



## Exam Site Checklist

**Use the following checklist to help you choose a location for use as a test site.  
Make any additional comments on the reverse.**

### BUILDING

Yes or No

- Does the site meet all safety and health requirements for the jurisdiction where it is located?
- Is the site within a reasonable commuting distance for candidates?
- Is public transportation available to the site?
- Is there a telephone available in case of an emergency?
- Does the site conform to the Americans with Disabilities Act (ADA) requirements?
- Are other rooms available if a translator is needed, or if a test needs to be read aloud?
- Are restroom facilities readily accessible?
- Are water coolers or fountains readily accessible?

### ROOM

Yes or No

- Is the capacity limit of the room ample for the number of test candidates?
- Is the ventilation adequate for the rated seating capacity?
- Is the lighting bright enough to read the test booklet and see the answer sheet clearly?
- Are you able to regulate the temperature of the room? If not, is someone readily available that will be able to regulate the temperature on the day of the test?
- Are there any posters, blackboard notes, or other information posted in the room that may give away answers to the test? If yes, can these materials be easily removed and stored?
- Will you or a proctor be able to see all candidates at all times?
- Is the room quiet and free of noisy distractions?
- Are candidates able to hear directions clearly from all areas?
- Is there sufficient workspace for you to handle the tests securely?
- Is there an emergency source of light in case of a power outage?
- Can the room be locked in case of an evacuation?
- Are the room, cabinet, closet, and file locks strong enough to deter someone from breaking them?
- Do you have enough sharpened No. 2 pencils for the candidates and extras in case of breakage?

### SEATING ARRANGEMENT

Yes or No

- Are individual desks a minimum of five feet apart in each direction? Or can candidates sit a minimum five feet apart in each direction if long tables are used?
- Does the room conform to the Americans with Disabilities Act (ADA) requirements?
- If the seating is tiered, is there enough seating to meet the minimum of five feet apart in each direction for candidates?
- Are there enough desks or tables to meet the required spacing for candidates?
- If individual desks are used is there enough desktop space to fit both the test booklet and answer sheet?
- Is the surface of the desk easy to write on?