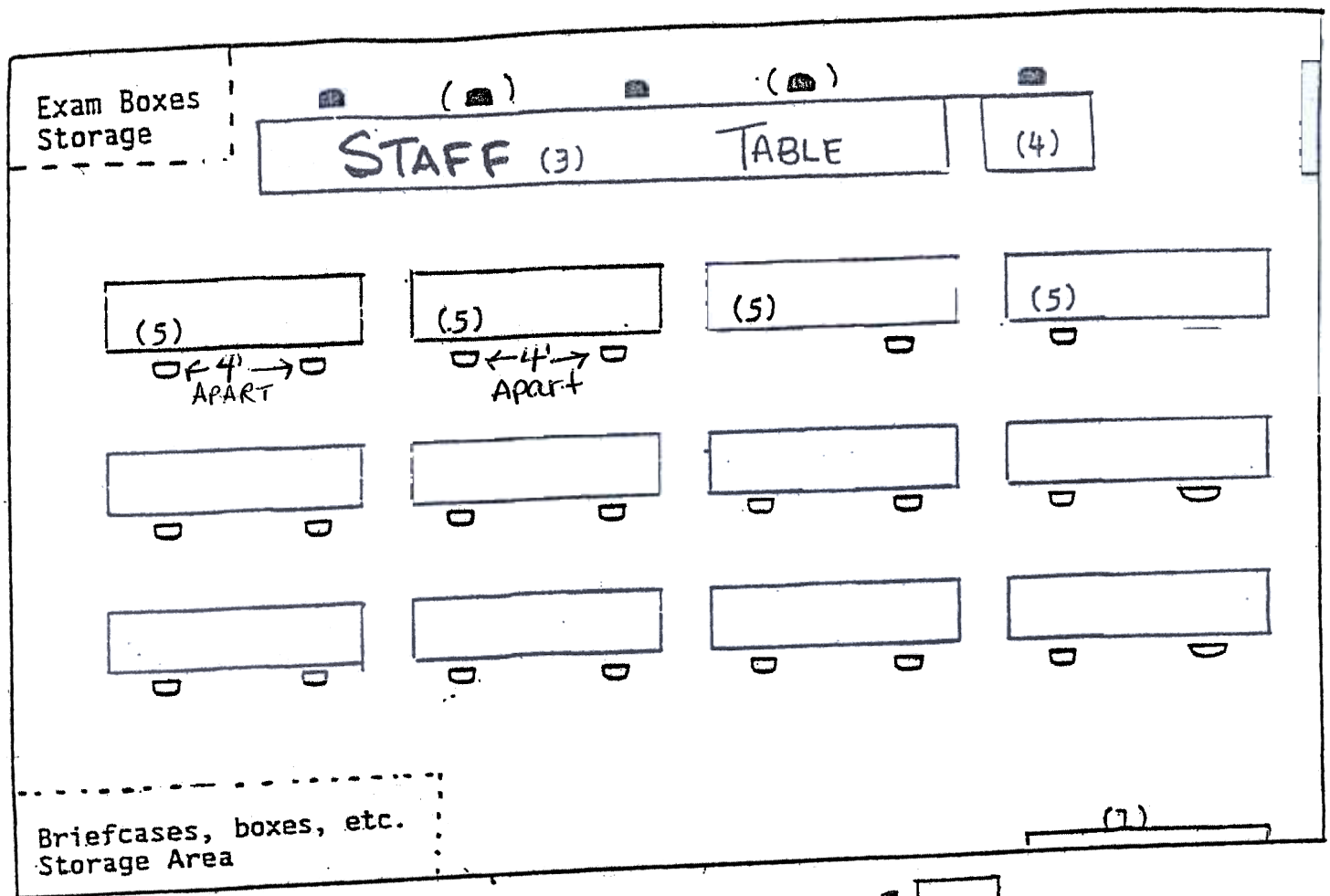


Professional Certification Board

Examination Room Layout



LEGEND:

1. Single entrance open.
2. Registration table outside of examination room.
3. Tables to spread examination materials (booklets, answer sheets, etc.)
4. Lectern with microphone for Chief Proctor
5. 8 ft. long rectangular tables (candidates must be a minimum 4' apart – side by side)
Two candidates per table are recommended, or single tables for each candidate. Candidate tables should have an adequate writing surface, along with comfortable chairs. All candidates should be facing the staff table and a minimum 4' apart from each other.
Proctor's locations – (Rotating proctor assignments) = 250 sq. ft.
Candidate's locations = 30 sq. ft. per candidate

Other Recommendations:

- Restrooms for candidates are needed near exam room and access to water fountain.
- Room should be free from outside noise.
- Lighting should be adequate for testing.
- Avoid rooms with columns or posts that can obstruct either candidate or proctor's view of each other.
- Temperature should be comfortable for candidates. (70 degrees)
- Candidates should have a place in back of the room to place coats, hats and briefcases.
- Room should have a large clock (brought in if necessary) and easel with writing pad and markers.