Policies for Taking Exams in the Testing Center during Covid-19

**NOTICE:** All students are required to have a covering over their mouth and nose to enter the Testing Center at Texas A&M-San Antonio. The covering must remain on while in the lobby and public spaces. Students will be turned away from entering the Testing Center if they do not have covering. The Testing Center will not provide masks or coverings.

The Testing Center will be open from 8:00am-8:00pm Monday-Thursday, 8:00am-6:00pm Friday, and 8:00am-2:00pm Saturday.

All CDC policies are, and will be followed, inside the Testing Center.

**Examinees scheduled to test at the A&M-San Antonio Testing Center are required to adhere to the following policies and procedures:**

**Upon arrival:**
- Before entrance into the Test Center, all examinees are required to have a face covering.
- Examinees are required to wait at the entrance.
- Only the examinee is allowed to enter the reception area of the Testing Center.
- Books, backpack, and other personal items are not allowed.
- All examinees are required to maintain 6 feet social distance inside the Testing Center.
Check-in:
- Hands are to be sanitized as part of the check-in process.
- Examinee will place ID on the counter.
- Examinee will be asked to present forms to Testing Center staff that are needed in order to test (if applicable).
- Examinee will directed to place unauthorized items (e.g., watches, bracelets, wallets, purses) in an assigned locker, as appropriate; and given exam instructions by Testing Center staff.
- Examinees will be directed into the testing room (only 10 examinees will be allowed in the large testing room and 3 in the small testing room).
- Scratch paper and pencils will already be placed at the workstation (if applicable).

During the exam:
- Examinee will be monitored throughout the exam by a rovering proctor, security cameras, and via the viewing windows.
- It is recommended that examinees wear their face covering during the exam, but this is determine by each individual based on their comfort level. If an examinee opts to wear his or her face covering during the exam, this must remain on throughout the entirety of the exam.
- If an examinee has questions, concerns, or technical issues the examinee should raise one hand – **DO NOT GET UP**.
- When a hand is raised the Testing Center staff will message the student, if allowed.
- Should there be a technical problem the examinee will be asked to step away from the workstations so we can troubleshoot the problem.
- Once solved, the examinee will be allowed to sit at the assigned workstation.

After the exam:
- Once the examinee completes exam, exit the lab.
- All scratch paper and pencils should remain at the workstation (if applicable).
- Collect belongings from locker (if applicable)
- A score report will be handed to you prior to exiting the Testing Center after verifying identification (if applicable)
- Staff will sanitize the workstation

Exiting the TC:
PLEASE LEAVE THE BUILDING WHEN TESTING IS COMPLETED; PRACTICE SOCIAL DISTANCING WHEN DOING SO.
Thank you for helping us keep each other safe during this challenging time.