



COVID-19 Candidate Exam protocols

The Exam room

- Air flow and ventilation should be maximised where climate allows (open windows, use air conditioning where available, etc.)
- All exam desks/stations to comply with DFE guidelines and social distancing (2 meters apart if applicable).
- Hand sanitiser has been placed in or just outside each exam room. A pack of wipes, a box of tissues and a greater number of bins are also in each room – cleaning stations and bins are available either in rooms or in corridors nearby.

Before the Exam

- Candidates should arrive no later than 15 minutes before the exam start time.
- Candidates are encourage to have a comfort break before their exam.
- Candidates will wait outside the room, social distancing where possible, wearing a face covering, until invited into the exam room by the Invigilator.
- The Invigilator will check that none of the candidates are exhibiting any COVID symptoms and that no-one in the candidate's household is symptomatic. Symptoms include:
 - High temperature
 - New continuous cough
 - Loss or change to their sense of smell or taste.

Should a candidate display any symptoms, they will be isolated (putting them in a classroom on their own) and maintaining a social distancing of 2 metres while dealing with the individual. The tutor is to organise for the candidate to return home and advise them to book a test. The session can then continue if there is no-one else who is symptomatic. The Invigilator will notify Facilities immediately so that the room can be sanitised and email covid19.student@mkcollege.ac.uk

- Candidates will be invited into the exams room 1 at a time, you are required to use the hand sanitiser provided and have their ID ready upon entry to the Exams room.
- Candidates will be asked to place their personal belongings on the empty seat/table next to them or a designated area as instructed by the invigilator.
- Face coverings are optional once in the exams room.

During the Exam

- Normal exam regulations apply.
- Please adhere to **social distancing in the exam room** (where possible).

At the end of the Exam

- Invigilators to dismiss candidates from the room one at a time, starting with the row closest to the exit door(s) so that students can maintain social distancing
- Candidates should leave the exam with an appropriate distance between them and move quickly, quietly and sensibly to wherever they are heading next.
- Candidates to sanitise hands on exit of the room.