

SUBJECT: LBWCC TESTING PROCEDURES

Hello,

Welcome to LBWCC! We are excited that you have scheduled your placement test appointment with us. Due to our ongoing efforts to ensure the health and safety of our students during the COVID-19 pandemic, significant modifications to our existing testing procedures have been required. While our campuses remain closed, we are testing this summer by appointment only. We are monitoring the situation carefully and are following guidance provided by governing bodies and the Alabama Community College System.

We are committed to the safety of our students and have implemented health and safety measures at our testing sites. The following procedures have been implemented:

- Upon entrance you will be asked to acknowledge that you meet our health requirements and that you will follow health and safety guidelines while testing.
- You must bring and wear a face mask while on campus and throughout your exam. Any surgical or cloth face mask, including a homemade face mask, is acceptable if the nose and mouth are fully covered. Candidates without a face mask will be denied testing services. We will provide face masks, if needed.
- You will be required to provide a temperature check upon arrival.
- You must stay 6 feet away from other people in the waiting area and during the admissions process.
- You may wear disposable gloves during testing. Test administrators will inspect the gloves both before and after the exam, and the gloves will be disposed of in front of the proctor upon completion of the test. You must bring your own disposable gloves; we will not provide disposable gloves.

We ask you to follow the guidance below:

- Wash hands thoroughly with soap and water for at least 20 seconds prior to arriving at the test center, and after testing.
- Cover your cough/sneeze with your arm or elbow, not your hands.
- Utilize hand sanitizer when available.
- Avoid touching your face.
- Reschedule your test if you are feeling unwell or have symptoms such as a fever or respiratory difficulties.

We appreciate your help in implementing our new testing protocols. Please remember no calculators or cell phones are allowed in the testing lab and a **VALID PICTURE ID & LBWCC STUDENT NUMBER ARE REQUIRED**. If you wish to cancel or reschedule your testing appointment, please contact LBWCC Testing Services at testing@lbwcc.edu.

We look forward to seeing you soon!

Sincerely,

LBWCC Testing Services