



Ready Reference Checklist

SIGNALPERSON TEST SITE

TEST ROOM CHECKLIST

- Quiet, well-lit, properly ventilated surroundings with a comfortable temperature and free from distractions
- Accessible to candidates with special needs
- Head table or podium at the front of the room
- Registration table
- Easy access to unlocked rest rooms stocked with sufficient supplies
- Easy access to a water fountain
- Large signs prominently posted making candidates aware of the location of the test
- A clock visible to all candidates, preferably at the front of the room
- Sufficient tables with smooth writing surface and enough space for the number of candidates registered
- Comfortable chairs (with backs) with an appropriate height in relation to tables
- Room has good acoustics to allow candidates to hear instructions clearly
- Adequate space for Chief Examiner and Proctors to observe candidates easily
- Parking sufficient to accommodate the number of vehicles expected

PRACTICAL TEST ROOM CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- An enclosed testing room with adequate lighting, free of distractions and noise, in which the candidate, Practical Examiner, and only official observers may be present; once testing is completed, the candidate must leave the testing area and not converse with candidates who tested or are waiting to test.
- A table or desk for the Practical Examiner to face the candidate to observe the hand signals given
- A space for the candidate to stand facing the screen approximately 12 to 15 feet away from the screen to demonstrate the appropriate hand signals
- A separate waiting room (away from the testing) for candidates waiting to test
- Laptop with minimum specification requirements (Windows XP, 256 MB of RAM)
- External speakers for laptop
- Projector with minimum resolution requirements (1024 × 768, 1800 lumens)
- Projection screen with a clear uniform surface and a viewable display of at least 60 inches diagonally