

## Adequate Testing Environment Requirements for Onsite Exam Delivery (Sponsor-provided Technology)

### Scope

This document describes the adequate testing environment that must be provided for Onsite Exam Delivery. BCSP has responsibility for acceptability of the testing environment, and the proctor's decision on any aspect of the acceptability of the environment is final.

### Requirements

The [representative of the] sponsoring organization must provide a location to administer the examinations that meets the following criteria:

1. The examination room must easily contain all candidates. At least 3 feet of clean desk space for each candidate (e.g., no more than two candidates per one 6-foot table). Proctor(s) may use candidate spacing, room configuration (viewing angles), or other measures to minimize the ability of any candidate to see any other candidate's screen. All seats must be in close proximity to a power outlet or power strip so that testing computers may be plugged in for the duration of the administration.
2. The testing space must be typical of an office environment, enclosed, clean, smoke-free, and conducive to testing.
3. The testing environment must be quiet, distraction-free, and clear of any training materials such as posters, charts, or graphics. If the room has first floor windows they must be closed and screened to prevent anyone from seeing in the room or the candidate(s) from seeing out. Avoid rooms near high-traffic areas such as a busy corridor or lunchroom.
4. Comfortable seating must be provided for each candidate.
5. A computer (laptop or desktop) that meets the minimum technical specifications must be provided for each candidate. All computers should be updated, and all background applications closed prior to candidates entering the testing space. (Minimum requirements can be found at <https://home.pearsonvue.com/cp/advanced-technical-specs-pvbl>)
  - a. Candidates must be able to download Pearson VUE browser lock on their testing machine on the day of administration. BCSP requires that the sponsoring organization test this download prior to administration date ([home.pearsonvue.com/bcsp/client-proctored](https://home.pearsonvue.com/bcsp/client-proctored)).
  - b. MSP remote access programs must be deactivated and/or deleted from each testing computer.
6. The internet connection must meet the minimum requirement for the number of candidates testing.
7. The testing room must be cleared of equipment such as fax machines or telephones while testing is in progress.
8. No personal items are allowed in the testing environment. Adequate storage space must be available outside the room or at the back of the room to secure personal items (i.e., backpacks, hats, etc.).
9. A table and chair must be provided in the front of the room for the proctors.
10. Blank sheets of scratch paper, a minimum of one page per candidate, and a pencil for each candidate must be provided at the proctor table.
11. Restroom facilities must be provided for candidate use within close proximity to the testing room. The proctor will ensure these facilities are clear of any unauthorized materials or people prior to allowing candidates to enter the testing room.