

# SECURE ONLINE TESTING ENVIRONMENT CHECKLIST

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## 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.
  - 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.
  - 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).

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***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.

