

LOCAL ARRANGEMENTS COORDINATOR INSTRUCTIONS AND CHECKLIST

The agency requesting an examination sitting will identify an individual to act as the Local Arrangements Coordinator (LAC). The LAC is responsible for selecting an appropriate location that meets facility requirements and ensuring access to the location on the day of the examination.

1. The Registrar’s Office will work with the LAC to select a date for the examination. The date should be at least 4 months from the date the request was received.
2. At least 55 days before the sitting, the Registrar’s Office will provide the LAC’s contact information to the Proctor as well the number of potential candidates for each examination to be offered.
3. The Proctor will work with the LAC to ensure the prospective facilities meet minimum requirements for hosting the examination and to set a start time for the examination.
4. For paper examinations only, no less than 40 days prior to the sitting, the Registrar’s Office must be notified of the agreed upon registration time(s).
5. The LAC should arrange for facilities and/or equipment for scanning or making copies of exam administration material.
6. Drinking water and tissues must be provided for the examination sitting.
7. The Proctor and LAC are responsible for ensuring that all testing facility arrangements have been made prior to administering the examinations.
8. The lighting and room temperature should be checked for comfort, and the instructions for adjusting them should be identified.
9. For paper-based examinations only, covering for the tabletops should be arranged so that they do not interfere with marking the answer sheet. It may be necessary to ask the facility not to put tablecloths on the tables.
10. For paper-based examinations only, a mechanism of time keeping must be provided, preferably a clock or countdown timer.
11. A check-in table, with chairs, must be provided. Preferably, this table will be outside of the examination room; however, it may be necessary to set up the table at the entrance to the examination room.
12. The LAC will identify a room meeting our facility requirements. Please confirm that the meeting location meets the following:

| √ | Requirement | Comments |
|---|--|----------|
| | quiet area, away from another meeting or function | |
| | reasonable access to a restroom | |
| | candidates must be seated with at least 2 feet between candidates | |
| | can accommodate head table and chairs for Proctor and Monitors | |
| | reserved for a minimum of 5 hours, allowing for one hour before and one hour after the examination time; more time may be necessary if more than one offering is scheduled for the day | |

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| For paper examinations only | |
|----------------------------------|--|
| | can accommodate an exit table for the examinees' envelopes |
| For electronic examinations only | |
| | power receptacles for each candidate |
| | internet accessible to all candidates |
| | demo test is accessible through available internet access; see instructions on accessing demo test |

Your signature below indicates the following:

- **You have read and understood the facility requirements.**
- **Your facility meets our specifications.**
- **Any concerns have been addressed with the ABC Registrar prior to scheduling the examination.**

Provide the following information for this offering:

Building name: _____

Building address: _____

Room Name: _____

Maximum number of candidates the facility can accommodate: _____

For electronic examinations only, what is the registration time: _____

| Name | Signature | Date |
|------|-----------|------|
| | | |