

COVID-19 Protocol Version 1.0

EXAM INVIGILATION

- The Exam room layout and seating plan will be configured to maintain designed social distancing of 2 metres between people and the total number of students will be determined in advance of occupation, considering any need for additional support staff.
- Desks and furniture will be arranged to enable social distancing.
- Face-to-face configurations will be avoided as much as possible.
- All furniture that must not be used and cannot be removed will be clearly marked.
- Desks must be kept away from the door to maintain physical distancing on entry.
- Each exam room will have disinfectant wipes provided, to the appropriate standard, to enable ad-hoc cleaning during the lesson.
- The door must be secured open, using the fire door retainers, until all students arrive and again on their exit, to avoid unnecessary contact.
- Staff members will open the classroom or workspace door with a button fob, as usual, and activate the fire door retainer to keep the door open. The staff member will wipe hands and then the door handle. To close the door - kick the locking mechanism.
- Where login sheets/ blank paper are required for an exam these will be placed on the desk by the invigilator.
- Where invigilators are required to login the students workstations, the same disposable gloves from the above point will be used to do this.
- Invigilators must ask students to line up at least two meters apart outside exam rooms, or a designated area where this is not possible
- Students will enter the room one at a time and occupy the workstations based on the seating plan provided to the invigilator. The room occupation will start from the farthest back desk to the nearest to the door, whilst observing social distancing. Students will use the same desk, chair and PC throughout.
- Student ID should be checked as students enter the room by using the provided photo list, and the attendance register/ seating plan also completed at this point.
- **Students will be informed not to bring anything, including mobile phones, except what is required for their exam(s) into College. In the event students do bring belongings into the College, invigilators must designate safe spaces for**

belongings and ensure they are also placed 2 metres apart from the next set of belongings.

- Spare equipment will not be given out to students where this is required for their exam. Students must provide their own equipment.
- Students should not share equipment and materials.