



Test Site Facility Requirements

- A proctor must always be physically present in the lab.
- Candidates' chairs are spaced at least 18 to 24 inches apart. (*Pre COVID guideline*)
- The temperature of the lab is between 65°F and 80°F.
- No extraneous noise in the testing lab. No talking, laughing, or noise while testing is in session.
- Lighting in the room is bright enough so all candidates can comfortably see the exam.
- A clock is visible to all candidates.
- Must be able to ensure that candidates have a relaxed, non-stressful testing experience. The goal is to deliver a consistent and equal testing experience.
- Must be able to ensure that no candidate cheats on a test.
- Must protect the security of the test content, confirming that all test materials are collected and that no test data is saved to a personal device or copied across the internet. Collect and shred scratch paper (as applicable).
- NTN's guideline is one (1) proctor for every thirty (30) candidates.