



## Protocol for individual tests – Michaelmas Term 2021

This protocol is for students participating in the Asymptomatic COVID-19 Screening Programme who contributed a swab to a positive pooled screening test, and need to take an **individual confirmatory test**. It is also for students taking: **'Test to check' tests, confirmatory PCR tests following a positive LFT, 'Return to Cambridge' tests, 'Pre-departure' tests and tests for enhanced contact tracing.**

**Step 1** – Obtain an individual test kit from your College. You can hold the sample tube in your hand, instead of using a stand.



**Step 2** – Your sample should be taken in your own room or bathroom, by yourself, with the door closed.

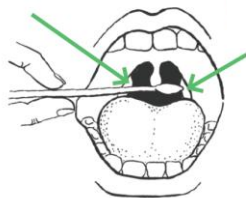
**Step 3** – Gently blow your nose and cough into a tissue. Throw the tissue away.

**Step 4** – Wash your hands.



**Step 5** – Remove the swab from its wrapper.

**Step 6** – Open your mouth wide and gently rub the fabric tip of the swab over both tonsils at the back of your throat, rotating as you do so. Try not to touch your tongue, teeth, cheeks, gums, or any other surfaces with the tip of the swab.



**Step 7** – Insert the same end of the same swab gently into your nostril about 2.5cm (1 inch), or until you feel some resistance. Rotate the swab and slowly remove it.



**Step 8** – Now place the swab into the sample tube. Make sure the fabric tip is facing down! Snap off the unused end, so that the swab fits inside the vial without bending. Dispose of the unused end and the wrapper in a waste bin, in the same way you would dispose of dental floss.

**Step 9** – Securely screw on the lid and then wash your hands.

**Step 10** – Place the sample tube into the clear plastic bag, together with the absorbent pad. Squeeze out any air and seal the bag. Place this sample bag into the second bag, squeeze out any air and seal the second bag. The sample is now “double-bagged”.

**Step 11** – Using the camera app on your mobile phone, scan the QR code on the test kit envelope. Alternatively, type in the website URL on the test kit envelope. Follow the instructions on the screen. This is absolutely essential to allow us to assign you the right test kit! You will need to authenticate using your CRSid (the first part of your University email address).

**Step 12** – Take the double-bagged sample to your nearest [drop-box location](#) before 12.30pm.