

EXAMINATION PROTOCOLS

The following protocols are **applicable for all examinees**. These protocols are subject to change. Please check our website frequently for updates.

The following procedures are **applicable** for all LCI and GC exam applicants.

1. Any examinees who are **experiencing any signs of illness** (*i.e., cough, sneezes, aches, above normal temperature, chills, etc.*) within 48 hours of their exam date **should reschedule** to be tested at a later date when they are well. Exam fee will be refunded.
2. May be subject to health screening questions prior to admission for testing, including no-contact temperature checks.
3. Must follow all instructions at the test site. Signs may be posted throughout.
4. **Must send an email** to courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian examinees, **no later than 3:00PM CST the day before their scheduled exam** if they must cancel. Note: staff will be monitoring these email addresses for such correspondence.
5. **Must send an email** to courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian examinees, **ASAP before their scheduled exam** if they are running more than 15 minutes late. Note: staff will be monitoring these email addresses for such correspondence.
6. **To maintain a no-contact environment** all examinees:
 - a. **Must** submit a copy of their government issued photo ID to staff at courtinterpreters@txcourts.gov for court interpreter examinees, or guardians@txcourts.gov for guardian certification examinees, no later than 1 week prior to the exam date. Identification **will not** be accepted onsite.
 - i. Staff will verify identity by viewing their emailed copy of the ID and comparing it to the individual present at the time of registration.
 - b. **Must** complete pre-registration process (*i.e., sign and return all required documents*) via email within 5 business days of exam date.
 - c. **Must not** bring any personal items into the test site (*i.e., the building*) except for a jacket (w/empty pockets), keys (w/o a FOB), and wallets as those items can be brought into the testing room. Examinees are solely responsible for safely securing any personal items that cannot be brought into the testing room. **Staff is not responsible for safeguarding of personal property.**

7. **Must not** bring friends, family, etc. into the test site. Only examinees are permitted at the test site. Examinees must arrange ahead of time for a ride to return to pick them up after the exam is completed. (*Oral exams are approximately 45 minutes. Written exams are about 2 ½ hrs.*)

PROTOCOLS IMPLEMENTED BY STAFF INCLUDE:

1. Staff may provide a list of examinees to DPS to inform them of who's expected for testing.
 2. Disinfecting all common surfaces (*i.e., tables, chairs, doorknobs, etc.,*) in the exam room after each exam.
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