

Testing Locations

1. All testing locations will be set up to follow social distancing guidelines of a minimum of six (6) feet between individuals (candidates and testing center staff)
2. Scheduling of exams will be reduced to 50% capacity of the testing location to honor social distancing requirements. This will limit the number of Candidates allowed to schedule for specific times and dates.
3. Specific sanitation measures will be taken before first candidate is scheduled and after each test is administered. All “High Touch” areas will be disinfected using antibacterial wipes before and after each test administration. (“high touch” areas: keyboard, mouse, desktop, chair handles, TCA check-in station, door handles)
4. If Candidate wants to disinfect their own testing station, they can do so, either by requesting antibacterial wipes from TCA or by bringing their own disinfectant supplies (disinfecting wipes only)

Testing Center Administrators (proctors)

1. All TCAs will be provided face masks, hand sanitizers and antibacterial wipes. The face masks are for PSI employees only.
2. TCAs must maintain social distancing from Candidates (6ft), in accordance with CDC/WHO guidelines.
3. TCAs that are ill or exhibiting symptoms of coughing, sneezing, “heaviness” in chest
4. TCAs will be required to disinfect all “high touch” areas of the testing center prior to first scheduled candidate and after each test administration before checking in next Candidates.
5. TCAs will be required to collect completed health questionnaires from incoming Candidates and check answers. If Candidate does not have completed questionnaire or has answered any of the questions as “yes”, TCA will require the Candidate to leave and re-schedule their exam*.
6. If Candidate has answered “no” to all health questions, but appears to be experiencing cold or flu-like symptoms such as sniffing or coughing, TCA is authorized to turn Candidate away and tell them they will need to re-schedule*.
7. Candidates that do not feel comfortable at test site either before or during testing, can notify TCA of decision to leave and re-schedule examination for another date. TCA must record decision to enable Candidate the opportunity to re-schedule.

*Candidates that leave the testing center or that are turned away will be allowed to re-schedule exam without penalty as long as the TCA has documented the decision. Candidates must wait 5 days before attempting to re-schedule their exam.

Candidates

1. Candidates will be sent a health questionnaire via email that they must print and complete prior to coming to scheduled examination date/time at testing center. Upon check-in, Candidate will be required to sign questionnaire.

Please Note: If Candidate answers any questions on questionnaire as “yes” or exhibits physical symptoms of cold or flu (sniffing or coughing), TCA will require Candidate to leave testing center and re-schedule examination at a later date*.

2. Candidates must comply with social distancing guidelines of 6 feet between other individuals, including the TCA.
3. Face masks and gloves – Candidates may bring their own masks and gloves, but will be required to allow TCA to inspect both before and after taking examination.
4. Disposable masks and gloves must be disposed of outside of testing center in a safe manner and will be inspected the same as non-disposable masks and gloves.
5. Candidates may bring own disinfecting wipes to use on their testing station, but no liquids or sprays are allowed. TCAs are required to disinfect “high-touch” areas such as keyboards, mouse, door handles, etc., between uses and before first Candidate and after last Candidate.
6. If Candidate arrives at test center and decides they are not comfortable to continue or after starting test, are uncomfortable in the test center, they must advise the TCA of the decision so that it is documented.*

*Candidates that leave the testing center or that are turned away will be allowed to re-schedule exam without penalty as long as the TCA has documented the decision. Candidates must wait 5 days before attempting to re-schedule their exam.