

# PREPARING TO TEST CHECKLIST



**PLACE**

**Use this checklist to prepare the test environment, equipment, and proctor workspace**

	Confirm the testing room is at a comfortable temperature and well lit.
	Review the test day roster and gather any additional materials or information needed for the day.
	Ensure the room layout is easy to access and visibility is not obstructed. Prepare a seating diagram if required.
	Check that equipment is working properly and the test area is clean.
	Prepare storage area for test taker personal items.
	Prepare additional supplies required, such as erasable whiteboard and marker.
	Confirm availability of key contact information.