

## UTSA Notice to Students Testing at Campus Facilities

UTSA Testing Services is striving to provide needed testing services while at the same time safeguarding the health of students and staff while they are in the facility, in order to achieve this, we need everyone to participate in the following measures:

1. Please do not bring family members to the Testing Office as we are attempting to keep groups to the required minimum levels in all areas.
2. Please do not bring extra personal belongings that could carry the virus. You may bring a jacket or sweater, you must bring the required government issued ID, cell phones are not allowed in any exam room so write down any necessary log-in information that is on your phone and leave it in your vehicle.
3. You will be asked to present ID and place it on the counter under the plexiglass for inspection.
4. **Everyone must bring and wear a mask throughout their exam process. Gloves will be allowed to be worn but must be inspected for security purposes. Wearing a mask is mandatory on the UTSA campus and not an option. You will be turned away with a face covering or mask. Testing Services cannot provide any face coverings or masks.**
5. All examinees must wash or sanitize hands prior to testing.
6. All examinees must not come out to test if exposed to a family member or close associate who is ill. Remember that you can test at another time, we will refund your fee.
7. Examinees and staff must maintain 6 feet distance between themselves and others.
8. When assistance is needed at your computer, raise your hand, and as the administrator approaches, back away from the computer. Allowing the proper 6ft distance to be maintained while the administrator performs the needed task on the workstation.
9. If you are testing for the purposes of graduation, please bring your advisor's name and email, so we can send your score report directly to advisor as soon as becomes available.

We are here to serve you and we are in this together!

Thank you for helping us keep everyone safe.

UTSA Testing Services

Go Runners!