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Date: April 27, 2020

Memorandum To: ISDA Pesticide Applicator Examination Proctors

Subject: Examination Session Guidance Document

From: Sherman Takatori, Program Manager

**General:** This guidance document will provide information concerning procedures that examination proctors should follow while proctoring applicator examinations for pesticide applicators. The measures outlined in this guidance documents are to safeguard the examination takers as well as the ISDA examination proctors during the current social distancing requirements established to reduce the spread and occurrence of the COVID-19 virus.

**Pre-Examination:** Examination sign-up for examination takers will proceed as before the social distancing requirements; all person wanting to take ISDA pesticide applicator examinations will sign-up for the examination location and date/time online on the Division website. The Licensing Section will provide the examination proctor a listing of the people authorized to take examinations at the examination session and the examination(s) they will take. The examination proctors will provide examination packets for each of the persons taking the examinations that will have the examination booklet, answer sheet and scratch paper for the examination session. ISDA will inform the examination takers of the following changes:

- The examination takers will provide their own #2 soft lead pencil or equivalent mechanical lead pencil to mark answers on the answer sheet. ISDA proctors will not provide pencils for examinations.
- The examination takers will provide their own basic function calculator for use during the examination session. Cellphones or smartphones will not be allowed during the examination session.
- Examination session instructions will be listed on the registration website for examination takers to read and download for their use.
- Each examination taker will bring a disposable or re-usable type of face mask to wear when entering and during the examination session. ISDA will not provide any face masks/respirators for examination takers and any person not having a face mask will not be allowed into the examination session. Disposable gloves are advised, but are not required during the examination session.

**Examination Session Guidance:** The following guidance is provided for examination proctors to provide distancing and safety procedures during applicator examinations.

1. Room set-up. The examination room should be arranged so that examination takers are no closer than six-feet from each other. If practical, have each examination taker at separate tables. Ensure entrance/exit aisles are at least six-feet from the closest examination taker. Ensure that the people waiting to take examinations are separated by at least six-feet. Provide and/or post examination session instructions outside the examination session room. Provide for a Pick-up/Drop-off table that examination takers may provide their identification (ID) cards for examination proctors to view, and for the examination takers to pick-up their examination packets. Ensure that the proctor area and the Pick-up/Drop-off table is separated by a minimum of six-feet. Ensure that there is a waiting area outlined for the examination taker that is at least six-feet away from the pick-up/drop-off table and other examination takers waiting for examinations.
2. The proctor will instruct the examination taker to leave his/her ID card at the Pick-up/Drop-off table and return to the waiting area. The proctor will examine the ID and ask the examination taker to temporarily remove his/her mask to confirm their identity. The proctor will return to the proctor area and secure the necessary packet for the examination taker and place it on the Pick-up/Drop-off table and return to the proctor area. The examination taker will take the examination packet and proceed to the nearest available table/seat to take the examination. The proctor will repeat this process with all examination takers.
3. Once an examination taker has finished with their examination, they will return all paper, forms and the test booklet to the examination packet and place it on the Pick-up/Drop-off table. The proctor will examine the examination packet and provide the examination taker with an additional examination (if applicable), or release the examination taker from the examination session.
4. After all examinations are turned in to the test proctor and the examination room is cleared of any remaining examination takers, the test proctor(s) will spray tables and any touched surfaces with disinfectant solution to clean them prior to leaving the examination area. All examination booklets will be returned to their storage containers where they will remain at least 24-hours before reuse. All answer sheets will be placed in the appropriate envelope and FedEx'd, mailed, or hand delivered to the ISDA Licensing Section for processing. All equipment and hard surfaces used during the examination session will be cleaned and disinfected before leaving the examination site.

**Guidance Period:** This guidance will remain in effect until ISDA determines that examination procedures may return to the procedures established prior to distancing guidance/requirements.