



## **Exam safety procedures during coronavirus**

This document details St Clement's procedures for safety during coronavirus and should be read in conjunction with current government guidance for schools.

Students and invigilators should not attend exams if they, or members of their household, have symptoms of coronavirus.

### **Cleaning and hand hygiene**

Surfaces, including door handles, exam desks and the backs of student chairs must be sanitised before and after each exam. Students and invigilators must sanitise hands each time they enter/leave the exam room.

### **Face coverings**

Students may wear face coverings if they choose; invigilators are encouraged to do so, especially in smaller exam rooms. Face coverings (disposable masks and reusable plastic visors) and disposable gloves are available to invigilators for all exams.

Invigilators and students are required to wear face coverings in communal areas and where social distancing is not possible.

### **Set up and interaction**

Exam rooms are to be set up in the usual manner of a minimum of 1.25m in all directions from the centre of the students' seat. External candidates or those outside of the year group bubble must be seated at least 2 metres apart from each other and the year group bubble. Ventilation is important in smaller exam rooms and doors and windows should be open where it is practical.

Invigilators are advised not to walk up and down the aisles unless there is a need to do so but should instead position themselves where they can see all students and remain at least two metres from them. It may be necessary to decide positions before the exam begins in order to ensure all points of the hall are safely covered.

Invigilators should stand alongside, rather than face students when interacting with them. For those in smaller exam rooms who are acting as reader/scribe/prompt etc. please move away from the student when not actively assisting them. When accompanying students who need to leave the exam room invigilators should remain 2 metres apart at all times and both invigilators and students should sanitise hands when leaving and re-entering the room.

## **Equipment**

Equipment will only be loaned in an emergency, for example if a student's pen runs out or breaks. Students will be reminded that they must bring all the equipment needed to the exam. There may, however, be genuine emergencies. If equipment is loaned it must be quarantined/sanitised when returned. Loaned equipment will be placed in a tray at the front of the room. Invigilators will sanitise their hands before passing equipment/additional paper to students.

## **Handing out/collecting papers**

Government guidelines say that there is no need for invigilators to wear gloves to hand out/collect exam papers. Gloves will be provided for all exams – invigilators may wear them if they feel more comfortable doing so. In all instances invigilators should sanitise their hands before and after touching papers.

## **Announcements at the beginning and end of the exam**

JCQ announcements have been pre-recorded and will be played through a speaker to reduce the need for invigilators to raise their voices.