

Siemens Med Administration Check™ v23.4: Test Instructions for CD Course

To help you assess your knowledge as you complete the Siemens Med Administration Check v23.4 self-paced course, Education Services provides a course test on Siemens Medical Academy. This test is provided to your organization at no additional charge – simply log onto Siemens Medical Academy and locate the test according to the instructions below. You will also find a course survey where you can provide feedback on this course.

Note: To successfully pass the test, you must score at least 80% on the test. After successfully passing the test, you may print a completion certificate.

Locating the Test on Siemens Medical Academy

1. Log onto Siemens Medical Academy, www.siemensmedicalacademy.com
2. In the search box, enter **Siemens Med Administration Check v23.4 Test - CD-ROM only** and click **Search**. (For example, for the NOVIUS Radiology Mammography v27.0 CD course, you would type *NOVIUS Radiology Mammography v27.0 Test - CD-ROM Only*.)
3. In the search results that display, click **Siemens Med Administration Check v23.4 Test - CD-ROM only** and click **enroll**.
4. Next, click **proceed to my enrollments**.
5. Under My Enrollments, locate **Siemens Med Administration Check v23.4 Test - CD-ROM only** and click **launch**.
6. As instructed, close the window that appears and click **Yes** when prompted **Have you completed this training in its entirety?**. Click **Submit**.
7. Next, locate and click **My Tests**. (It is located under My Learning on the left-hand side of the screen.)
8. Under Test Name, locate and launch two items:
 - **Siemens Med Administration Check v23.4 Survey** and click **launch test** to complete the course survey.
 - **Siemens Med Administration Check v23.4 Test** and click **launch test** to complete the course test. You must pass this test to complete the course.

Printing a Completion Certificate

To print a completion certificate, follow these instructions.

1. After you have successfully completed the test, go to My Transcripts (located under My Learning on the left-hand side of the screen).
2. Locate **Siemens Med Administration Check v23.4 Test - CD-ROM only** and click **view certificate**.

Note: The view certificate link will appear only if you passed the test. If you did not pass the test you will **not** see this link.

3. Select **File...Print** to print your certificate.