

## Lethbridge College Testing Services – COVID-19 Instructions – June-August 2020

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To help us create a safe and healthy environment for all test takers, please carefully read the following instructions before coming for your exam:

- Please reschedule or cancel your appointment if you are not feeling well or have been in contact with a confirmed or suspected case of COVID-19 in the last 14 days. Test takers with visible cold or flu-like symptoms will not be permitted.
- We strongly recommend wearing a face mask for your exam, although we will ask to see your face during the check-in process.
- No one other than the test taker will be allowed into the building.
- When you arrive on campus, turn west (right) before the bus loop and proceed around the college to park in Lot GC (map posted on Testing Services website).
  - o If arriving by bus, enter the college through the main entrance. Check in with the Security desk and contact Testing Services to arrange an escort to our office.
- Once parked, call Testing Services at 403-320-3368 to let us know you're here.
- When directed, walk from Lot GC through the marked courtyard to the Testing Services entrance (map posted on Testing Services website).
- Leave all belongings in your vehicle because our lockers are currently unavailable. **The only items you should bring are photo ID, vehicle keys and items permitted for your exam.** Examples of items that should be left in your vehicle are cell phones, watches, fitness trackers and other electronics, purses/bag/backpacks, jackets and hooded clothing.
- You will be met at the Testing Services entrance by our staff, who will bring you to our office for your exam.
- If your exam(s) allows breaks, washrooms are available for washroom breaks. All other breaks will need to happen outside or in your vehicle as there will be no other space available in the building for breaks.
- If your exam requires you to pay a proctoring fee to Lethbridge College, fees must be paid online at the Lethbridge College Bookstore website **before you write your exam**. Please contact us if you are uncertain whether you are required to pay a proctoring fee.

If you have any questions, please contact us at [testing.services@lethbridgecollege.ca](mailto:testing.services@lethbridgecollege.ca) or 403-320-3368.