



Guidelines for Exam Candidates

Introduction

Due to the continued risk of COVID-19 we have implemented safety measures for candidates and staff, which are likely to remain in place until the risk of COVID-19 is significantly reduced.

Please read these guidelines carefully before you come to our exam venues so that you know what to expect when you arrive. You must follow these guidelines. They are for your protection and the protection of other exam candidates and staff.

What to bring with you?

Please bring with you only the items that you need for the exam (as listed in your exam timetable, incl. your ID).

It is important to bring your own pen, pencil and other permitted stationery (if needed for your exam), since in order to reduce the risk of transmission, we may not be able to lend you any stationery.

Please also bring a face covering, which you will need to wear throughout the venues and during the main exam, as well as a pocket size hand sanitizer (or gloves) for personal use.

You will be requested to remove the face covering temporarily to verify your identity and when taking your Test Day Photo. We may need to check the inside of the face covering from an appropriate distance.

Who can enter the exam venue?

For everyone's safety, we need to limit the number of people in our venues. We ask that only exam candidates enter the venues. We *may* be able to allow exceptions to this rule (please check with us in advance).

If you are unwell

If you present with any of the known potential symptoms of COVID-19, please do not take part in the exam. This is for the safety of other exam candidates and staff.

If you arrive at the venue and present with potential symptoms of COVID-19, we will ask you to leave the venue. Please note that you will not be able to take the exam.

All cancellation due to illness will be approved and registrations transferred to future sessions (or exam fee refunded).

When you arrive

Please use your own hand sanitiser to disinfect your hands upon arrival (or use gloves). Please do this repeatedly when you enter, exit and re-enter both the venues and exam rooms.

You must tell us if you have any potential symptoms of COVID-19.

We may take your temperature using a non-contact thermometer.

There will be signs and posters telling you the current policy within the venues. Please take the time to read these and ask if something is not clear.



We will apply a coordinated flow of candidates in our venues. Please follow the markings on the floor. The entrance doors to the venues will be clearly marked.

We will show you where you can wait.

The furniture in the waiting rooms and other seating areas have been positioned to maximise distancing. Please do not move any chairs or tables.

You must follow physical distancing guidelines wherever possible. Please stand or sit at an appropriate safe distance from any other person anywhere in the venues as much as possible.

Verifying your identity

Staff must check your identification document. They will wear disposable gloves and try to handle it as little as possible.

Food and drink

Please bring your own snacks and bottle of water (in a clear plastic bottle with no labels), although a water cooler is available for refill. You will also be able to buy bottled water for £1 (in cash) if needed. There is on food available to buy at the venues.

Break before the second part of the exam day

We encourage candidates to leave the venues while waiting for the second part of their exam and only arrive at the venue 30 minutes prior to the next part of their test. However, if you remain in the venue, please remember to follow physical distancing rules and wearing a face covering.

PC equipment (CB exams)

All PC equipment, including headphones, will be disinfected prior to each exam session. You may wear gloves if you prefer. Face coverings will be compulsory. New matt grey divider extensions were added to create more isolated space for each computer station.

Breaks between written tests

Remain in the exam room unless you need to go to the toilet or have a quick snack. Please remember to follow physical distancing rules during the breaks and when going to the toilet. Toilet breaks should be taken as infrequently as possible, as only limited number of candidates at a time are allowed to go to each toilet.

Disposal of rubbish

Please dispose of all rubbish (incl. cleaning wipes and particularly face tissues), in a safe manner using the provided closed-top bins for this purpose.

Belongings

Since no electronic items are allowed in the exam rooms, you must leave them with your belongings either in a safe lockable room or lockers. To maintain physical distancing only one exam candidate plus one member of staff will be allowed in the belongings room at a time or when approaching the lockers. Please store your belongings with an adequate distance from other candidates to reduce the risk of potential contamination when in the belongings room. Your outerwear and bag may be sprayed with a disinfectant.



Speaking Tests

The format for speaking tests has not changed. However, there will be a clear plexiglass panel between you and the examiner to minimise the risk of infection. The second examiner in the room will sit at a safe distance (also behind a clear plexiglass panel). Your speaking test examiners may be wearing a face covering. If they are wearing one, please do not ask them to remove it. Your speaking partner will be seated at an adequate distance (also behind a clear plexiglass panel). The marshal will give your speaking mark sheets directly to the examiners.

Once seated inside the exam room, you may remove your face covering as everybody in the exam room will be seated behind a clear plexiglass panel. There will be some test materials prepared on your desk (face down). Please wait for the examiners' instructions when to turn them over. Do not remove any exam materials from the exam room.

Collecting your belongings

Please remember when collecting your belongings after the exam, that only one candidate and one member of staff will be allowed in the belongings room at a time or at the lockers. If you leave anything behind, it may have to be destroyed for hygiene reasons.

Health and Safety notice

The procedures we have in place are for your safety, the safety of other candidates and our staff. If you do not follow these procedures, you will be reminded to do so. If you decide to ignore these procedures, you will be asked to leave the premises and you may lose your exam fee.

Thank you for your cooperation.