

LOCAL ARRANGEMENTS COORDINATOR INSTRUCTIONS

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. Approximately 55 days before the sitting, the Registrar's Office will provide the LAC's contact information to the Test Site Manager (TSM) as well the number of potential candidates for each examination to be offered.
3. The TSM 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. No less than 40 days prior to the sitting, the Registrar's Office must be notified of the agreed upon location and start time.
5. The LAC should arrange for facilities and/or equipment for making copies of exam administration material.
6. Drinking water and tissues must be provided for the examination sitting. The TSM and LAC will coordinate to determine who will provide these items.
7. The LAC will identify a room meeting the following requirements:
 - must be in a quiet area, away from another meeting or function
 - should have reasonable access to a restroom
 - can accommodate the anticipated number of candidates with sufficient space between candidates (2 feet of space between candidates)
 - can accommodate head table and chairs for TSM and proctors
 - can accommodate an exit table for the examinees' envelopes
 - reserved for a minimum of 5 hours, allowing for one hour before and one hour after the examination time
8. The TSM and LAC are responsible for ensuring that all testing facility arrangements have been made prior to administering the examinations.
9. The lighting and room temperature should be checked for comfort, and the instructions for adjusting them should be identified.
10. Covering for the table tops 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.)
11. A mechanism of time keeping must be provided, preferably a clock or countdown timer.
12. 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.