SECURE ONLINE TESTING ENVIRONMENT CHECKLIST

Examination Room Requirements

- ☐ In the examination room, no displayed materials shall be present during the exam that relate to test content, such as formulas, charts, terms, maps, etc.
  - o They must be removed or covered during the exam.
- ☐ A quiet environment (only speaking in a whisper) is required during the examination.

Room Environment

- ☐ Ensure that the examination room is away from distracting activities or noisy areas.
- ☐ Try to prevent unnecessary distractions while the examination is in progress (i.e., calls or "fire drills," silence any non-testing announcements, etc.).
- ☐ Ensure proper ventilation and a cool and comfortable temperature in the room.
- ☐ Ensure proper lighting.
- ☐ Ensure that a working clock is visible to candidates.
- ☐ Know which room(s) will work best for testing during the morning, midday, and evening.

Tables and Seating

- ☐ Ensure that all chairs have backs.
- ☐ Ensure that all seats face in the same direction (as possible).
- ☐ Separate candidates so they are spread apart and spaced appropriately.
- ☐ Ensure that tables or desks have enough space and a smooth surface for writing (as needed).
- ☐ Verify that testers can walk behind each candidate and between all rows.
- ☐ Ensure that dividers (optional) are not too tall. They must not block the testers' view.

Power and Internet

- ☐ Ensure that there is enough power, internet access, and/or bandwidth to support the number of candidates testing.
  - o Minimum internet speed requirement is 2 Mbps (download/upload) multiplied by the number of candidates. For example, 10 candidates would require 20 Mbps internet download/upload speed.

Candidate Limitations

- Only registered candidates are allowed in the examination room.
- Candidates must follow the rules for accessing the examination and closing the device.
- Candidates may not install software on devices (iPads, computers).
- Candidates are strictly prohibited from viewing, distributing, or downloading any materials on the devices (iPads, computers).
- No games of any kind are allowed to be played or downloaded on any devices.
- Candidates may not change the settings on any of the devices (iPads, computers).

Good example of spacing:

The chairs are spaced appropriately. Enough spacing between the rows for the tester to walk around.

Good example of dividers:

The tester can easily view the room from the front and the back.