

National Registry of Food Safety Professionals

EXAMINATION SITE CHECKLIST

Use the following checklist to help you choose a location for use as an examination site.
Make any additional comments on the reverse.



BUILDING

Yes or No

- Does the site meet all safety and health requirements for the jurisdiction where it is located?
- Does the site conform to the Americans with Disabilities Act (ADA) requirements?
- Are restroom facilities readily accessible?
- Are other rooms available if a translator is needed, or if an examination needs to be read aloud?
- Is there a telephone available in case of an emergency?
- Are water coolers or fountains readily accessible?
- Is the site within a reasonable commuting distance for examinees?
- Is public transportation available to the site?

ROOM

Yes or No

- Does the room conform to the Americans with Disabilities Act (ADA) requirements?
- Is the capacity limit of the room ample for the number of examinees?
- Is the ventilation adequate for the rated seating capacity?
- Is the lighting bright enough to read the examination booklet and see the answer sheet clearly?
- Are you able to regulate the temperature of the room? If not, is someone readily available that will be able to regulate the temperature on the day of the test?
- Are there any posters, blackboard notes, or other information posted in the room that may give away answers to the examination? If yes, can these materials be easily removed and stored?
- Will you or the other Test Administrator/Proctor be able to see all examinees at all times?
- Is the room quiet and free of noisy distractions?
- Are examinees able to hear directions clearly from all areas?
- Is there sufficient workspace for you to handle the examinations securely?
- Is there an emergency source of light in case of a power outage?
- Can the room be locked in case of an evacuation?
- Are the room, cabinet, closet, and file locks strong enough to deter someone from breaking them?

SEATING ARRANGEMENT

Yes or No

- Are individual desks a minimum of three feet apart in each direction? Or can examinees sit a minimum three feet apart in each direction if long tables are used?
- If the seating is tiered, is there enough seating to meet the minimum of three feet apart in each direction for examinees?
- Are there enough desks or tables to meet the required spacing for examinees?
- If individual desks are used is there enough desktop space to fit both the examination booklet and answer sheet?
- Is the surface of the desk easy to write on?