

e-Testing environment checklist

Note: Supporting information about all requirements listed can be found in section 3.3, 'The e-testing environment' of the "*e-Assessment – Guide to effective practice*"

Summary of e-testing environment requirements	Yes/No	Comment/Issues
Adequate ventilation		
Suitable lighting		
Separate assessment areas available if needed, for example for: <ul style="list-style-type: none"> • special help/facilities • practice assessments • sound output 		
<ul style="list-style-type: none"> • Workstation: • suitable chairs • adjustable monitors • document holders • footrests (available if requested) • freedom from glare • space for keyboard, mouse and screen • space for papers, materials and equipment • space for rough notes 		
Workstation layout: <ul style="list-style-type: none"> • sufficient distance between workstations • partitions provided; or • positioning retains confidentiality (if needed) 		
Space/facilities for candidates with disabilities, if applicable		
Workstations/invigilator's desk positioned well		
<ul style="list-style-type: none"> • Back-up provision: • spare workstations • spares of easily replaced items • back-up server, if applicable 		
Signature of supervisor/manager:		