



## LAT REMOTE INVIGILATION TEST VENUE GUIDELINES

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In order to ensure a fair and standardised testing experience for all candidates, it is important that an appropriate venue is sourced for candidates approved to sit the LAT by remote invigilation.

The following requirements apply for test venues sourced for remote invigilation:

- The candidate must be provided with an appropriate workstation, free from distractions, noise (e.g. from adjoining rooms) and prohibited materials. The desk space should be large enough to allow the candidate to work without having to juggle the test booklet. The desk must also have a smooth surface to enable the candidate to complete the LAT tasks.
- The candidate must be visible to the invigilator at all times.
- The venue should have adequate controls for temperature, lighting and ventilation.
- The venue should have a notice board or a suitable method for marking the test timing and warnings for the candidate.
- The test venues must have a flat rather than sloping floor.
- There must be access to nearby toilet facilities.
- There must be sufficient timekeeping capability at the venue for the invigilator and the candidate. There **MUST** be a visible clock for the candidate to view at all times during the test session.
- The invigilator must check personally that the proposed test venue is satisfactory with regards to:
  - Lighting, heating, air-conditioning and ventilation
  - Freedom from distractions
  - Appropriate desks/tables and chairs
  - Availability of wall clocks or substitute
  - Easy access to toilet facilities.
- The venue should also have space for the candidate to store their baggage, coats, etc. in the test room. This space should be a suitable distance away from the candidate sitting the test (so that the candidate does not have ready access to these personal belongings during the test).