

Middle Georgia State University

Testing Services Reopening Plan

Fall 2020

General Policy Updates

- No walk-ins: No entry without an appointment or approval of Testing Staff.
- No appointments for community members until after the completion of TEAS on Sept. 11.
 - Limited community appointments following Sept 11.
- Masks required for students unless an exam requires a speech/speaking segment.
- Masks required for all Faculty/Staff.
- Limited appointments for students due to social distancing and increased sanitation requirements.
- Flexible Refund/Extenuating circumstance policies
 - All students will be allowed to **reschedule** up to one hour PRIOR TO THE SCHEDULED EXAM TIME without penalty, so long as an appointment is available.
 - Students wishing to **reschedule** must contact testingservices@mga.edu a minimum of one hour prior to the exam appointment.
 - Students may request a **refund** for a future test date at least one day PRIOR to the scheduled exam. Refunds will be less a \$3.50 nonrefundable processing fee.
 - Students who miss an exam without notice, and for which a rescheduled appointment is not available, will not be eligible to receive a refund unless proof of extenuating circumstances is provided.
- Additional staff member at each location to assist with check-in, testing, and sanitation.
- Policies on identification:
 - Identification policies for all national and corporate exams will default to company regulations.
 - Unless otherwise stated, all exams still require a valid, government issued photo I.D.

Accommodated Exams

- No walk-ins:
 - No faculty or staff pick-up/drop-off on site for exams.
 - All exams must be delivered via email or interoffice mail and will be returned once completed the same way.
 - Students must have an appointment for an exam.
 - Student that miss the appointment time will be allowed to reschedule. Students that arrive late may be forced to reschedule if social distancing measures do not allow the student to begin the exam after the designated start time.
- Email communication will be the most efficient form of contact.
- Masks required for students unless an exam contains a speech section.
- Limited appointments for accommodated students due to social distancing and increased sanitation requirements.

Exam Specific Updates

- **TEAS:**
 - To be held as often as possible on MAC, WR, DUB, COCH after resuming campus operations until Sept 11 deadline.
 - Minimum 1.5 hours between TEAS administrations.
 - Minimum one open desk between each student on every campus.
 - Student acknowledgments for registration:
 - Mask required
 - Must have valid, government issued photo I.D.
 - Check-in begins 30 minutes before your exam start time. Late arrivals will not be admitted to the exam.
- **CLEP/DSST:**
 - To resume in limited amount on the WR campus after TEAS is complete. CLEP and DSST available by request from MGA students on a limited basis in the interim.
- **GACE**
 - Dates and space TBD
 - Will resume after TEAS deadline Sept 11.
- **Proctored Exams from other universities**
 - NOT resuming currently.
- **Accuplacer Score Releases:** by mail or email only.
- **Accuplacer for Employment**
 - Not resuming unless you are an active MGA student.
- **Accuplacer for Students**
 - To remain primarily online.
 - On-Site Accuplacer for Employment AND Students tentatively resuming in limited amounts in October.
- **ACT Residual**
 - NOT resuming.
 - If scores are required, Accuplacer should be used.
- **Respiratory Entrance**
 - By appointment only, limited availability.
- **Math Placement Exam**
 - To remain online.
- **eCore**
 - TBD, based on requirement for exams for eCore students.
- **Legislative Exams**
 - To remain online.

Physical Precautions

- Only one student allowed in check-in area at a time.
- Plexiglass shields at all check-in areas.

- Student IDs should be viewed from behind shield.
 - Health Questionnaire should be completed from behind shield.
- Floor markings for waiting area - 6 feet apart.
- Removal of upholstered chairs in waiting area.
- Signage for waiting/check-in to assist with social distancing and testing policies.
- Signage at each desk:
 - Break/restroom policies: Raise hand, wait for proctor to appear at the end of your row. Please motion for us to come to you if you have a question, please point to the door if you would like to exit for a break. If we can allow you out of the room, we will motion with one hand for you to follow us out. If not, we will signal with two hands to please wait. We will return to the end of your row when we are able to allow your break and motion for you to exit.
 - What to do with exam materials when finished.
- Hand sanitizers at all entry/exit locations.
- Disposable gloves for employees:
 - Should be used when accessing any area that has not been sanitized after student use
 - To include: technical issues, exam passwords, restarting a computer or workstation, shredding scratch paper, sanitizing pencils, cleaning used workstations, sanitizing doors or common areas
- Required masks for employees and students.
- Spacing of 2 desks between each workstation on the Macon campus. Minimum one empty workstation between students at other campuses.
- Workstations out of use should be marked by tape.
- Floor markings at desks to show where a student will stand 6 feet away when a specialist is providing exam or technical assistance.

Additional Sanitation Procedures

After each use:

- Lockers
- Cubbies
- Desks
- Chairs
- Monitors
- Mice
- Keyboards
- Fabric dividers (WR, Dublin, Cochran)
- Waiting area chairs
- Check-in clipboards
- Pens
- Pencils
- Calculators

Multiple Times Daily:

- Doors
- Check-in desks
- Phones
- Staff Keyboards, Computers, and Desk Space
- Light Switches
- Hand Sanitizer Dispensers
- Office use pens/pencils

Reusable Item Receptacles for Sanitation:

- Student pencils
- Pens for check-in

Single Use Item Receptacle for Shredding:

- Scratch paper
- Student notes/aids/formula charts/password information from instructors

Additional Resources

- Creation of resource poster for all testing entry points
 - FAQs
 - Directions for how to acquire additional information
 - Exam specific questions
 - Sanitation updates/policy changes
 - Contact information for Testing
- Creation of instruction sheets for individual desks during TEAS to help eliminate questions and student/staff contact:
 - What if I need to take a break?
 - How do I continue my exam?
 - How do I review my results?
 - What do I do after I finish my exam?