



# READY REFERENCE TEST SITE CHECKLIST

## Test Room Checklist

- Quiet, well-lit, properly ventilated surroundings with a comfortable temperature and free from distraction.
- Accessible to candidates with special needs.
- Head table or podium at the front of the room.
- Registration table.
- Easy access to unlocked rest rooms stocked with sufficient supplies.
- Easy access to water fountain.
- Large signs prominently posted making candidates aware of the location of the test.
- Clock visible to all candidates, preferably at the front of the room.
- Sufficient tables with smooth writing surface and enough space for the number of candidates registered.
- Comfortable chairs (with backs) with an appropriate height in relation to the tables.
- Room has good acoustics to allow candidates to hear instructions clearly.
- Adequate space for proctors to observe candidates easily.
- Parking sufficient to accommodate the number of vehicles expected.

## Practical Test Room Configuration and Equipment Required Checklist

- An enclosed testing room with adequate lighting, free of distractions and noise in which the candidate, practical examiner and only "official" observers may be present. Once testing is completed, the candidate must leave the testing area and not converse with candidates who tested or are waiting to test.
- Three 6' tables; or a clear, clean floor space for the practical examiner to set up the Rigging tasks.
- A minimum one (1) ton hook and attachment point/setup that can support a 100 lb. load.
- A separate waiting room (away from the testing) for candidates waiting to test.
- A computer, TV, or DVD for the viewing of the candidate video/PowerPoint.