



Testing Center Procedures during COVID-19 Pandemic

Information for SFU Students

SFU's Testing Center welcomes you back!

We are excited to reopen SFU's Testing Center and welcome your return. We've enhanced our protocols to mitigate risk and ensure a safe, healthy, and inclusive environment for students, faculty, staff, and visitors with the following measures:

- Requiring all examinees and employees to wear masks throughout the testing center and waiting area (hallway).
- Limiting and staggering scheduled appointments, controlling traffic flow in the check-in and testing rooms, and arranging examinee seating to promote social distancing.
- Providing disposable ear plugs, pencils, tissues, and hand sanitizer.
- Deep-cleaning high-touch areas multiple times a day. This includes cleaning/disinfecting objects or surfaces not ordinarily cleaned regularly (e.g. doorknobs, light switches, noise machines, countertops, lockers, chairs, partitions, backpack hooks, coat rack, computer stations, testing equipment/materials, etc.)
- Opening windows when possible to increase circulation of outside air throughout the testing center.

We'll need YOUR help.

We need every examinee to help us keep the Testing Center running safely.

Prior to arrival:

- Schedule each quiz/exam at least 48 business hours in advance (excludes weekends). Walk-ins are not allowed due to limited seating availability and social distancing guidelines.
- Keep in mind that staggered start times will be assigned to prevent congestion in the backpack/locker area and at the check-in counter.
- Email, chat (Cranium Café), and telephone calls will be the preferred methods for appointment scheduling and other inquiries in order to limit traffic within the testing center.
- Ensure you know the location of the Testing Center (Scotus 317).
- Prepare to bring and wear a mask in the testing center and waiting area (hallway), unless approved by the Accessibilities Coordinator for a medical reason. You would need to have documentation submitted to and approved by Ms. April Fry (Scotus 323) prior to any testing.
- Speak to instructor immediately if you have a fever above 99.5, are ill, or are experiencing other COVID-19 symptoms. You will need their approval to reschedule.
- Also, inform the Testing Center as soon as possible if you will not be reporting for your exam.

Upon arrival:

- Use the restroom prior to your scheduled appointment to prevent unnecessary breaks and traffic in the center.
- Arrive promptly at your scheduled appointment time.
- Face masks are required unless approved through Disability Services ahead of time for a medical reason. You will not be allowed into the Testing Center without wearing a mask.
- Examinees will be checked in one at a time, only after being summoned from the waiting area (hallway).
- Sit or stand 6 feet apart from others in the hallway while waiting to check in.
- Be prepared to begin check-in and testing as soon as you are called.
- Use the hand sanitizer.
- One sheet of scratch paper (if allowed) and one pencil will be placed on each desk prior to testing. After testing is complete, you may take the pencil or it will be discarded, and testing center staff will discard or shred the scratch sheet, whether used or not.
- Disposable ear plugs will be offered to each examinee.
- Let the Testing Center staff know if you've been in contact with COVID-19 affected persons or experienced any recent symptoms of the virus.
- Prepare to have your temperature checked if your academic department or instructor has asked us to do so (i.e., they are requiring a temperature check of all other students in the classroom).
- Temporarily remove your mask (and gloves – optional) so staff may inspect prior to entering/re-entering the testing room.

During your visit:

- Use hand sanitizer as you return from breaks or the restroom.
- Cover your nose and mouth in case of sneezing or coughing.
- Maintain a safe social distance of at least 6 feet apart when feasible throughout the testing center.
- Raise your hand when you have a question, need a break, or finish your exam. (Monitoring is via camera surveillance.) Exit the testing room only when instructed to do so by testing center staff.
- You may remove your mask once seated and testing. Mask must be worn when entering or exiting the testing room or moving at all within the testing center.
- Step away from your testing station if there are questions or technical issues.

If within 3 days of visiting our testing center you develop symptoms or are suspected of having COVID-19, please notify us by calling...

Donald E. Miles
Cell (814) 330-4690

Thank you for your cooperation! We look forward to serving you!

become that
someone