

Examination Resumption Plan

During COVID-19 Pandemic

Calgary Office

Objective: Provide candidates an opportunity to write examination papers while keeping them and ABSA employees safe.

Effective June 22, 2020 examinations will be offered at the Calgary office. Candidates will be notified that the examinations will be delivered at the ABSA Calgary office under controlled conditions following Alberta Health Services Guidelines and additional requirements that have been added by ABSA and the property management company.

The examinations sittings will be held two times a day, Monday through Friday, every second week. There will be a maximum of 8 candidates per sitting.

Morning sitting 08:30-12:00 candidates arrive by 08:00

Afternoon sitting 13:00-16:30 candidates arrive by 12:30

One examiner will be responsible to invigilate the examinations and prepare the training/examination room. Professional cleaning staff will clean the examination room and entranceway before each scheduled examination day e.g., desks, tables, receptionist counter. The examination candidates will be required to maintain physical distancing, and will not be permitted to congregate in the Calgary Office before and after the examination. The candidates will be restricted to entering the Calgary office, the examination room, the washrooms, the elevator and the connecting hallways. The Calgary Building Management protocols will be communicated to the examinees at the time of booking.

An office JSA will be completed for this task.

Additional measures:

Building

- Splash guards will be installed at reception (counter) and at the invigilator's desk
- Signage will be placed to provide direction to the examination candidates
- Candidates will be spaced at a minimum of 10 feet apart (desks)

- Sanitize candidate desks and chairs between morning and afternoon sitting by a professional cleaner
- Candidates must wear masks while in the Calgary office, the building hallways and elevator
- Maximum of 3-4 occupants in the elevator at one time (building requirement to wear a mask in the elevator)

Candidates

- Candidates shall wear a face mask during the examination. Protective gloves are optional. ABSA may supply a mask to candidates that do not have their own. (We cannot guarantee we will have masks available due to supply logistics.)
- Candidates will be informed not to come to the ABSA office to write an examination if they have any symptoms of (COVID-19) fever, cough/cold, running nose, etc. or otherwise should be in self isolation according to the Alberta Health requirements.
- Candidates must be in compliance with ABSA's COVID-19 JSA (instructions will be provided)
- Candidates shall bring in their own reference material – ABSA will not provide any
- Candidates examination will be placed on a table and an assignment sheet will guide them to their table
- Candidates will display their photo ID and reference materials for review by the invigilator. The invigilator will remain behind the protective shield to review the material. The examiner will wear a mask when required to be less than 6 feet from the candidate. The candidates will fan through their reference materials and the Invigilator will watch from behind the shield.
- When the examination has been completed the candidate is to place their examination in the storage container provided.
- The candidates must leave the building immediately upon completion of the examination.

Employees

- Gloves & masks for examiners will be provided
- All Employees must follow ABSA COVID-19 JSA
- Employees involved with the examinations to be kept at a minimum
- Examinations will be printed and assembled

Exam Papers

- Storage bins to hold exams for three days (minimum) with no cross contamination.
- The invigilator will transport examination papers in their bins between Edmonton and Calgary at the beginning and end of each examination week.
- Handling examination papers after written (quarantine for 3 days minimum, before marking)
- Multiple-choice examinations will be scanned by Examiner or Admin. staff and confirmed in APECS
- Essay exams will be scanned by individual wearing PPE and sent to an Examiner or the examinations will be allocated to Examiners and they will pick up the examination papers for marking

Process

- Candidates will be asked to arrive 30 minutes early (08:00 and 12:30) to allow time for using the washroom (if needed) extended briefing – JSA review and examination instructions. Those who do not arrive at least 15 minutes prior to start time will not (discretion of the Examiner) be permitted in the Calgary office and will require re-scheduling.
- Candidates will be requested to proceed directly to the examination room after 08:00 or 12:30 as appropriate.