



**Department of
Civil Service**

Test Center Safety Requirements and Pre-Screening Procedures

Test Center Safety Requirements and Pre-Screening Procedures for Civil Service Examination Candidates Appearing In-Person

The Department of Civil Service takes the health and safety of test site staff and examination candidates seriously. Test rooms, including desks, chairs, computers (if used), and shared surfaces will be sanitized by agency staff before and after each test administration. In addition, candidates will be distanced at least 6 feet apart when waiting in line at the test site and while seated in the test room.

The following requirements and procedures are in accordance with the Centers for Disease Control and Prevention (CDC) and New York State COVID-19 guidelines.

Candidate Requirements

- ✓ Do not bring anyone with you to the test site.
- ✓ Wear a face mask to your test. Face masks must cover your nose and mouth and are mandatory at test sites. Acceptable masks include cloth, disposable, and KN95 masks. Neck gaiters, scarves, and bandanas are not acceptable face masks. **You will not be allowed to enter the test site without an appropriate mask. Masks will not be provided at the test site.**
- ✓ Maintain a distance of at least 6 feet from others at the test site.
- ✓ Be prepared to sanitize your hands before and after your exam. Hand sanitizer will be provided at the test site.*
- ✓ Bring two **sanitized** #2 pencils to your test.**
- ✓ Bring a **sanitized** calculator (if allowed) to your test.**
- ✓ In the best interest of public health and safety, all New Yorkers, as well as those visiting from out-of-state or another country, must comply with the COVID-19 travel guidelines. The travel guidelines can be found here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.
- ✓ Those who appear at a test site unscheduled or after the test start time will be turned away.

**The hand sanitizer provided at the test site may not be fragrance-free. If you have fragrance sensitivities and require fragrance-free hand sanitizer, you should bring your own hand sanitizer with you to the test site.*

***You will be required to sanitize your pencils and calculator (if allowed) before you are allowed into the test site (disinfectant wipes will be provided to you for this purpose). If you are taking an online remotely proctored examination at a test site, the use of a separate hand-held calculator is strictly prohibited unless otherwise stated.*

Candidate Pre-Screening

Candidates must pre-screen the morning of their examination using the following link: <https://screening.ny.gov/self-screening>. The link to the pre-screening questions will be emailed to you with your Admission Notice. **All candidates must select and**

complete the following options even if you are already a State employee and have a New York State Email Address.

- Select “I don’t have a NYS Email Address”
- Select “I am visiting a NYS facility”
- Fill in your first name, last name, and email address
- The Agency Contact Email is: AdmissionNotices@cs.ny.gov

You must answer the questions via the link on the morning of the test date or you will not be allowed to enter the test site. You will need to provide proof that you passed the screening either via your cell phone or a printed paper copy of the passed screening.

- If you answered **NO** to all questions, bring your proof of acceptable screening to the test site to be checked by test site staff prior to having your temperature checked. Test site staff will validate the date and time of your screening to ensure the screening was done on the morning of the test date.
- If you answered **YES** to any of the questions, **DO NOT** appear at the test site for your exam. Instead, contact the Test Administration Unit no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov to discuss an alternate test date.
- If you made a mistake when completing your pre-screening or you were unable to pre-screen using the link before arriving at the test site on the morning of the test date, you will need to self-screen with test site staff using either the screening link or a paper copy form.
- If you **DO NOT** pass the screening, you will be instructed to leave the test site and to contact the Test Administration Unit no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov to discuss an alternate test date.
 - Test site staff will maintain a list of candidates who fail the screening process and will provide this list to the Test Administration Unit upon completion of the day’s test administration. Test site staff will provide you with a paper slip stating why you failed the screening and who to contact.

Temperature Check

You will be required to have your temperature checked at the test site by test site staff using a non-contact infrared thermometer prior to being allowed into the test site.

- If your temperature is **less than 100.4 degrees Fahrenheit**, you will be allowed into the test site/test room.
- If your temperature is **100.4 degrees Fahrenheit or greater**, you **WILL NOT** be allowed to enter the test site/test room, and you will be instructed to contact Test Administration no later than the Monday following the test date. You may contact the Test Administration Unit by phone at (518) 474-6470 or by email at AdmissionNotices@cs.ny.gov to discuss an alternate test date.



**Department of
Civil Service**

Visit the New York State
Department of Civil Service Website @
www.cs.ny.gov

New York State
Department of Civil Service
Albany, NY 12239

Content Last Updated
May 2021