

# Appendix 1

## Checklist for Technicians

| Security requirements for on-line test administration (OLTF) |  | Conform |
|--|--|---------|
| 1  | Candidate does not have administrator rights on the computer.  |         |
| 2  | User has "Read and write" access to %TEMP%.  |         |
| 3  | User has "Read" access to the rest of the C: drive.  |         |
| 4  | USB ports are disabled.  |         |
| 5  | Floppy disk drives are disabled.   |         |
| 6  | CD-ROM drives are disabled.  |         |
| 7  | CD-ROM burners are disabled.   |         |
| 8  | Intranet access is disabled.   |         |
| 9  | Internet access is disabled<br>(except for sites starting with <b>www5.psc-cfp.gc.ca</b> and <b>oit.psc-cfp.gc.ca</b> ). |         |
| 10   | User does not have access to shared drives (F: , G: , H: , etc.).  |         |
| 11   | Other applications cannot be run (MS Office, WordPad, Notepad, MS Paint, etc.).  |         |
| 12   | Access to e-mail is disabled (Outlook, GroupWise, Hotmail, Gmail, etc.).   |         |
| 13   | User cannot use the print screen and "copy/paste" functions in order to copy exam questions.                             |         |
| 14   | The computer is not linked to any printer.   |         |

**Your organization, located at**

\_\_\_\_\_,  
**meets all of the PSC security requirements regarding on-line testing.**

**YES**

☐

**NO**

☐

**REASONS:** \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**The organization has 60 days to meet the PSC security requirements regarding the on-line test administration for its on-line testing facilities. After 60 days, a follow-up will be completed. If the organization has not met the security requirements after 60 days, the PSC reserves the right to deactivate this centre's Test Administrators' Certifications.**

\_\_\_\_\_  
**PSC Test Security Analyst**

\_\_\_\_\_  
**Test Administrator**

\_\_\_\_\_  
**Organization IT Technician**