

**Test Center Checklist**

**Entry Assessments for Teacher Prep and Entry Assessment for Paraprofessionals  
Internet-Based Tests**

Date: \_\_\_\_\_

College/University and Campus: \_\_\_\_\_

Test Center Director Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

IT Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Test Center Hardware and Software Requirements

- Current model PC running Windows XP or higher; minimum IE 7

**OR**

- Current model MAC running MAC OS 10.4.11 or higher, minimum Safari 3.0

**AND**

- All current security patches applied
- Network printer (not connected to individual PC)
- High-speed Internet connection (not dial-up)
- Monitor (17" or greater recommended) with a screen resolution of at least 1024 x 768
- Mouse and keyboard
- 100 MB of free local hard drive space

Additional information:

Type of stations: \_\_\_\_\_

Number of stations: \_\_\_\_\_

Monitor size: \_\_\_\_\_

Type of Internet Connection: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Test Center Requirements

- Test Center must provide secure storage for personal items not allowed in the testing room (cell phones, pagers, books, briefcases, etc.).
- Test Center is handicapped accessible, adequately lit, and at a comfortable temperature.
- Test Center provides a quiet and conducive environment for testing.
- The lighting in the Test Center can be lowered to prevent glare on the screens.
- Examinees are able to sit comfortably and view the monitor without difficulty.
- Each workstation provides ample space for a writing surface.
- The test stations must be adequately spaced to minimize observing the screens of other test takers.
- Accessible restrooms are located within a short distance from the Test Center. Please indicate approximate distance \_\_\_\_\_.
- Several pictures of the Test Center should be taken and submitted for ES records (see page 3 for list of required photos).
- Electronically submit pictures to Liz Burden (Liz.Burden@Pearson.com).

Comments: \_\_\_\_\_

### Additional Test Center Information

What is the proctor to examinee ratio? \_\_\_\_\_

Is a proctor stationed in the testing room during testing?  Yes  No

Does the Test Center have separate rooms for registration verification and for testing?  Yes  No

Does an observation window exist between the registration area and the testing room?  Yes  No

Is there a separate testing room for accommodating disability candidates?  Yes  No

Is there audio monitoring equipment in the testing room?  Yes  No

Is there video monitoring equipment in the testing room?  Yes  No  
If so, is the video recorded?  Yes  No

### Test Center Schedule

What is the expected test center schedule, i.e. which months, weeks, days of the week, hours of the day?

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Comments: \_\_\_\_\_

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\_\_\_\_\_  
Institution Test Center Director Signature

## **Photos of Test Center/Area**

Test centers are required to provide a distraction-free, secure testing environment with continuous examinee surveillance. An area where examinee registration can be verified without disturbing other examinees is required.

Photos should be clearly labeled. A jpg version or email of the pictures should be submitted to Liz Burden (Liz.Burden@Pearson.com). Please remember to include your name, school you are representing and contact information in the email.

Below is a list of the areas that should be shown in the photos submitted.

- **The registration confirmation/reception area, if applicable.** It is understood that smaller facilities may not have a separate room for this and if that is the case, there should be an area within the test room where registration confirmation can take place without disturbing other examinees that are already testing.
- **A suitable secure storage facility.** If the area where testing will take place has lockers in which examinees can store their personal belongings while testing, please provide a photo of that area. If the area where testing will take place does not have lockers, it will be necessary to provide a table on which belongings can be left during the test sessions and a photo of this area must be submitted.
- **Test room.** Ideally two photos of the test room should be submitted. One should be of the entrance (door area) and one should be of the computer area.
- **Test administrator's position.** This photo should show the test administrator's seat in the test room if monitoring will be in the test room during the delivery of exams.
- **Test administrator's view.** This photo should show the administrator's view of the examinees showing all of the workstations. If the monitoring will be done via a viewing window, the photo should be taken from the test administrator's position, showing what can be seen through the window from that position.
- **Workstation.** This photo should be taken at close range in order to showcase the features of an actual workstation.