Center for Nursing Education and Testing (C-NET)
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Physical Arrangements for NNCC Exams at Local Sites

**General Information**. For the NNCC exams at test sites co-sponsored with local ANNA chapters, the local contact person is responsible for arranging for a test.

Adequate physical arrangements for the exam help to create a favorable attitude toward the test among the candidates. Maximizing candidates' comfort and freedom from disturbance helps them do their best work on the test. In contrast, a poor test environment can interfere with the candidates' performance. Problems with noise, inadequate lighting, or an uncomfortable room temperature can lead candidates to challenge the results of their test performance. In these cases, the candidates must be retested at no cost and at their convenience – which increases the cost of testing everyone.

The local contact person should confirm the physical arrangements for the examination well in advance of the test administration and make a site visit, if necessary. Prior to the examination, the local contact person should also identify someone from the facility who can assist with environmental problems (e.g., temperature, noise, additional chairs), should they arise. The contact person should be sure that the administrators hired by C-NET have access to a photocopy machine in the unlikely (but possible) case there are a large number of booklets with missing pages. These pages would have to be photocopied for the candidates who have booklets with missing pages. _If a site contact or a facility staff member is needed to unlock the classroom on the day of the test, he/she should remain outside of the classroom during the testing time and have no interaction with examinees._

**Set-up of Examining Room**. Sufficient space for the examination must be provided, with each candidate separated from the next candidate by an empty seat. When the exam is given in a classroom in an educational institution, it is also advisable to keep an empty row of chairs between candidates _(Figure 1)_. If the chairs are movable, and there is not enough space to allow for an empty row of chairs between candidates, the chairs should be moved to be as far apart as possible.

When the exam is given in a hotel, the room should be set up "schoolroom" style, with long tables and sufficient chairs to have an empty chair between each candidate. As a general rule, two candidates can sit at a table that is six feet long, and three candidates can sit at a table that is eight feet long. If candidates need to sit in every row of tables, the candidates should sit directly behind one another, to minimize the likelihood of seeing the answer sheet of the person sitting in the row ahead.

For a large exam site at a hotel, both central and side isles should be provided for proctors to circulate, collect materials, answer questions, etc. _(Figure 2)_.

When the examination is to be given in a hotel, the contact person in the hotel _**must**_ be informed of the importance of an adequate test site. Specifically, the hotel must be informed of the importance of a quiet environment and the arrangements listed on the checklist, which follows.

CHECKLIST:

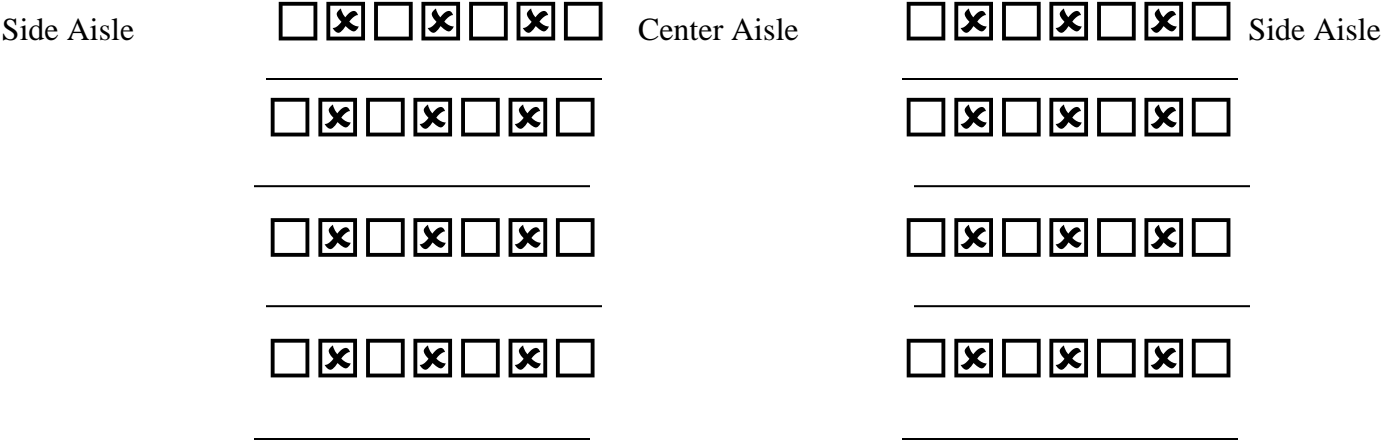### *Recommended Physical Arrangements*

The following must be available:

☐ A directory or sign(s) clearly indicating the location of the test. C-NET usually sends maps and directions to candidates, but the exact location of the testing room may be difficult to find at large medical centers, universities, and hotels.

☐ A table placed at the entrance/exit for registration of the candidates for the examination.

☐ A large table at the front of the room for holding the examination materials prior to distribution and following the test.

☐ A place to check coats, hats, and other materials brought to the exam site. Pocketbooks, books, notebooks, etc., can usually be placed underneath the candidates' table. The candidate should have only the test materials and their exam permits on the table, with the exception of tissues, candy, water, cough drops, etc., at the discretion of the exam manager.

☐ Good lighting, ventilation, comfortable temperature, and freedom from outside noise.

☐ Sufficient room for spacing candidates, ideally, with each candidate separated from the next candidate by an empty seat.

☐ Adequate writing surface and enough space for the candidates to open their booklets, which measure 11" by 17" when opened, and to lay their answer sheets flat (8 ½" by 11").

☐ Provisions for left-handed candidates. At times, it may also be necessary to make accommodations for disabled candidates, e.g., a person in a wheel chair with a casted leg. If special accommodations are needed, C-NET will notify the exam manager prior to the test date.

☐ Comfortable chairs.

☐ A large clock. If no wall clock is available, a large-faced clock can be used, or the time may be written on a chalkboard or flip chart every 30 minutes.

☐ A microphone, if the number of candidates and size of the room make it necessary to amplify the exam manager's voice.

☐ Accessibility to a water fountain, rest room, and a telephone (for exam manager and proctors, only). No official "breaks" are permitted during the examination, and no refreshments are to be offered by the exam manager or proctor(s) during the examination. If an emergency occurs in which a candidate must make or answer a phone call, the candidate must be accompanied to the phone by a proctor.

Figure 1. Classroom Arrangement for Certification Examination

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Empty row   ☒☒☒☒☒☒☒☒☒☒

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Empty row   ☒☒☒☒☒☒☒☒☒☒☒
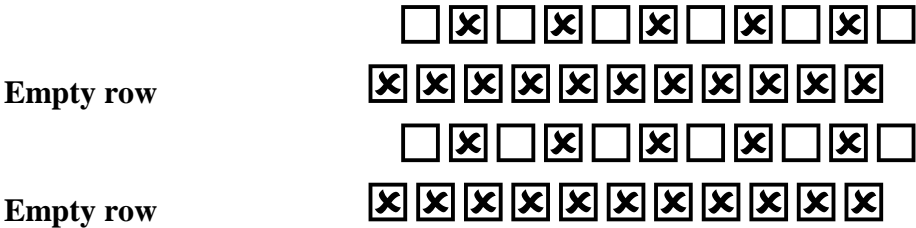
Note: the empty boxes are the chairs where candidates are seated.

Figures 2. Hotel arrangement for Certification for Examination

Side Aisle   ☐☒☐☒☐☒☐   Center Aisle   ☐☒☐☒☐☒☐ Side Aisle

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