



PVTC photo checklist and
facility requirements

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Photo/video checklist

Please refer to the list below for the photos/videos required to complete a test center application.

Important information:

- If your photos/videos are not ready, you can submit them later. Once your application is submitted you will receive a confirmation email that contains a URL for submitting the photos/videos later.
- You may submit either photos, videos, or a combination of both.
- If one video illustrates all aspects of your test center, submit one file under **Video - Other**.
- The application is not considered complete until all photos/videos have been submitted.
- All example photos or layouts provided in this document are for guidance only. Each site has a unique setup that will need to be assessed and approved prior to becoming an active test center.



Floor plan

Floor plan (hand-sketched or digital) of test center layout, showing the location of the entrance, check-in/reception, Test Administrator's station, lockable storage, and testing stations.



Floor plan



Test administrator's position

This photo should show where the administrator will be located during delivery of the exams and should show the administrator's table and chair.



In room monitoring

Camera view



Test administration view

This photo should show the administrator's view of the candidates. All the delivery workstations, including the desktop of each workstation, should be visible. The photo must show an **unobstructed view** of each candidate **including the ability to see their hands and keyboard** from the administrator's position. Please choose one of the following monitoring methods:

- If monitoring will be done in-room, please provide **photo(s) taken from the Test Administrator's seated position showing all testing stations** (e.g. admin view right, admin view left). Hands and keyboards must be visible for all workstations.
- If monitoring will be done via a viewing window, the photo should be **taken from the Test Administrator's seated position**, showing what can be seen through the window from that position. Hands and keyboards must be visible for all workstations.
- If monitoring will be done via camera, see CCTV view below.



Monitoring and window view

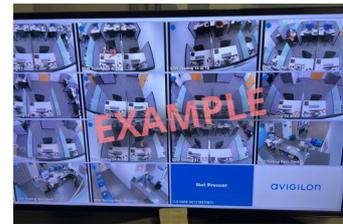


In room monitoring



CCTV view (if monitoring via camera)

This photo should show the CCTV monitor with all workstations visible. It needs to show exactly what a test administrator would see while monitoring candidates during testing. This field is required unless you are monitoring via a viewing window, or you are monitoring with a test administrator in the testing room.



CCTV view



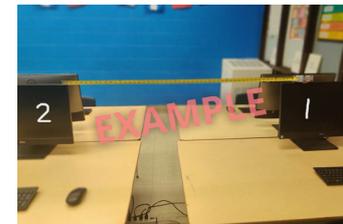
Test delivery area

This photo should show all exam delivery workstations in a permanently enclosed area (four walls from floor to ceiling) that is separate from the rest of the office space. The room must be free of distractions such as books, paperwork, phones, test-related material on walls, printers, electronics, etc.

It should also show all exam delivery workstations that are being requested for approval. Number the workstations using a piece of paper to indicate the ones that you want to use. Be sure to include a photo of the exam delivery workstation that clearly shows the dimensions of the desk to ensure there is space for a keyboard, mouse, and erasable noteboard.

Each workstation must be separated from the neighbouring workstation by at least four feet (1.2 meters). If partitions are being used see below for additional requirements*. Include a tape measure to show the distance between each workstation. If there is not enough space between the workstations, you may use alternate workstations. If using alternate workstations, please label which workstations you wish to use. You may upload multiple photos to this section if needed.

*Partitions should be solid, permanent partitions or walls. Cardboard partitions are not acceptable. Partitions must be at least five feet (1.5 meters) in height and extend outward from the wall at least four feet (1.2 meters). Desktop partitions are acceptable as long as the height measured from the floor is at least five feet (1.5 meters), and the width measured outward from the wall is four feet (1.2 meters).



Test delivery area



Test delivery area



Building exterior

Provide a photo of the exterior of the building showing the address, school/company signage, and the parking area/or nearest public transportation location.



Building exterior



Building address

Provide a photo of the address shown on the exterior of the building.



Building address



Building signage

Provide a photo of the school/company signage on the exterior of the building. If there isn't a sign outside the building, include a photo of the entrance of the foyer showing a sign indicating that the test center is in the building (directory).



Building signage



Reception and check-in area

The check-in/reception area must show that there is a desktop PC which will be used to check-in candidates. The check-in process must be performed before allowing a candidate to enter the test room. The check-in/reception area must show that there is a desktop PC for us by candidates checking in. Photos should also show available seating for candidates who arrive early. If the waiting area is separate from the check-in area, please provide a photo of both.



Reception and check-in area



Neutral background at reception/check-in area

A neutral background is required in the check-in area to provide a background for the digital photo of the candidate (e.g., white painted wall). This space should allow roughly 2-3 feet (.6-1 meter) from the camera in order to capture an approved photo. This must be near the check-in desk as it is used to capture the candidate's photo upon admission. Please label in the photo where the neutral background is.

The entire candidate's face and neck should be visible and centered in the picture. Only the candidate and the neutral background can appear in the photo and no other visible items are allowed in the photo including but not limited to door/window frames, plants, art, or other items on the wall.



Neutral background



Lockable area

Provide a photo of the lockable area where candidates will secure items **outside of the testing area** (e.g., lockers, lockable cabinet, lockable drawer). The locking mechanism must be visible in the photo (e.g., if it's a key lock, the key must be in the lock). This should be in or near the check-in area.



Lockable area



Photo - other

To be used if there are any additional photos.

Special accommodation testing area (if applicable)



Special accommodation test delivery station

Please provide a photo of the separate room test delivery workstation that can accommodate testing candidates with disabilities.



Special accommodations delivery station



Special accommodation test administrator position

This photo should show where the administrator will be located during delivery of the separate room exams.



Special accommodations test administrator position



Special accommodation test administrator area view

Only video monitoring using a camera or viewing through a glass window are permitted for separate room testing; in-room monitoring is not permitted. This photo should show the administrator's view of the candidate in the separate room. The delivery workstation, including the desktop of the workstation, should be visible. If using a camera to monitor, please provide a photo of the camera in the separate room and a photo of the security monitor with camera shots of the test station. If viewing through a glass window, please provide a photo from the administrator's seated position, showing what can be seen through the window from that position.



Special accommodations test administrator area view



Door to separate room for accommodations

This photo should show the door that leads into the separate room in order to verify the room is independent from the main testing area.



CCTV View



Door to separate room for accommodations



Entire separate room for accommodations

This photo should show the entire separate room where the candidate will test. The room must be enclosed with four walls.



Entire separate room for accommodations

PVTC facility requirements

To deliver exams through Pearson VUE, test centers must meet the following requirements:

Provide a quiet testing environment

Test centers must provide a distraction-free, secure testing environment with continuous candidate surveillance.



Note

Testing can be a stressful experience for many candidates. Even minor noises near the exam delivery room can distract a candidate. Throughout this section, you will find various tips to help you create an environment that will minimize noise distractions.



Test center building and surrounding area

- Provide adequate parking and/or access to public transportation.
- Provide access to people with disabilities, in compliance with the Americans with Disabilities Act of 1990 (in the United States) or your country-specific requirements.

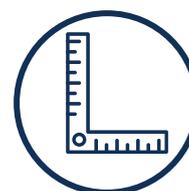
Candidate check-in area

- Provide an area near the exam delivery room for checking in candidates, but not inside the test room, as the check-in process must be performed before allowing a candidate to enter the test room. There should be a workspace for the Test Administrator where the computer (which must be a desktop workstation) that will serve as your administration workstation is located.
- The ESP Security kit, which consists of two web cams and a signature pad, will be connected to this administration workstation that will be used for check-in (link to technical req). Before purchasing the ESP security kit, you must be an approved site with a Site ID.
- There should also be seating for candidates who are waiting to begin their exams.



Note

Multiple Test Administrators are required if your check-in area is more than 30 feet (9 meters) away from the testing room.



Lockable storage

- Provide lockers or other suitable storage for personal belongings, such as a lockable file cabinet, closet, or backpacks with locks.
- The candidate cannot take items such as mobile phones, paper, books, and purses/bags into the exam delivery room.
- Lockable storage must be located outside the exam delivery room.

Exam delivery room area

- Provide an enclosed (four walls from floor to ceiling), professional environment that is clean, comfortable, smoke-free, and conducive to testing.
- Place the exam delivery workstations in a permanently enclosed area separate from the rest of the office space. It should be in a low traffic area away from any training rooms to avoid the sounds of candidates talking and moving to and from the classroom. Also, avoid placing the exam delivery room near an area where people gather, such as a student cafeteria or busy corridor. (See photo checklist for examples of room layouts.)



Tips:

- ◇ Insulate the exam delivery room walls and ceiling to minimize noise.
 - ◇ Commercially available acoustic privacy systems (or “white noise” generators) use sound-masking technology to effectively mute external noise. These may be helpful in areas where traffic or street noise is sometimes a problem.
-
- Provide adequate lighting and ventilation, along with comfortable seating and work surfaces. Room lighting should provide sufficient light for keyboard and note board while avoiding screen glare.
 - In the exam delivery room, remove equipment such as printers, fax machines, copiers, or telephones while testing is in progress.



Tips:

- ◇ While testing is in progress, place a sign alerting people in your office to be especially quiet near the exam delivery room.
- ◇ For example, you might post a sign that says: Quiet! Testing in progress.
- ◇ We recommend headphones that cover the entire ear as they block most sounds. They should not be connected to any device. Some candidates prefer to use earplugs.

Workstation setup

- Place each exam delivery workstation on a clean surface that has no obstructions overhead or underneath. The desk space established for each workstation should measure approximately four feet (1.2 meters) wide. Only one workstation should be placed on each four feet (1.2 meter) of space.
- Separate candidates within the exam delivery room. Separate exam delivery workstations with at least four feet (1.2 meters) of empty space on all sides or use privacy partitions. If there is not enough space between the workstations, you may use alternate workstations.
- If you are using partitions, which help create privacy and absorb sound but are optional, please follow these guidelines:
 - ◊ Partitions should be solid, permanent partitions or walls. Cardboard partitions are not acceptable. Partitions must be at least five feet (1.5 meters) in height and extend outward from the wall at least four feet (1.2 meters). Desktop partitions are acceptable as long as the height measured from the floor is at least five feet (1.5 meters), and the width measured outward from the wall is four feet (1.2 meters).



Note

If using partitions, the partitions must allow an unobstructed view of each candidate (including their hands and keyboards) from the Test Administrator's surveillance method.



Candidate proctoring methods

Three candidate proctoring/monitoring options are available:



Note

Please note you must only meet one of the three options below.



1. Clear glass viewing window or wall

Test Administrator sits outside the exam delivery room and looks through the window to monitor candidate testing.

2. Live feed video surveillance system

You must configure camera(s) inside the exam delivery room with a video monitor outside the exam delivery room. The Test Administrator sits outside the exam delivery room and uses the video surveillance equipment to view candidates during testing.

3. Test Administrator inside exam delivery room

The Test Administrator is seated within the exam delivery room. The Test Administrator cannot have a computer inside the exam delivery room. They may be provided a desk and a chair.

**Note**

Whichever surveillance method is used, it must allow an unobstructed view of each candidate (including their hands and keyboard) within the exam delivery room. (See photo checklist.)

**Note**

Multiple Test Administrators are required to monitor exams if:

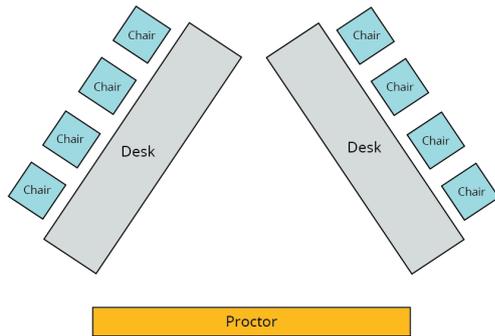
- ◇ More than fifteen candidates are taking an exam at one time (one Test Administrator per fifteen candidates.)
- ◇ You are proctoring your candidates from inside the exam delivery room.



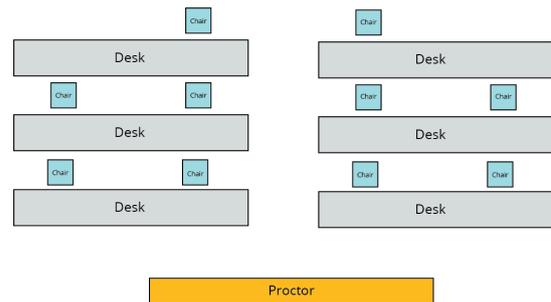
Layouts for your test center

Below are the different layout examples you can use to set up your testing room.

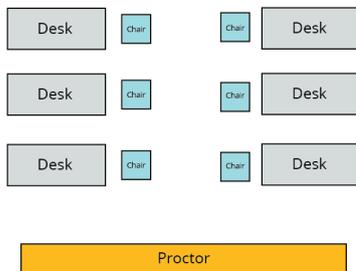
Layout 1



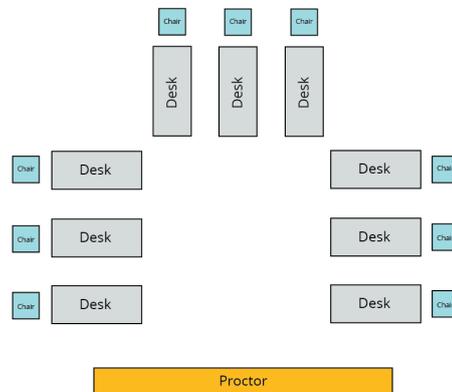
Layout 2



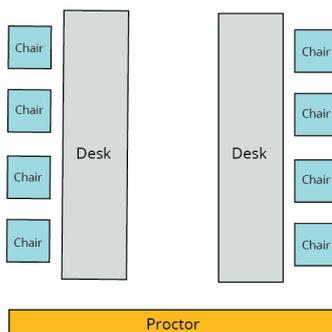
Layout 3



Layout 4



Layout 5



For more information

Please contact the Channel Sales Team for your region:

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EMEA: PVEMEAChannelSales@pearson.com

Australia/New Zealand: PVANZ@pearson.com

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