

Pooled Testing Test Observer User Guide

Before, during, and after Test Day

Roles and Responsibilities - Test Observers

Before Test Day

- ❑ Coordinate with the Test Supervisor / Test Champion for test day procedures
- ❑ Review instructions for Test Taker and for Test Observer
- ❑ Remind and prep students for testing day

During Test Day

- ❑ Receive testing supplies from the the Test Supervisor
- ❑ Receive a roster of students who have returned consent forms, and identify who can participate
- ❑ Provide instructions to students and observe the self-collection process
- ❑ Return sample collection tube to the Test Supervisor once sample collection has been completed

After Test Day

- ❑ Coordinate with the Test Supervisor or Test Champion on next steps

Shareable Collection Instructions

Test Observers can review these instructions to help collect samples

Concentric provides a number of Instruction Sheets to help you understand how to help on Test Day.

These documents are always available from our Support and training site.

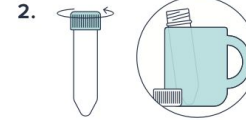
Test Observer Instructions

Nasal Swab Self Collection for Pooling: Test Observer Procedure



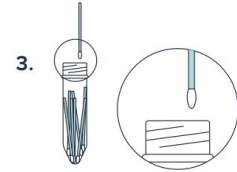
1. Clean your hands.

Wash your hands before starting. Clean your hands before each time you handle the collection tube.



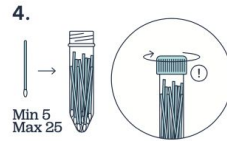
2. Remove the collection tube cap.

Unscrew the cap. To keep the tube upright, the tube can be placed into a holder like a coffee mug.



3. Collect swabs one at a time.

Each test taker will place their swab into the tube with the tip facing down towards the bottom of the tube.



4. Close the tube after 25 swabs.

Once you have a minimum of 5 swabs and a maximum of 25 swabs collected, firmly screw the cap back onto the tube.



5. Clean the tube.

Sanitize your hands again. Then sanitize the tube using the supplied wipes. Ensure the cap is tight after cleaning.



6. Return samples.

The Test Supervisor or Test Champion will take the tube and place it in a designated biohazard bag.

