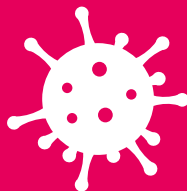




Nottingham Trent
University

Asymptomatic Testing Service





Collect

- 1 Pick up your sample kit bag- these can be collected from the testing station at your accommodation. Please ask your reception team if you are unsure of the location. *If you are self-isolating, a sample kit will be delivered to your room.*



Prep

- 2 Make sure you haven't eaten or brushed your teeth before providing your saliva sample – ideally first thing in the morning. A drink of water is fine. (You can still provide a sample if you feel unwell or have drunk alcohol the night before.)
- 3 Wash your hands thoroughly using soap and water for at least 20 seconds.



Scan your sample

- 4 Using your phone (iPhone or Android) or tablet (iPad or Android), open the MyNTU app. Please ensure you are logged into the app as yourself, and nobody else.
- 5 If you do not have the MyNTU app on your device, you can download it from the Apple App Store or Google Play Store (search for "MyNTU"). Once downloaded, log in using your usual NTU username and password.
- 6 Tap the "COVID Test Kit Registration" icon and follow the instructions on the screen, ticking the boxes to state your consent for the testing to take place.
- 7 When prompted by the MyNTU app, open your sample kit bag and use your phone/tablet to scan the barcode on the test tube. If you are unable to do this, you have no access to a phone or tablet, or if you need any other assistance, please contact a member of the collection team at a collection point or email ntu.beingoncampus@ntu.ac.uk




Spit

- 8 Open the saliva collection aid packet, keeping the packet to one side.
- 9 Open the collection tube, keeping the lid and inside the tube clean.
- 10 Place the ridged end of the saliva collection aid in the tube to make a funnel – make sure this is pressed in firmly.
- 11 Please spit or dribble into the saliva collection aid – the tube needs to be at least half-full, so don't be shy. Please avoid including phlegm in your sample as this may make it difficult to test.
- 12 Wait for the saliva to deposit into the collection tube.



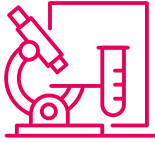
Seal

- 13 Remove the saliva collection aid and place carefully back in its packet.
- 14 Screw the collection tube lid on the collection tube so it is tight and secure.
- 15 Use the tissue provided to wipe any excess fluid off the outside of the collection tube, and the saliva collection aid packet.
- 16 Place all contents back into the ziplock bag provided, including the tissue, ensuring the collection tube is visible through the sample kit bag.
- 17  **WASH YOUR HANDS AGAIN** and make sure the outside of the sample kit bag is clean.



Drop off your sample

- 18 Take your completed sample to the nearest NTU Testing Service sample collection point, following any email or verbal instructions about drop-off times and locations. *If you are self-isolating, your sample will be collected.*
- 19 A staff member will scan your sample to confirm receipt and ensure that you have scanned it using the MyNTU app correctly (see steps 4-6).
- 20 When instructed, drop your sample into the collection box. Your sample is now successfully checked in.



Results and action

Once we receive your sample, we aim to test it and provide a result within 24–48 hours. Here's what will happen next:

- If your sample tests positive, you will be contacted by phone and by email by a member of the testing service who will tell you what to do. You must **isolate immediately**, notify the University via the NTU Coronavirus Tracking Form and then seek a confirmatory test via the **gov.uk** website or by following the instructions of the service team.
- If your sample tests negative, you will receive an email confirming the results.
- Support, advice and links to University and government guidance will be provided by the testing service team in all results communications. For the tracking form and further information visit **www.ntu.ac.uk/track**