



Written Examination Test Site READY REFERENCE CHECKLIST

TEST ADMINISTRATION APPLICATION PROCEDURE

1. Complete the *Written Test Site Application Request Form* in this handbook and send it to International Assessment Institute **at least four weeks prior to the requested test date**.
2. Once your site is approved, International Assessment Institute will send you a Test Site approval letter with a test administration number for this secured date and site location.
3. **Two weeks before the test date** use the *Test Site Coordinator Summary Form* to provide the total number of each type of candidate applications submitted to International Assessment Institute. Use the Test Administration Procedure checklist below to be sure you have completed all required steps.

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- Enclose *Candidate Applications* including the payment information page if candidate is paying for the test. Verify that all applications are completed properly and signed.
- Enclose *Test Site Coordinator Summary Form* completed with all information requested. Verify that the Test Site location information is completed and all candidate information entered.
- Enclose payment for group by company/organization; verify that a check or money order is enclosed or credit card information is properly completed and signed and the total amount entered.

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 (no porta-potties)
- Easy access to water fountain
- Large signs prominently posted making candidates aware of the location of the test
- A clock visible to all candidates, preferable 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