

NCCCO Written Exam - Criteria for Test Sites

**(Please note: this criteria is JUST FOR THE WRITTEN EXAM,
the daily prep class can be anywhere with no special criteria)**

The examination room must provide adequate separation of candidates, as well as sufficient space for taking the examination. In addition, administration sites must meet the following requirements:

- **There** should be only one point of entry and exit — Candidates must enter and exit through the same door.
- **The** testing room must be an indoor facility suitable for the exam candidates, to include:
 - Quiet, well-lit, properly ventilated with a comfortable temperature and free from distractions to candidates.
 - Accessible to candidates with special needs.
 - A head table or podium at the front of the room.
 - A registration table.
 - Easy access to unlocked rest rooms stocked with sufficient supplies.
 - A clock visible to all candidates, preferably at the front of the room so that candidates can see it without turning their heads.
- **There** should be sufficient tables and space for the number of candidates registered. Make certain that the number of candidates can be seated according to the following requirements:
 - 6-foot tables: No more than two candidates per table.
 - 8-foot tables: No more than three candidates per table.
 - Round tables: No more than one candidate per table. These may be used, but are inefficient due to the requirement of only one candidate per table.
 - Desks: No more than one candidate per desk. Desks may be used only if their surface area is large enough to hold both the test booklet and answer sheet. They should accommodate both left-handed and right-handed candidates with equal comfort.
- **The** tables should have smooth writing surfaces and adequate space to accommodate examination booklets and answer sheets without crowding.
- **Rest** rooms should be located near examination rooms and should be easy to find. Post directional signs if necessary.
- **Room** acoustics must be good. If the room is large, make sure that a microphone is available and that it works well. Candidates in the back of the room must be able to hear verbal instructions clearly.
- **There** must be adequate space for proctors to observe candidates easily.

NCT needs: A WALL TO PROJECT ON AND AN ERASER BOARD.

