



APPLIED MEASUREMENT PROFESSIONALS

Testing Room Set Up Instructions

*Entertainment Technician
Certification Program*

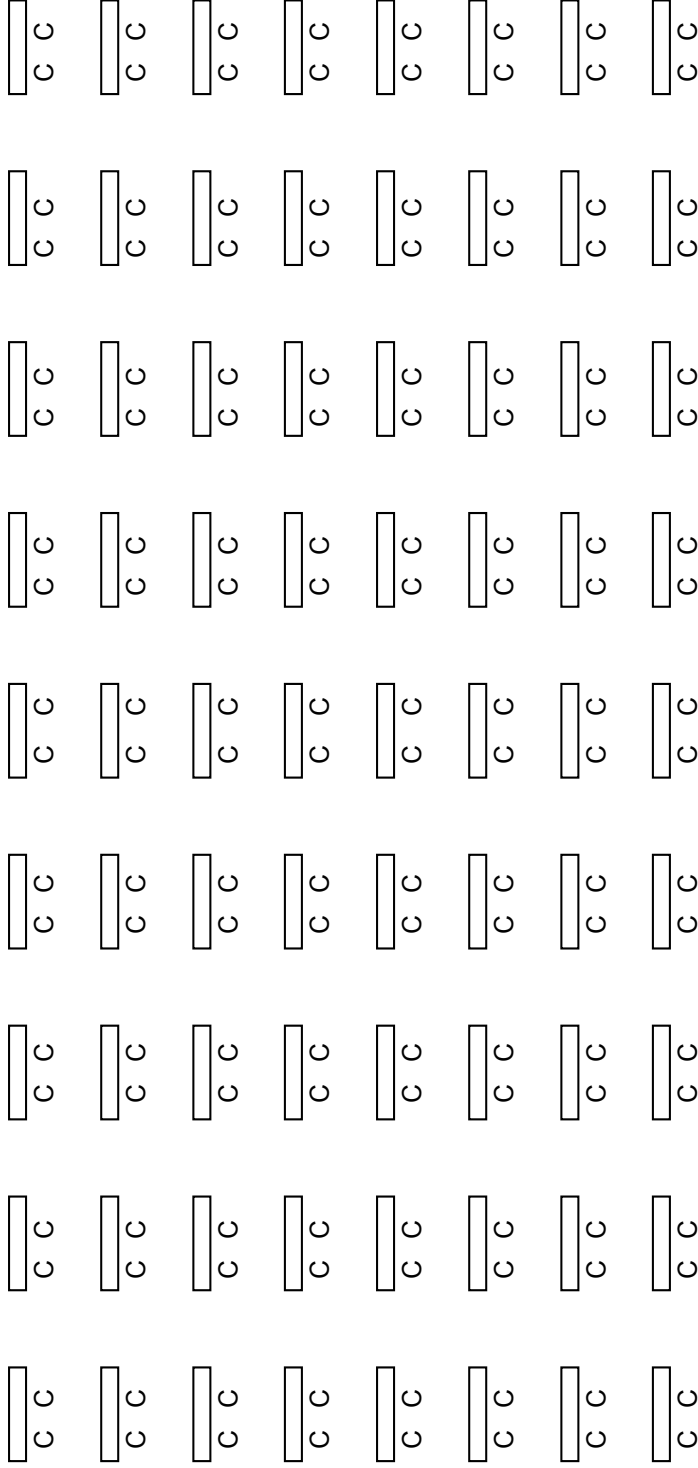
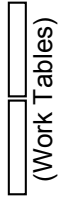
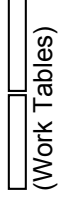
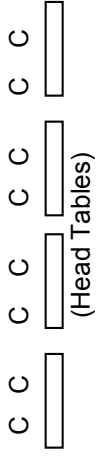
The following criteria must be met when arranging for room set up for an AMP Examination:

1. Specify “CLASSROOM STYLE” room set up.
2. The assigned testing room must be of sufficient size to allow one six or eight foot long table for every two examinees. A maximum of two examinees may be seated at each six or eight foot table. If tables are less than six feet long only one examinee may be seated at each table.
3. Tables must be placed individually with an aisle in between. Do not place tables in long adjoined rows. A minimum of four feet must be maintained between each table and the next in all directions. (See the Room Set-Up diagram on Page 2.)
4. If the assigned testing room is one that can be separated into smaller sections with moveable partitions, the entire room must be reserved for the examination. If only a portion of the room is used do not allow another function of any kind to be scheduled in an adjacent portion of the room. This may cause a disruption.
5. Tables may be clothed, but not skirted.
6. Tables must be clear of any items including water pitchers and glasses, note pads, pens or pencils, etc.
7. Place tables and chairs at the front of the room for the test administration staff. One head table with two chairs will be required, plus one for each 50 examinees scheduled.
8. Place tables with two chairs each immediately outside of the entrance to the room for registration. One registration table with two chairs will be required for each 50 examinees scheduled.
9. Place a podium with a microphone at the front of the room. (This may not be necessary depending on the size of the room and number of candidates.)
10. Place a marker board or easel with paper and a marker at the front of the room visible to the examinees.
11. No food or drink will be allowed in the testing room. If a refreshment station is ordered it must be placed outside of the room.

All examinations require a standardized testing environment, set up as similar as possible to a real classroom. By following the above criteria you can help insure a successful administration.

Applied Measurement Professionals SAMPLE Testing Room Set-up

Maximum allowable seating is two chairs per six foot table



(Registration tables outside entrance)

