

COVID-19 EXAMINATION PROCTOL

Social Distancing

All examinees must maintain social distancing while at the Insurance Council of Saskatchewan exam centre. Social distancing means keeping space between yourself and other people by staying 2 metres or about 2 arms' length from other people.

Examinees will utilize the elevator to proceed to the 3rd floor. Only two people will be allowed on the elevator at any time.

Washroom Access

Examinees must access the washroom located on the 1st floor of the building.

Face Mask Requirement (Entering the Building)

Masks will not be provided for examinees.

If examinees do not have a mask, they will not be allowed to write.

Examinees must, prior to entering the building, put on their face mask and keep it on until they exit from the building. A home sewn mask will be acceptable, providing it covers both the mouth and nose.

Examinees must leave all personal effects at home or in their vehicles, this includes, but is not limited to, cell phones, purses, books, etc.

No outside food or drinks are allowed in the exam room.

Obtaining Access to the Examination Room

Once on the 3rd floor, there will be markers on the floor spaced 2 metres apart. Examinees will line up in the hallway, one examinee on each marker. The proctor will be at the exam door and examinees will enter the exam room one at a time while maintaining the appropriate social distance.

Upon entering the exam room, the proctor will scan each examinee with a wireless thermometer to check for signs of a fever. If there are any noticeable signs of illness (fever, cough, cold, sneezing) you will be instructed to leave.

Examinees will then use the hand sanitizer provided and rub their hands thoroughly.

Examinees will proceed to a desk - 1 examinee per desk.

Examinees must remain seated until the exam(s) begin.

Examination Timelines

Examinees must arrive 15 minutes prior to their exam sitting to allow sufficient time for additional protocols to be completed prior to the commencement of the exams. An examinee will not be allowed to write if they are late.

Examinees will receive an email once the exam(s) are scheduled with the specific arrival time and date.