

Effective, June 25, 2020

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

ATTENTION:

All applicants are required to wear a mask that covers both their mouth and nose at all time in order to be allowed entry to the university campus and the testing lab/room. Applicants who do not follow procedures will be turned away.

Face cover is not considered a mask. If you cover your face, you must bring a mask to wear in campus.

WE WILL NOT PROVIDE MASKS

The Testing Center will be running tests for a period of time with limited seats

Confirming your attendance will reserve you a spot, so please commit to coming on your assigned test day and time.

Always arrive at least **45min** before your test time

Entrance Gate # 3

Applicants who are scheduled to sit for the Linguaskill Test or any other Placement Tests at Effat University's Testing Center MUST, adhere to the following policies and procedures:

Upon arrival:

- Before entering the Gate, you are required to wear a mask covering both your nose and mouth at all time
- Bring your ID and show it to the security lady at the Gate. Security has a list of all applicants' names who are scheduled to take the test.

You should know the name of your test.

If your name is **NOT** on the list, you will **NOT** be allowed to enter

- You should wait at the Gate until TC staff or security escort you to the testing venue.

Only applicants are allowed to enter the Gate, no family members are allowed to accompany the applicant

- Books, backpack, and other personal items are not allowed. Only small purses are allowed.

- You should remove your personal belongings and place them in your purse. Items such as your watch, apple watch, iPods, headphones, bracelet, and wallet should be placed in your purses.
- Turn off your Cell-phone and place it in your purse
- Stay at least 2 meter away from other applicants and staff and maintain that distance at all times (at the Gate and at the testing venue); refrain from gathering
- You will be given a ticket/badge in order to be allowed entry to campus, *if applicable*

Check-in at the Testing Venue:

- **(only 15 examinees will be allowed in the testing lab/room)**
- Applicant will have their hands sanitized as part of the check-in process at the testing venue
- Applicants will place ID on the desk
- Applicants must show their ticket/badge to TC staff, *if applicable*
- Applicants will be assigned a seat by TC staff
- A pencil and a scratch of paper will be available at the workstation, *if applicable*

During the exam:

- **Keep** your mask at all times
- **Raise** your hand if you need assistance
- If you are experiencing a technical issue, **raise** your hand. When staff come to your help, **Step** away from your workstation calmly until TC staff can fix the problem
- Once the technical issue is solved, **return** to your assigned station and **resume** your test

After the exam:

- Once you finish your test, **exit** the lab/room
- Leave all of scratch paper and pencils at the station

Exiting the Testing Lab/room and Building:

Please leave the building while maintaining 2 meters distance

- Head directly to the Gate, hand-in your ticket/badge, *if applicable*, and leave

Thank you for your help and support in keeping everyone safe during this challenging time