



Testing Center Procedures during COVID-19 Pandemic

Information for Examinees (CLEP, Pearson, PRAXIS, & Non-SFU Proctoring)

SFU's Testing Center is once again open to the public for select, pre-scheduled exams.

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. In addition to bringing current, government-issued identification and appropriate fees when required (cash or check only), please...

Prior to arrival:

- Schedule each exam in advance via the exam sponsor's website. Walk-ins are not allowed due to limited seating availability and social distancing guidelines.
- Email and telephone calls will be the preferred methods for inquiries in order to limit traffic within the testing center. Email testing@francis.edu or call 814-472-3287.
- Ensure you know the location of the Testing Center (3rd Floor, Room 317, Scotus Hall, located at 110 Franciscan Way, Loretto, PA).
- Prepare to bring and wear a mask in the testing center and waiting area (hallway), unless you are unable to do so for a medical reason.
- Contact your test provider 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 (or no more than 15 minutes early).
- Face masks are required. 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 provided hand sanitizer.
- IDs and required fees will be placed into a basket and grabbed by the testing center staff with a wipe. IDs will then be placed back in the basket for return to the examinee.
- 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.
- 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 and in the waiting area (hallway).
- Maintain proper distance from other examinees as you enter and exit the testing room.
- 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.
- 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.
- 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