

Purpose

This protocol aims to execute exams and sessions in a responsible manner during COVID-19/Corona-restrictions, with respect for participants, customers, and staff.

The protocol applies to tests and computer exams as well as practical exams at any of the examination sites of Aestimavi/QTS in Zwolle, Berkel & Rodenrijs, Vlissingen and Den Helder.

Prerequisites

- the person to be examined/tested (participant) is responsible for his/her behavior during and around the exam session;
- Aestimavi nor QTS (Quercus) are responsible for any damage during an exam session;
- Aestimavi's and QTS's (Quercus) effort is to comply with actual governmental regulations; the main topics are personal hygiene and social distance;
- the daily capacity of the examinations is reduced in order to minimize contacts; the duration of an individual test/exam maintains unchanged;
- the participant ensures that he /she brings his/her own personal safety equipment (“PBM's”);
- the effect of this protocol depends on the awareness of all involved to keep it practical. We stimulate regular reviewing to improve this protocol;

Exam rooms/sites

- minimal distance of 1.5 meters; please “hand” over materials (such as ID, papers, tools) through a table or desk;
- exam rooms are to be accessed by participants and staff only;
- use disinfectant and facemask during all movement in the building;
- participant and staff enter the rooms one-by-one individually;
- participants take place at (minimal) 1.5 meters distance, there is a minimum of 1.5 meters between participants when seated

Tools and equipment

- Tools and equipment will be cleaned by the examiner or supervisor.
- participants have to take their own personal safety equipment (*gloves, face shield, helmet*); Quercus (QTS) sells sets for personal protection;
- laptop, calculator are cleaned by the supervisor;
- participants use their own pen, pencil, or have it cleaned.

Practical exams

All used/touched components (*switches, handles, keys, etc.*) and tools will be cleaned by the examiner.

Provided materials

- disinfectant gel (*at entrance, bathroom, classroom*);
- disposable gloves;
- paper/carton cups for drinks

Communication

This protocol is published via:

- Aestimavi-website
- the invitation;
- publications at site (canteen; exam room)