

**Your exam has been scheduled for {date} at {time} in {location}. Please share this information with your students who will be taking in-person exams. This information will not be posted on the exam website or the students' "Week at a Glance"; you must notify your students.**

Since this is the first time we will be using some of these spaces in this way, we want to provide you with some helpful information to make your exams go as smoothly as possible. Please also visit the CBASM [Spring 2021 Semester Information Page](#).

- The instructor is responsible for all management of the testing and there will be no staff on site to assist with any aspects of administering the exams
- There will be signage posted at various locations within the buildings and social distancing monitors on site directing students to the correct testing quadrants
- There will be no audio visual equipment of any kind available at the testing area
- There will be no chalkboards or white boards at the instructor area
- Seating will be tablet arm chairs spaced at 6 foot social distancing guidelines
- There will be no power to any of the student seats
- There will be one electrical outlet at the instructor table
- WiFi will be available
- Exams for other courses may be scheduled at the same time in nearby quadrants. If another exam is scheduled at the same time, we have tried to locate it as far as possible from exams for other courses
- Please be courteous of any other exams scheduled nearby

#### **Venue Specific Information:**

##### Events Center

- Enter the Events Center from the "Game Day Student Entrance" located behind the Bearcat statue at the Southeast corner of the building
- Proceed along the East concourse to the grand corridor, down to the event floor
- Proceed along the center aisle to get to your assigned exam quadrant
- Restrooms are available on the East concourse
- Handicap access to the event floor is via the elevator located to the left as you enter the building
- Once the exam is complete, exit at the event floor level by following signs to the exam exit
- *If there is an emergency at any time requiring exiting of the building, use the closest available emergency exit*

##### West Gym

- Enter the West Gym at the main entrance
- Once in the lobby, use the doors to the right to enter the gym
  - For quadrants 1 and 2, use the doors farthest from the entrance
  - For quadrants 5 and 6, use the doors closest to the entrance
  - For quadrants 3 and 4, either set of doors can be used
- Restrooms are available at this level
- Once the exam is complete, exit using the same doors used for entrance
- *If there is an emergency at any time requiring exiting of the building, use the closest available emergency exit*