



IVCC ASSESSMENT CENTER POLICIES EFFECTIVE MARCH 2020



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www.ivcc.edu/assessment

- Limited Seating – On the **Oglesby Campus**, **no more than 7 testers** will be allowed in the computer lab and no more than 4 testers in the paper/pencil room
- Limited Seating - At the **Ottawa Center** – **no more than 4 testers** will be allowed in the center
- **Appointments** will be honored first; **walk-in's** may be asked to schedule at a later time and/or date
- Testers may **bring in their own writing utensils** at this time. Testers without writing utensils will be provided utensils to keep.
- Testing areas will be **cleaned** throughout the day and will be cleaned immediately following a testing session.
- **Hand sanitizer** is available and encouraged for use before and after testing.
- If testers wish to wear **surgical masks or gloves** during testing, they may do so but will have items inspected prior to testing.
- If testers **indicate symptoms of illness**, they will be asked to reschedule.

IVCC Assessment Center office hours and services are subject to change.

