

Edmonton Examinations - Stage two Plan

During COVID-19 Pandemic

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

Effective July 2, 2020 examinations offered at the Edmonton office will follow our Stage two resumption plan. Candidates will be notified that the examinations delivered at the ABSA Edmonton office follow Alberta Health Services Guidelines and additional requirements that have been added by ABSA.

The examinations sittings will be held two times a day Monday through Friday. There will be a maximum of 15 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

Two examiners will be responsible to invigilate the examinations and prepare the training/examination room. Professional cleaning staff will clean the examination room, entranceway and designated washroom before and after the scheduled examinations e.g., desks, tables, receptionist counter, front entrance. The examination candidates will be required to maintain physical distancing, and will not be permitted to congregate in the building or the building approach before and after the examination. The candidates will be restricted to certain areas of the building. Other areas will be taped off. The front washrooms will be dedicated for the exam candidates. ABSA staff will use the washrooms at the east end of the building.

An office JSA has been completed for this task.

Additional measures:

Building

- Splash guards are installed at reception (counter) and at the invigilator's table
- Markers are on the floor showing where the examinee are to stand leading into the examination room (assigned desk) and to the washroom
- Candidates will be spaced at a minimum of 10 feet apart (desks)
- Sanitize washroom pre/post exam by the cleaners

- Dedicate front entrance washrooms for candidates only

Candidates

- Candidates shall wear appropriate PPE (gloves and masks) during the examination. Wearing a mask during the examination is mandatory. 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 ID and their reference materials will be held up for review by invigilator. The examiner will wear a mask when required to be less than 6 feet from the examinee. The candidates will fan through their reference materials and the Invigilator will watch this from a distance.
- The second examiner does not need to stay in the examination room during the examination. Normally they will assist in getting the exam candidates seated; ID's and review reference materials. They will also provide the main examiner bio & meal breaks.
- When the examination has been completed the candidates are to place their examinations in the plastic bin provided.

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 (two examiners)
- Examinations will be printed and assembled by one admin staff
- Two Examiners will start the examination and one Examiner will leave the examination room and work at their workstation after verification of I.D. and reference material. Return for lunch and bio breaks.

Exam Papers

- Storage bins to hold exams for three days with no cross contamination
- 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

- Candidate will be asked to arrive 30 minutes early (08:00 and 12:30) to allow time for extended briefing – JSA review and examination instructions. Those who do not arrive at least 15 minutes prior to start time may not be permitted in the building and will require re-scheduling.