



## STATECIVILSERVICE

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# COVID-19 Testing Information

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State Civil Service is now conducting walk-in testing at the Baton Rouge Testing and Recruiting Center. Tests are administered on a first come, first served basis. Two test sessions will be administered Monday through Friday. At this time, testing is the only service that will be provided.

Please note the following:

- Exams will be given at 8 am and 12:30 pm, Monday through Friday
- Seating will be limited, and test takers will be admitted on a first come, first served basis
- No test takers will be admitted into the office after the stated time of the exam. Allow adequate time to get through security before the test time
- Bags will not be allowed in the building. This includes backpacks, briefcases, purses, etc.
- **In order to receive a test score, you must apply for the test you wish to take in your job seeker account in LA Careers. Information on LA Careers and the process for applying for tests can be found at [jobs.civilservice.louisiana.gov](https://jobs.civilservice.louisiana.gov)**
- You will be required to wear a mask to enter the building and for the duration of your presence in the building, including while testing
- A picture ID and proof of social security number will be required to test

**The Opelousas, Shreveport, West Monroe, and Lake Charles test centers have resumed their Saturday testing schedules. Please refer to the [Test Schedules](#) for dates. All individuals participating in Saturday Testing shall comply with mask requirements in addition to any infection prevention measures required by the location of the testing center.**

**Testing will resume in the New Orleans area on Saturday, May 15, 2021, at Xavier University. Please refer to the [Test Schedules](#) for more information.**

The State Civil Service Testing and Recruitment Center values our customers and desires to create and maintain a safe and suitable environment for all to test at his or her highest level. Towards that end, please be advised of the following:

- 1) **We will be happy to reschedule your test if you are ill or feel unable to perform at an optimal level, prior to the start of the test.** To promote the safety and well-being of all customers and SCS staff, we reserve the right to require that a test be rescheduled if an individual presents for testing with obvious symptoms, which suggest a serious threat of spreading illness to other test-takers. If suitable arrangements can be made, SCS staff may permit or require that testing be completed in an alternate area of the facility.
- 2) **We will attempt to accommodate any special needs which may be difficult for an individual to manage or which may be a distraction to others in the testing area.** In such circumstances, SCS

reserves the right to permit or require that testing be completed in an alternate area of the facility.

Please advise State Civil Service staff if you have any questions or concerns or if we can be of assistance with regard to the foregoing.

State Civil Service will continue to monitor the developments and safety recommendations related to COVID-19 and provide updates to testing protocols as warranted. Please continue to check our website and social media platforms for updates/changes to the situation.

If you have questions about these protocols, you may contact the Testing and Recruiting Center at (225) 925-1911 or Toll-Free at (866) 783-5462 and SCS staff can provide assistance.