

COVID-19 TEP Testing Procedures

COVID-19 Precautions:

Please note that safety precautions are being put in place to protect both testers and staff. Staff will be wearing masks and gloves to help minimize contact. Testers will be required to wear a mask for the duration of the testing appointment and will be seated at least 6 feet apart. These sessions will be limited to 10 testers each with a maximum of 3 sessions per day. All areas will be sanitized before and after each use to minimize the risk of transmitting germs.

Before Your Testing Appointment:

On the day of the test, the following procedures apply:

- Arrive at least 15 minutes before the test appointment time. Your test will be administered at the Secretary of State's Office at 600 West Main Street in Jefferson City, Missouri.
- Bring proper photo identification with you. Preferred types of identification include:
 - A valid driver's license, student photo ID, employee photo ID card, or current passport.
 - **You will not be allowed to test without proper identification.**
- Please check your temperature before leaving home. If you have had a temperature of 100.4 or higher in the last 72 hours, please stay at home. If you arrive with a fever you will not be allowed to test.
- **You will be required to wear a mask for the duration of your visit at the Secretary of State's Office. You will need to bring your own mask with you when you come.**
- Please wait outside of the main doors and an MCDHH office staff will greet you. If the weather is not permitting, please wait directly inside the glass doors.
- MCDHH staff will check your temperature and ask you a few screening questions. Again, if you have a fever of 100.4 or higher or do not pass the screening, you will be asked to leave and will not be allowed to test that day.
- Once you are finished with the screening questions, you will then be given a card which will allow you into the testing room.

In the Testing Room:

- Once in the testing room, please have a seat where you are directed to sit and wait for all testers to enter the room. The only thing you will need to bring with you that day is your driver's license. Pens and pencils will be provided.
- Once all testers are present, testing instructions will be given.
- The technician must observe you in the testing room and is there to ensure that the test is administered properly.

- Eating and drinking are not permitted in the testing room.
- You may **not** be excused from the testing room during the test. A visit to the restroom before your test appointment is recommended.
- The test must be taken in one continuous sitting.
- You may not give or receive help, or bring books, papers, or aids of any kind.
- The time allowed to complete the written Test of English Proficiency is **1 hour and 15 minutes**. This time allowance is specifically for taking the TEP and not for filling out paperwork or reading the initial instructions.
- You may bring a watch (without an alarm) to the testing site to pace yourself during the test. (We have timers in the room as well.)
- You may write on the test booklet and take the test in any order.
- You will not be allowed to leave until everyone in the room has completed their test. Please stay seated and sit quietly in your seat.

At the Conclusion of Your Test:

- At the conclusion of the test session, you will be required to return the test booklet and answer sheet to the proctor. Do not remove test materials or notes from the testing room.
- Your test will not be graded on site which means you will receive your results by mail in 7-10 business days.

If you have any questions or concerns, please feel free to contact Jessica Kallenbach at 573-526-2232.