

## TESTING CENTER

### SPACE DESCRIPTION

Testing Centers provide academic and/or certification exam administration to Students and members of the surrounding community. The space is intended to facilitate continuous proctoring and monitoring of testing candidates during check-in and throughout the duration of their exams. A video recording system with cameras and monitors is required for supervision of the testing candidates.

The Testing Lab shall accommodate the minimum number of divided carrel workstations required by the campus. Workstations shall be provided for multiple proctors, as determined by vendor requirements for the anticipated number of testing candidates. At least one fully accessible Private Testing Room shall be provided, separate from the main Testing Lab.

### SPACE ACCREDITATION:

Compliance with current standards of the National College Testing Association is required. Testing vendors also have minimum requirements for exam administration that must be accommodated. The Design Team shall review current vendor documentation due to frequent changes. Both the Testing Center manager and the OIT Services Department must be consulted when designing new and remodeled testing centers.

### SUCCESS FACTORS

**NCTA compliance:** Follow the National College Testing Association (NCTA) Professional Standards and Guidelines. All Testing Centers shall be NCTA certified and accredited.

**Visibility:** Proctors must have a visual connection between the Reception area and Testing Lab to allow for constant observation. Interior glazing shall be provided to offer unobstructed views. A video recording system with cameras and monitors may be required by testing vendors and shall be in place to meet the strictest requirements.

**Acoustics:** The Testing Center shall be located in a quiet sector of the building and constructed for high STC ratings to minimize audible distractions during testing. The Testing Lab and Private Testing Room must be acoustically private.

**Technology:** Meet the requirements of the most stringent vendor operating at the testing location.

**Thermal Comfort:** Temperature control is needed for compliance with vendors' regulations. Typical range is 70-74 degrees in the Testing Lab.

**Accessibility:** Private Testing Rooms shall be included in the Testing Suite for candidates requiring special assistance or provisions.

### GENERAL

All perimeter walls shall be full height to deck.

The Testing Center shall be located near a main entry with easy access to restrooms, vending and a staff breakroom. Testing Centers require the following: **Testing Lab, Reception/ Check-in with space for Proctors, a separate IT Equipment Room, and at least one Private Testing Room.**

## ACOUSTIC

Acoustic ratings for Testing Center perimeter walls: STC 60

Maximum HVAC Background Noise: 40dBa

Testing rooms must be acoustically private. Provide insulation in walls and above the ceiling for sound transmission rating of STC 60+.

Follow the recommended methodologies and best practices for mechanical system noise control in ANSI Standard S12.60; the 2015 ASHRAE Handbook-- HVAC Applications, Chapter 48, Noise and Vibration Control (with errata); and AHRI Standard 885–2008.

## MECHANICAL

Window or room unit systems are not acceptable in Testing Centers due to poor acoustic performance.

Room temperature shall be maintained at 70-74 degrees in the Testing Lab.

## ELECTRICAL & DATA

Provide duplex power and data for each testing station. In renovations, (2x) wall-mounted raceways are acceptable on perimeter walls.

Provide (1) drop for a camera above every (2) testing stations, or as required by testing vendor, for unobstructed view of a candidate's desktop.

## LIGHTING

- Provide LED lighting system with appreciable indirect component and good diffusion for maximum visibility from all directions.
- Provide controls for zoning and dimming. Controls shall be located at the Proctors Station.
- Provide low-brightness luminaires with high visual comfort probability (VCP) in all viewing directions. Average 40fc at 30" A.F.F. Min CRI 80.
- Lighting watts per square foot and controls shall meet the latest requirements of ASHRE 90.1

## TECHNOLOGY

The technology package shall be verified with OIT, Testing Center manager and the most stringent testing vendor.

Provide at minimum:

- Staff Computers – Desktop, Hardwired
- Testing Computers – Desktop, Hardwired at each carrel
- Intrusion Alarm – 1 required for IT equipment near door
- Telephone and panic device at Proctor Stations
- Printer (Network/Local) 1 required outside of Testing Lab
- Fax Machine - 1 required outside of Testing Lab
- PSEP Camera – 2 required in reception and waiting room

## DOORS AND WINDOWS

### Doors:

Doors shall be minimum STC 30 with half-lite preferred.

### Windows:

Fixed Observation Windows with clear glazing. The Administrator must be able to view the entire testing area.

No exterior windows.

## FINISHES

### Ceilings:

Recommended Height: 9' to 10', with special consideration to acoustics when greater than 10'.

Ceilings shall have an NRC of .70 to .85.

### Floors:

Carpet tile is preferred for acoustic properties.

## TESTING LAB

### SPACE DESCRIPTION

The Testing Lab is an enclosed room with divider carrel workstations for the anticipated number of users. A video recording system with cameras is required. One camera per 2 examinees is required, minimum.

At each testing station, provide a 30" D x 48" W x 60" H divider carrel with adjustable chair. Dividers shall be positioned to allow proctors an unobstructed view of each candidate. If dividers are not provided, there shall be 5 ft. between candidates.

Meet ADA requirements for quantity of size of accessible stations. At least 1 testing station shall be adjustable for wheelchair access.

## TESTING RECEPTION

### SPACE DESCRIPTION

Testing Reception shall include a check-in desk, waiting area with seating, and lockers for testing candidates' belongings. Visual connection between the testing room and the reception is required through a viewing window. The workstation shall include computer, multiple monitors, a web camera and desk with locking drawers. Equipment needs include a wall clock, telephone, printer, fax machine, and a lockable cabinet for storage of videotapes, sign-in sheet, reports, etc.

PSEP cameras are required in the waiting room.

Provide a blank wall in Reception for photo backdrop of testing candidates.

Provide (1) locker per testing candidate. Digital keypad locks are preferred.

## PROCTORS STATION

### SPACE DESCRIPTION

Proctors require a dedicated space with viewing windows into the testing room. If there are no viewing windows, a video recording system with cameras and monitors is essential.

Provide (2) proctor desks with panic device and telephone.

## PRIVATE TESTING ROOM

### SPACE DESCRIPTION

Private Testing Rooms are fully accessible rooms intended for one Individual testing candidate and up to 2 attendants. The room must be separated from the Main Testing Room. At minimum, one private testing room shall be provided in each testing facility.

## IT CLOSET

### SPACE DESCRIPTION

The IT Closet is a locked room housing the server and ancillary OIT equipment. The IT Closet shall be situated away from public view. It shall contain an intrusion alarm and have ventilation to maintain proper equipment temperature.