification and second form of ID is not expired and that both are signed.
 - Check to be positive that both your FIRST and LAST printed names on your photo ID and your second form of ID match your current name of record in D&SDT's Ohio GXMO TMU© database.
 - A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match or your ID(s) are not proper/valid, you will not be admitted for testing, you will be considered a NO SHOW and you will forfeit your testing fees and have to reapply for a new exam and repay all required testing fees.

INSTRUCTIONS FOR THE KNOWLEDGE EXAM

Test instructions for the knowledge exam will be provided in written format in the waiting area when you sign-in for your exam. PDF versions are also available anytime from your smart phone via the link under the 'Downloads' tab in your TMU© record. Please see the '**Instructions to Access Documents in the 'Downloads' Tab of your TMU© Record**' section. These instructions detail the process and what you can expect during your exam. Please read through the instructions **before** entering the knowledge exam room. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The Knowledge Test Proctor will ask you questions about the instructions you read when you enter the knowledge exam room.

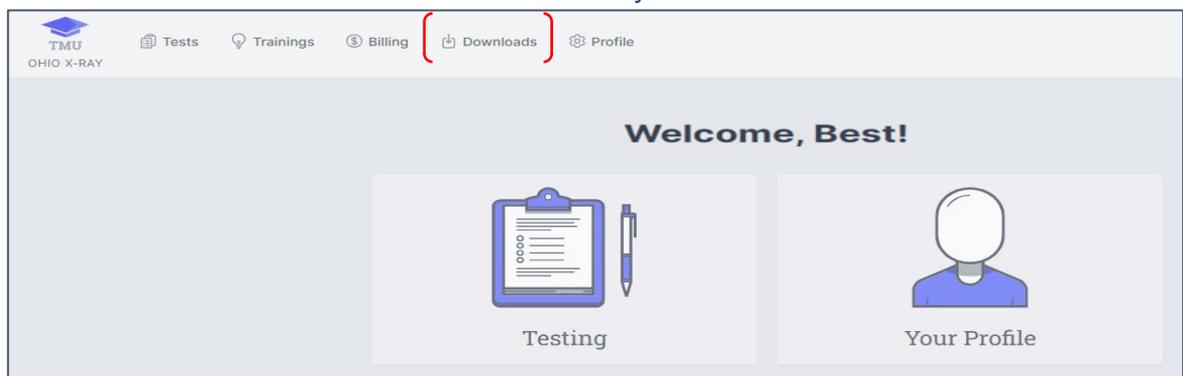
TESTING POLICIES

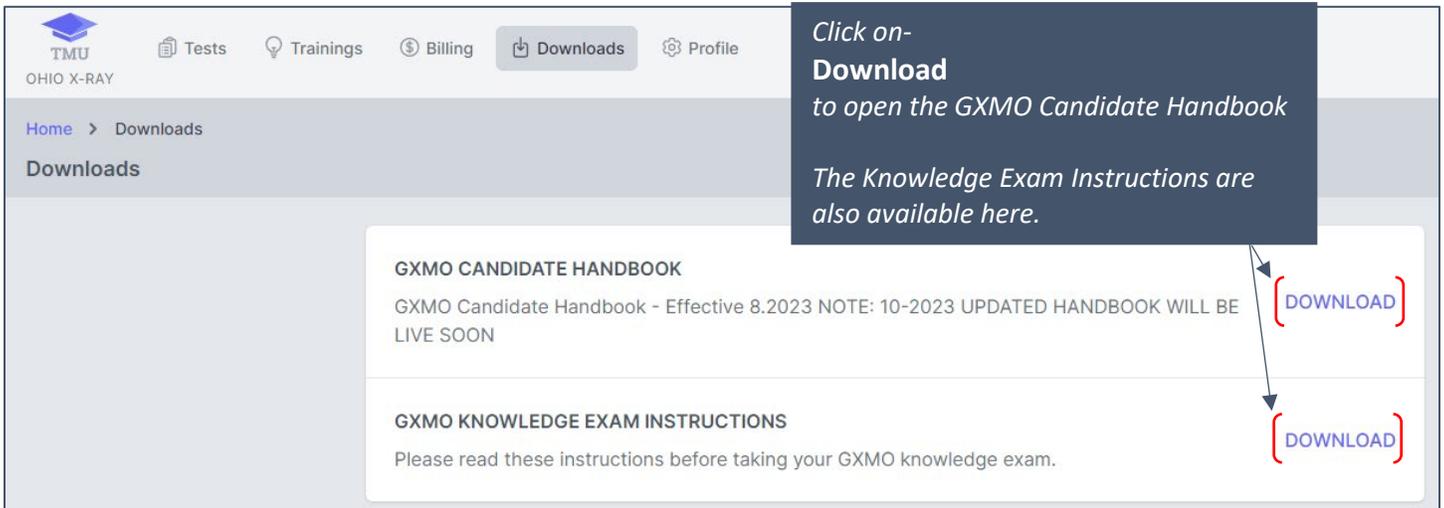
The following policies are observed at each test site—

- Make sure you have signed in to your TMU© record at <http://ox.tmutest.com> before your exam date to update your password and complete/review your demographic information. Refer to the '**Completing your Record in TMU©**' section of this handbook for instructions and information.
 - *If you have not signed in and completed/reviewed your TMU© record when you arrive for your exam, you may not be admitted to the exam and any exam fees paid **will NOT be refunded.***
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20-30 minutes before your scheduled start time – if your exam start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam, considered a No Show, and any exam fees paid *will NOT be refunded.*
- If you do not bring valid and appropriate US government issued, non-expired, signed photo ID and your second form of ID, you will not be admitted to the exam, considered a No Show and any exam fees paid *will NOT be refunded.*
 - If the FIRST and LAST printed names on your ID and second form of ID do not match your current name of record, you will not be admitted to the exam, considered a No Show and any exam fees paid *will NOT be refunded.*
- If you NO SHOW for your exam day, any test fees paid *will NOT be refunded.* You must re-pay your testing fees to schedule another exam date.

- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. You will be informed by the testing team of the designated area to place your personal items and electronic devices and you are to collect these items when you complete your exam.
 - All electronic devices must be **turned off**. Smart watches, fitness monitors and Bluetooth-connected devices must be removed from your wrist/body.
 - You are not allowed to have coats or hooded apparel covering your head during testing in the testing rooms.
 - *Candidates with long hair will be asked to pull their hair back to ensure that there is not any blue tooth device present.*
- Anyone caught using any type of electronic recording device during testing will be removed from the testing room(s), have their exam scored as a failed attempt, forfeit all testing fees and will be reported to their training program and the Ohio Department of Health (ODH).
- You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink or study material to have during your free time in the waiting area.
- Translation dictionaries (either paper format or electronic), translating devices or non-approved language translators **are not allowed**.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke, use e-cigarettes or vape during the exam.
- You are not allowed to leave the testing room once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt, you will forfeit all testing fees paid and you will be reported to your training program and the Ohio Department of Health (ODH).
- No visitors, guests, pets (including companion animals) or children are allowed.
 - *Service animals with an approved ADA accommodation in place are allowed.*
- D&SDT, test sites and Knowledge Test Proctors are not responsible for candidate personal belongings at the test site.
- **Please review this GXMO Candidate Handbook before your test day for any updates to testing and/or policies.**
- The Candidate Handbook can also be accessed within your TMU© record under your ‘Downloads’ tab.

Instructions to Access Documents under the ‘Downloads’ tab in your TMU© Record





The screenshot shows the TMU Ohio X-Ray portal's 'Downloads' page. At the top, there are navigation links for Tests, Trainings, Billing, Downloads, and Profile. The 'Downloads' section contains two items:

- GXMO CANDIDATE HANDBOOK**: GXMO Candidate Handbook - Effective 8.2023 NOTE: 10-2023 UPDATED HANDBOOK WILL BE LIVE SOON. A red 'DOWNLOAD' button is visible to the right.
- GXMO KNOWLEDGE EXAM INSTRUCTIONS**: Please read these instructions before taking your GXMO knowledge exam. A red 'DOWNLOAD' button is visible to the right.

A dark blue callout box with white text says: "Click on- **Download** to open the GXMO Candidate Handbook. The Knowledge Exam Instructions are also available here." Two arrows point from this box to the 'DOWNLOAD' buttons for both items.

Unforeseen Circumstances Policy

If an exam date is cancelled due to an unforeseen circumstance, D&SDT staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you, for no charge, to a mutually agreed upon new exam date.

Therefore, you must keep your contact information up to date in case we need to contact you (**see examples below for reasons we may not be able to contact you that you are responsible for.*)

If D&SDT is unable to reach you via phone call or email with the information in your record (**see examples below*) in the event of an unforeseen circumstance for a test event you are scheduled in to, you will be taken out of the test event and D&SDT will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.

- If D&SDT leaves you a message or emails you at the phone number or email in your record and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/mail box is full
 - you do not check your messages in a timely manner
 - you do not check your email or reply to our email in a timely manner
 - your email is invalid or you are unable to access your email for any reason

INCLEMENT WEATHER POLICY

In the event of inclement weather, you will be expected to attend your schedule exam date unless:

- The county you reside in or the county of the testing site is placed on a weather or other emergency.
 - LEVEL 2 SNOW EMERGENCY: Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
 - LEVEL 3 SNOW EMERGENCY: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
- The test site closes.
- The test proctor cancels the test event.

- There is an accident due to weather or other cause on your route to the test site, in which case:
 - Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.

If the above listed circumstances are not met, failure to attend your scheduled test date will result in a NO SHOW status and any exam fees paid *will NOT be refunded*.

Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid and a report of your behavior will be given to your training program and to the Ohio Department of Health (ODH).

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and ODH and is subject to prosecution to the full extent of the law. Your exam will be scored as a failed attempt and you will forfeit any testing fees paid. You will not be allowed to retake for a minimum period of six (6) months.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, etc. or browsing to other sites during your exam), your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be reported to your training program and ODH and you will not be allowed to retake for a minimum period of six (6) months.

Reschedule | Refund of Testing Fees (Cancellation) | No Show Policies

Note: All documentation regarding reschedules or no shows must be emailed (ohio@hdmaster.com) or faxed (419) 422-8328 to D&SDT. Reschedule, no show or request for refund (cancellation) documents (see document requirements below under Refund of Testing Fees) sent to the Ohio Department of Health (ODH) **will not be valid**.

RESCHEDULES

All reschedules must be requested **one (1) business day** prior to the scheduled testing date, excluding Saturdays, Sundays and Holidays.

- **Example:** If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to reschedule by close of business (D&SDT is open until 8:00PM Eastern Standard time Monday-Friday) the Thursday before your scheduled exam.

Scheduled exam date is on a:	Reschedule by D&SDT's close of business:
Monday	On the previous: Thursday
Tuesday	On the previous: Friday
Wednesday	On the previous: Monday
Thursday	On the previous: Tuesday
Friday	On the previous: Wednesday
Saturday	On the previous: Thursday
Sunday	On the previous: Thursday

Please note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.

REFUND OF TESTING FEES PAID

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Ohio GXMO exam at all.

Scheduled in a Test Event

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com at least **one (1) full business day** prior to your scheduled test event (excluding Saturdays, Sundays and Holidays.) No phone calls will be accepted.
 - **Example:** If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to request a refund by filling out and submitting the Refund Request Fillable Form on the D&SDT-Headmaster main webpage at www.hdmaster.com by close of business the Thursday before your scheduled exam. D&SDT is open until 8:00PM Eastern time, Monday through Friday, excluding Holidays.
- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.
- 3) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT *will not be issued*.

Not Scheduled in a Test Event

- 1) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT *will not be issued*.
- 2) A refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com. No phone calls will be accepted.
- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.

NO SHOWS

If you are scheduled for your exam and do not show up without notifying D&SDT at least one (1) full business day prior to your scheduled testing event, *excluding* Saturdays, Sunday, and Holidays, or if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO SHOW**. You will forfeit all fees paid and must submit a new testing fee to schedule yourself into a new exam.

These fees partially offset D&SDT cost incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day preceding a scheduled exam, *excluding* Saturdays, Sundays, and Holidays (see examples under Reschedules and Refund of Testing Fees Paid), a NO SHOW status will exist and you will forfeit your testing fees and must repay the full testing fee to secure a new exam.

No Show Exceptions

Exceptions to the No Show status exist; if you are a No Show for any of the following reasons, a free reschedule will be authorized to the remitter of record providing **the required documentation is received within the appropriate time frames outlined below:**

- **Car breakdown or accident:** D&SDT must be contacted within one business day via phone call, fax or email and a tow bill, police report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Weather or road condition related issue:** D&SDT must be contacted within one business day via phone call, fax or email and a road report, weather report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Medical emergency or illness:** D&SDT must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Death in the family:** D&SDT must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a NO SHOW. (Immediate family includes parent, grand and great-grand parent, sibling, children, spouse or significant other.)

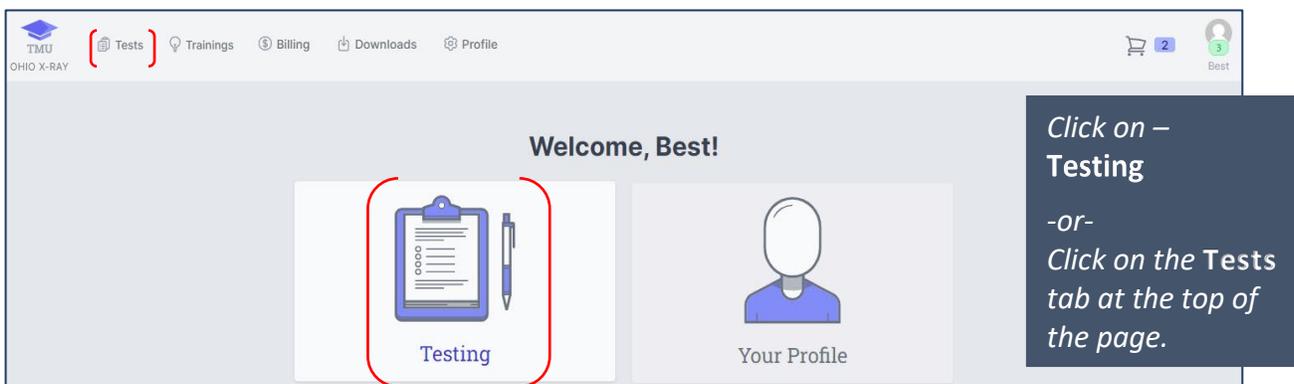
Test Results

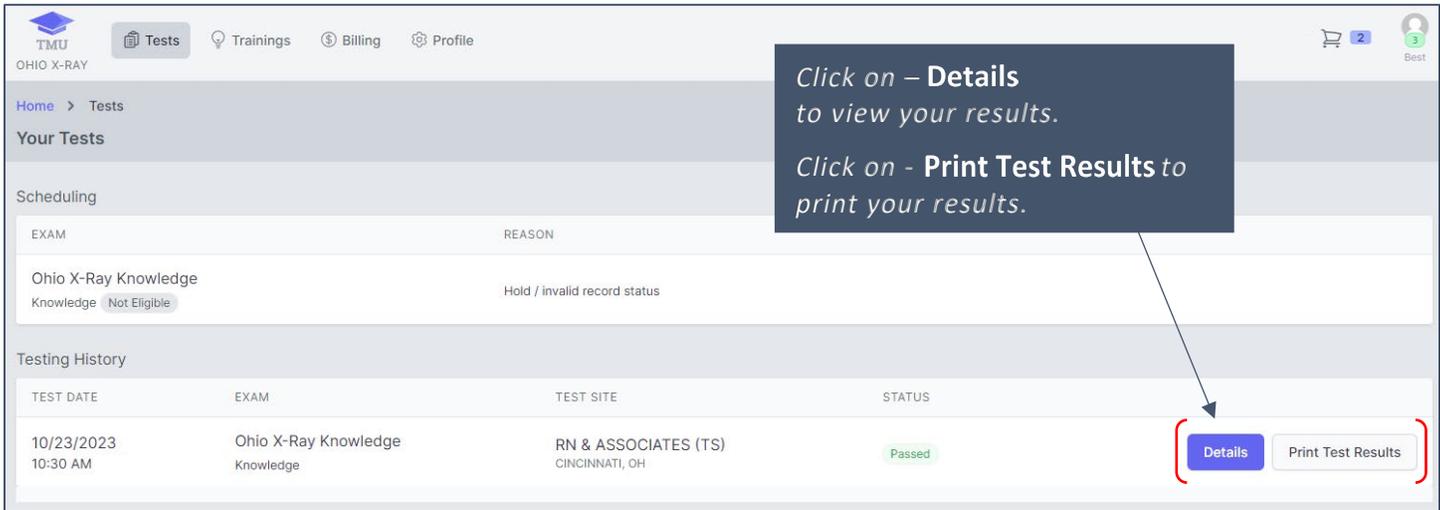
After you have completed the Knowledge Exam, your exam will be officially scored and double checked. Official test results are available to you the day exams are scored after 8:00PM EST. You will be able to access your test results online in your TMU© record at <https://ox.tmutest.com>.

Note: D&SDT-Headmaster does not send postal mail test result letters to candidates.

CHECKING TEST RESULTS ON-LINE

To view your test results, sign in to your record in TMU© at <https://ox.tmutest.com>.





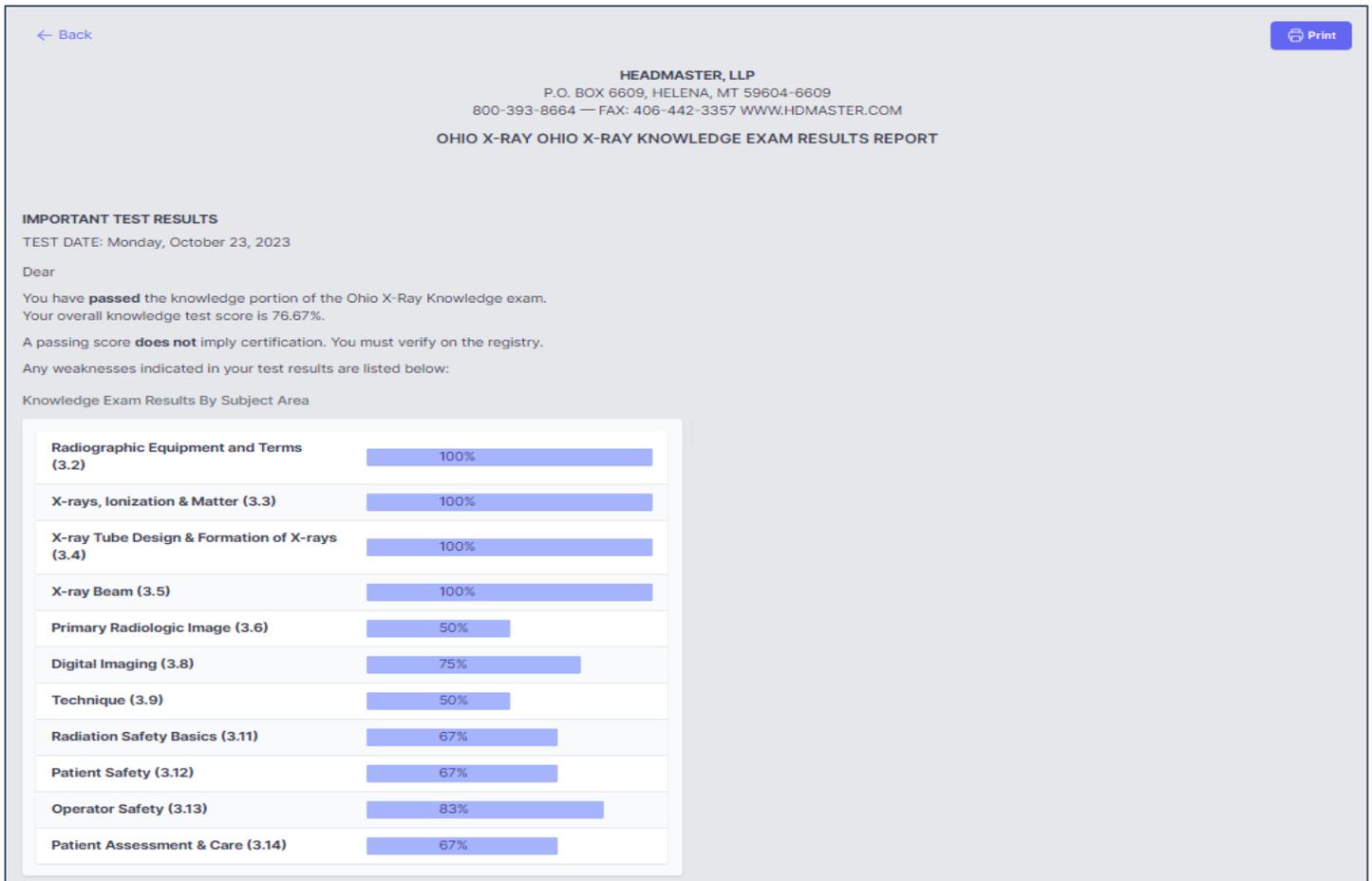
Click on – Details to view your results.

Click on - Print Test Results to print your results.

EXAM	REASON
Ohio X-Ray Knowledge Knowledge Not Eligible	Hold / invalid record status

TEST DATE	EXAM	TEST SITE	STATUS
10/23/2023 10:30 AM	Ohio X-Ray Knowledge Knowledge	RN & ASSOCIATES (TS) CINCINNATI, OH	Passed

Sample test results letter:



HEADMASTER, LLP
 P.O. BOX 6609, HELENA, MT 59604-6609
 800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

OHIO X-RAY OHIO X-RAY KNOWLEDGE EXAM RESULTS REPORT

IMPORTANT TEST RESULTS
 TEST DATE: Monday, October 23, 2023

Dear

You have **passed** the knowledge portion of the Ohio X-Ray Knowledge exam. Your overall knowledge test score is 76.67%.

A passing score **does not** imply certification. You must verify on the registry.

Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

Radiographic Equipment and Terms (3.2)	100%
X-rays, Ionization & Matter (3.3)	100%
X-ray Tube Design & Formation of X-rays (3.4)	100%
X-ray Beam (3.5)	100%
Primary Radiologic Image (3.6)	50%
Digital Imaging (3.8)	75%
Technique (3.9)	50%
Radiation Safety Basics (3.11)	67%
Patient Safety (3.12)	67%
Operator Safety (3.13)	83%
Patient Assessment & Care (3.14)	67%

Test Attempts

You have **unlimited attempts** after successful completion of a didactic educational program to pass the Knowledge Test.

Retaking the GXMO Knowledge Exam

In the event that you fail the knowledge exam, when you want to apply for a retest, you will need to repay before you can schedule a new exam.

You can schedule a test or re-test online by signing in to your TMU© record at <https://ox.tmutest.com>. (See screen shots under the **'Schedule/Reschedule into a Test Event'** section for rescheduling instructions.)

You will need to pay with a Visa, Master Card or debit card before you are able to schedule.

If you need assistance scheduling your re-test, please call D&SDT-Headmaster at (877) 851-2355 during regular business hours 8:00AM to 8:00PM Monday through Friday, EST, excluding Holidays. We are able to assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other condition of your testing. **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request and Payment Form 1403](#) available on D&SDT-Headmaster's main webpage at www.hdmaster.com (before you get to the GXMO webpage). Submit the Test Review Fee of \$25 (MasterCard, Visa or debit card) and a detailed explanation of why you feel your dispute is valid (upload with Form 1403) via the PDF fillable Test Review Request and Payment Form 1403 **within three (3) business days** from official scoring of your exam (excluding Saturdays, Sundays and Holidays). Late requests will be returned and will not be considered.

PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT-Headmaster at (877) 851-2355 during regular business hours, Monday through Friday, 8:00AM to 8:00PM EST, excluding Holidays, and discuss the exam outcome you are questioning before committing to sending the \$25 test review request deposit fee. Many times, once you have further details about the scoring of your exam, you will understand the scoring process and learn how you can better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-Headmaster staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

D&SDT-Headmaster will review your detailed recollection, your knowledge exam markings, in addition to reviewing markings, and notations by the Test Proctor at the time of your exam. D&SDT-Headmaster will re-check the scoring of your exam and may contact you and/or the Knowledge Test Proctor (KTP) for any additional information regarding your exam. D&SDT-Headmaster cannot discuss test results or test disputes with instructors/training programs. D&SDT-Headmaster will not review test results or disputes with family members or anyone else on behalf of the candidate. D&SDT-Headmaster will complete your review request within 10 business days of the receipt of your timely review request and will email the review results to your email address and to the Ohio Department of Health.

The Knowledge Exam

The Knowledge Test Proctor (KTP) will hand out materials and give instructions for taking the Knowledge Exam. You will have a maximum of ninety (90) minutes to complete the 60-question multiple choice Knowledge Exam. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam (such as "What does this question mean?").

You must have a score of **70%** or better to pass the Knowledge Exam.

Electronic testing in TMU©, using internet connected devices, is utilized at the GXMO test sites in Ohio. The Knowledge Exam will be displayed on a screen for you to read and key/click/tap in your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under **‘Completing your Record in TMU©’** to sign in to your record in TMU©.

- *The Knowledge Test Proctor will provide you a code at the test event to start your exam.*

Translation dictionaries (either paper format or electronic), translating devices or non-approved language translators are not allowed.

Your Knowledge Test Proctor (KTP) will have scrap paper available for math related questions. The scrap paper must be turned in when finished with your exam. All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law and will be reported to their training program and to the Ohio Department of Health and will not be allowed to take the exam again without ODH approval.

Knowledge Exam Content

The knowledge exam consists of sixty (60) multiple choice items/questions. Questions are selected from subject areas based on the ODH approved test plan and include questions from all the required categories. The subject areas and number of items are as follows:

KNOWLEDGE EXAM SUBJECT AREAS

SUBJECT AREA	NUMBER OF QUESTIONS	SUBJECT AREA	NUMBER OF QUESTIONS
Film Image	5	Radiation Safety	9
Digital Imaging	8	Radiographic Equipment	2
Operation Safety	6	Technique	8
Patient Assessment	3	X-Ray Beam	2
Patient Safety	6	X-Ray Ionization	4
Primary Radio	2	X-Ray Tube Design	5

GXMO Vocabulary/Terminology

artifacts	geometric factors	public dose limits
atomic structure	grid contrast	radiation protection
attenuation	grids	radiobiology
automatic exposure control	HIPAA	radiographic image formation
basic biologic effects of radiation exposure	image brightness	radiosensitivity
beam quality	image characteristics	reduction of unnecessary dose
beam restrictors	image contrast	reduction of unnecessary patient control
beam restrictors contrast	image evaluation	relative safety
brightness	image scatter reduction	remnant radiation
contrast	imaging plate	scatter control
contrast resolution	imaging plates	scatter reduction
CR	interactions with matter	scope of practice
definition of x-ray beam intensity	inverse square law	sharpness of detail
differential attenuation	ionization	shielding
digital advantages	kilovoltage	sources of radiation
digital basics	Law of Bergonie and Tribondeau	subject contrast
digital image: CR	legal documentation	survey and monitoring requirements
digital post-processing	monitoring	technique charts
display qualities	motion	types of personal dosimeters
distortion	occupational dose limits	units of measure
dose limits	occupational protection	visibility of detail
dosimeters	patient history	visibility of structure
dosimetry	patient ID	x-ray beam quality
early/late effects	patient safety	x-ray beam quantity
electromagnetic spectrum	personnel shielding and protective barriers	x-ray production
exposure index	pixel size	x-ray tube
filtration	practical considerations	x-ray tube construction
general safety	practical considerations CR	
general safety principles	pregnant workers	
genetic-fetal effects	properties of x-rays	

NOTES
