



## Autodesk Certification Center Requirements

To receive authorization for examination delivery, the individual educational institution must meet specific requirements for workstations, workspaces, Autodesk software, hours, staffing, and proctoring responsibilities.

### Facilities

Each Authorized Certification Center must have a reception and examination waiting area that is separate from the location of the workstations used to deliver the examinations. Candidates waiting for a scheduled session must not have contact with examinees who are in the process of completing a certification examination or who have completed their testing session. The center staff is responsible for monitoring the location of examination candidates to avoid instances of cheating.

Workstations used for testing must be set up so that the proctor is able to maintain visual contact with the candidate at all times while an examination is in session. Proctors may maintain visual contact directly or through video monitoring.

### Workspace Dimensions

Each testing workstation must be situated in an environment that is conducive to testing. The area should be free from noise and distraction. There must be adequate space between examination workstations to prevent candidates from viewing one another's screens or conversing during the test session.

### Examination Delivery Workstations

Autodesk certification examinations are delivered to the Certification Center from a secure web server and require the concurrent use of one or more Autodesk applications. The workstations designated as test-delivery clients must meet the following requirements:

Platform Requirements	Description
Browser	Microsoft® Internet Explorer version 5.5 or later
Browser Setup	Autodesk certification examinations require installation of a secure browser on each workstation used to deliver certification exams. An Authorized Certification Center may download the secure browser from the Center Administration site under the Downloads tab.
Operating System	Internet Explorer running in Microsoft Windows® provides advanced formatting features such as highlighting, embedded notes, text searching, and passage links. The required secure browser mode is only supported on Internet Explorer.
Internet Connection	Broadband connection (DSL, cable, or T1).
PC Class	Each PC used for testing must meet or exceed the minimum hardware requirements for the Autodesk applications installed on the workstation.
Monitor Size	17-inch monitor or larger.
Resolution	1024x768.
Color Depth	16-bit color depth or greater.
Data Files	Each certification examination requires the installation of data files on each workstation used for testing. Testing centers can download the required data files from the Center Administration site under the Downloads tab.

## Workstation Delivery Requirements

Autodesk certification examinations are delivered on a single workstation, and during exam delivery, candidates will have access to any Autodesk and other desktop applications required to successfully complete the exam. Autodesk Authorized Certification Centers are prohibited from allowing candidates to use more than one computer during the administration of an Autodesk certification examination (that is, candidates are not permitted to run an Autodesk application on a separate computer). Authorized Certification Centers are prohibited from loading the certification examination data files onto any computer that is not used to access the Autodesk Online Testing System at the time of examination delivery.

## Software and Data Files

Autodesk certification examinations require the following software and files to be installed on each workstation used for examination delivery:

- **Autodesk application**—The application designated as a prerequisite in the Autodesk Online Testing system for the exam.
- **Secure Browser**—A small application loaded to the workstation that is required for the examination to launch. The most recent version of the secure browser is available for download from within the Autodesk Online Testing System.
- **Data files**—Certification examinations require data files, which can be downloaded from the Autodesk Online Testing System. Data files may only be installed on the workstations in the Certification Center that are designated for Autodesk certification exam delivery.

## Hours of Operation

Authorized Certification Centers must publish their hours of operation for certification delivery using the Autodesk Online Testing system.

## Staff

At a minimum, an Authorized Certification Center will require two staff roles, which may be fulfilled by the same individual. An administrator is the individual at the Authorized Certification Center who has access to the administrative functions in the testing system. These functions include publishing the Certification Center hours and running reports of scheduled test sessions. A proctor is the individual responsible for validating candidate identification and logging in as a proctor at the beginning or continuation of a testing session. Please note that a proctor must be present anytime a test is in session.

## Staff Qualifications

The requirements for Authorized Certification Center administrators and proctors are minimal in terms of technical aptitude. The individuals who provide administrative and proctoring services at the center do not need to be certified or to possess skills in the applications being tested.

## Staff Responsibilities

The primary responsibilities of Certification Center staff are to manage the center data on the Testing Center site that specifies the number of testing workstations and hours of operation. The Certification Center's proctor validates candidate identification and approves the candidate for starting the examination (using the system). Center staff are to be fully committed to maintaining the security of all Autodesk certification examination content.

Authorized Certification Center staff (administrators and proctors) are prohibited from copying, disclosing, or otherwise making certification examination content available by any means to anyone. This includes not only the examination questions, but also the examination data files.