

PREPARING TO TEST – PAPER-BASED TESTING



USE THIS CHECKLIST TO PREPARE THE TEST ENVIRONMENT, EQUIPMENT, AND PROCTOR WORKSPACE.

PLACE

	<p>Prepare storage area for test takers to securely leave their personal belongings.</p>
	<p>Confirm the testing room is at a comfortable temperature and well lit.</p>
	<p>Ensure the room layout is easy to access and visibility is not obstructed. Prepare a seating diagram if required.</p>
	<p>Prepare additional supplies required, such as pencils, erasers or permitted calculators.</p>
	<p>Remove paper exams from storage and ensure the storage area and containers are free from tampering. Do not leave exam materials unattended.</p>
	<p>Prepare the proctor workspace.</p>
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