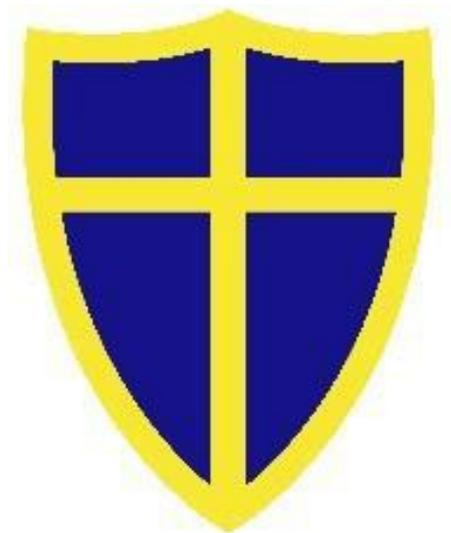


**BLUE COAT CHURCH OF ENGLAND  
SCHOOL AND MUSIC COLLEGE**

Document 18



**Examination Policy Addendum during Covid-19**

Written: 23 September 2020

## **Introduction**

This addendum applies during the period of school examinations, including mocks, during the Covid - 19 pandemic. It sets out changes to our normal Examination policy and procedures.

## **Examinations Team**

### **Invigilators**

All Invigilators have been assessed to see if any belong to a vulnerable group. We have completed risk assessments for the invigilation team members in these groups.

In the event of a reduced number of invigilators being available, additional invigilators will need to be recruited and trained (advert is running regularly).

Training will take place face to face in a large venue such as the Hall. All visitors to site will leave a contact number for track and trace purposes.

There are also several options for online invigilator training – including a certificated Invigilator Training and Assessment Module, and the newly launched Invigilator Digital Accreditation (IDA).

### **Personal Protective Equipment (PPE) & sanitisation**

All Examination rooms must be compliant with public health guidelines.

All staff (invigilators/SLT and any other persons authorised to be present in the exam room) will sanitise hands regularly and use a face covering or visor, unless exempt (lanyards for staff and badges for pupils will be issued).

Candidates will all sanitise their hands on entry to the venue after the bag drop point, face coverings are expect to be worn on entry but are not currently required throughout the examination, but pupils are free to wear them if they choose, this will be reviewed regularly in line with government guidance.

Desks, door handles and backs of chairs where candidates may pull chairs out to sit will be wiped clean before and after each bubbles exam session by the cleaning team.

Periodic spraying with the “kill on contact” spray will be used.

### **The exam room**

As JCQ regulations require that the ‘minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres’, there is a natural element of social distancing in examination rooms. At Blue Coat we will retain this distance as both the Hall and Sports Hall have very high ceilings for air circulation. When smaller exams take place a row will be left between each block of pupils. In smaller rooms, which are less well ventilated, we will position candidate’s chairs 2m apart.

The front row of desks will be at least 2m away from the invigilation team workspace.

Candidates from different group bubbles, private candidates or those returning to school or college to take exams, will be seated at least 2 metres apart from each other.

When using classrooms to conduct examinations, for Access Arrangements for example, Desks and chairs may need to be rearranged flush to walls to ensure that candidates are spaced across the room thus providing more space for invigilators to move around the assessment area/address candidates’ needs.

Further reading pens have been purchased to eliminate the need for physical readers and close contact.

For scribes, we will endeavour to use a free room in the bubble zone at all times so the candidate can be 2m away from the scribe. If this is not possible then clear, "draw up", plastic screens will be used.

A printer will be positioned in the laptop room.

Small rooms will be considered within the year group bubbles where appropriate.

External candidates will be confined to the hall. If this is a single pupil, we will use the Chaplaincy and record the venue used and phone number of candidate for track and trace to reduce movement around site and possible external contamination. All external candidates will leave contact details for track and trace purposes.

The bag drop area cannot be manned for social distance rules so pupil can only drop the bag – all equipment must be ready in advance.

### **Candidates entering and leaving the examination room**

All candidates enter and leave the examination room in a safe and socially distanced manner in classes of no more than 30. They will proceed through Bag drop and into the venue. A desk will be inside the door with hand sanitiser stations, the ability to pick up a pen / pencil if needed from a box (these will be for the pupils to keep).

Due to queuing time, this will need to be factored into the management of the area immediately outside the examination room, with the deployment of additional centre staff.

### **Equipment**

The sharing of authorised items of equipment should be avoided with candidates being encouraged to provide their own pens, pencils, calculators and any other materials which they will require during the examination.

If invigilators are required to disseminate any materials, these should be sanitised/wiped clean, and handled by invigilators using PPE, such as protective gloves. This does not apply to pens/pencils which can be collected on the way in by a pupil after the hand sanitisation and can be kept by the candidate.

Laptops and reading pens will all be sanitised between use.

### **During the examination**

Once the examination has started, invigilators may continue to walk up and down aisles between desks, with a mask on, there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Corners, and middle back and middle front.

Teams can take turns to sit on a chair, as there will be less movement around the room than normal.

If pupils wish to ask a question, the invigilators can go to speak to the pupil.

Even though it is not mandatory for invigilators (or candidates) to wear a face mask, it is advised or a face shield supplied by the centre

However, candidates and invigilators should wear face coverings in communal areas such as the bag drop. Pupils can take their masks into the examination room and must wear it if asking a question of the invigilator.

It is also advisable that invigilators stand alongside or behind candidates, rather than facing them, and to keep interactions with candidates brief whenever possible. Invigilators should use hand sanitiser after every interaction, avoid touching candidates' desks and to dispose of any waste safely using hand coverings/gloves.

When accompanying candidates who may be allowed to leave the examination room temporarily, for example for an approved supervised rest break or a required toilet break. Blue Coat must ensure that in addition to JCQ regulations the required public health protocols are addressed (e.g. social distancing, sanitising furniture and equipment which has been handled by the candidate/member of staff etc.). Government guidance recommends that if candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and considering using a face covering.

### **After the examination**

Government guidance does not require invigilators to wear gloves whilst collecting exam scripts from candidates, but once the examination has finished and candidates have been permitted to leave the room, invigilators (or other authorised staff) should dispose of any waste wearing hand coverings. There should also be a process to ensure that all desks, door handles and backs of chairs are sanitised/wiped down ready for the next cohort to enter the room.

Any materials which may be used for future exam sessions should also be sanitised and returned to the exams officer to be stored safely.

### **Access arrangements – assistive technology, rooming, equipment**

The facilitation of certain access arrangements will provide specific challenges thanks to the very nature of how they are delivered. Arrangements such as reading, scribing or acting as a practical assistant will require close contact between the candidate and the facilitator/invigilator. Therefore, wherever possible, centres should consider the use of assistive technology for candidates approved an arrangement – for example, the use of an examination reading pen instead of a human reader, the use of a word processor/speech recognition technology rather than a scribe.

Centres should note JCQ regulations which require candidates to have had appropriate opportunities to practise using the access arrangement(s) before his/her first examination.

If a human reader or scribe is to be used, they must be wearing the appropriate PPE, and avoid touching the candidate's question paper if possible, and, if required, to only do so with the necessary protective hand coverings.

Candidates can access any additional equipment throughout the examination without the involvement of the invigilator/facilitator to help reduce the number of contacts and interaction as they will be placed on the desk prior to the exam commencing.

Where we have adequate rooming for examinations, candidates and the facilitator will be placed in a separate room in a one-to-one situation to ensure social distancing, a well ventilated room, and to allow the candidate to talk louder without disturbing other candidates if the reader/scribe is sat a distance away from them.

It may be possible for a reader not to sit immediately next to the candidate – particularly if they have a separate question paper to refer to – and therefore he/she could be seated on an adjacent desk. If

the candidate is unsure which section the reader is reading, the reader could hold up their copy and point to the section in question.

Likewise, a scribe and candidate could both have an answer booklet. This will allow the scribe to write the candidate's dictated answer on their copy of the answer booklet, and the candidate writing any additional information on their answer booklet. In this case, questions should be clearly numbered and the scribe should clearly explain on the scribe cover sheet why there are two answer booklets and any additional information which the examiner should be aware of as they mark both scripts.

Government guidance also recommends that facilitators acting as readers or scribes, or for encounters of over 15 minutes, a distance of 2 metres distance should be maintained where possible. If a 2 metre distance cannot be maintained, then close face to face contact should be avoided, and the time spent within 1 metre of others kept to a minimum.

For arrangements where one-to-one rooming is not possible or practical, such as a prompter or practical assistant the facilitator must adhere to the public health guidelines as set for invigilators in all examination rooms and PPE be worn.

### **Contingency – invigilator shortage, emergency evacuation, exams officer absence, local lockdown, centre health issues**

As it is impossible to know which members of staff will be available to manage, administer and conduct examinations, contingency measures are in place to address an invigilator shortage or exams officer absence.

Extra Key holders have been added and distributed.

The Examination team deputy will not spend time on site at the same time as the exams lead when external exams are taking place.

Administrative staff and the leadership team will support invigilation following on line training in the event of an invigilator shortage.

In the event of a local lockdown or if a health issue occurs within the centre (e.g. a candidate or member of staff shows symptoms of Covid-19 during the examination series). We will seek advice and support from Coventry local authority and the relevant awarding body.

Heads of centres and senior leadership teams will consult with local authority and government guidance to ensure that exams are conducted in line with public health requirements in the centre at all times. It is not the responsibility of the exams officer to make such decisions, and therefore, it is imperative that senior leaders ensure that they are following the most accurate and up-to-date advice and guidance.

### **Process for Mock Examinations and large Examinations**

Year 11 Mocks and exams

AM mocks – Pupils register with their tutor and HOH/AHOH for Year 11 dismisses pupils from tutor rooms in a phased process. Each tutor group will have already packed all paperwork and electronic devices in bags in the tutor room and will be carrying their equipment with them when leaving the room. There is no time for doing this in the bag drop area.

They will line up in tutor groups along the sports hall wall in rows and enter one at a time, until the bag drop area is empty for the next to enter.

Leaving the venue will be rows as usual, but slowly and each row must grab their bag and leave putting equipment away outside.

PM Mocks – Period 3 teachers will register the pupils and bring them down at the set time given, SLT will support with the dismissal of pupils in a phased process. Each class will have already packed all paperwork and electronic devices in bags in the classroom and will be carrying their equipment with them when leaving the room. There is no time for doing this in the bag drop area.

They will line up in class group with their teacher along the sports hall wall in rows and enter one at a time, until the bag drop area is empty for the next to enter.

All mocks will take place as timetabled lessons by block or by cohort exam, it will not be by subject so all pupils are in exam venues at the same time freeing up rooms in the zone for Access Arrangements.

#### Year 13 Mocks and exams

AM mocks – Pupils will register with the P16 team as normal. Pupils will make their way to their exam venue. Pupils will be allowed to enter the sports hall in a staggered manner.

Leaving the venue will be rows as usual, but slowly and each row must grab their bag and leave putting equipment away outside.

PM mocks – Pupils will make their way to their exam venue at the appropriate time. Pupils will be allowed to enter the sports hall in a staggered manner.

Leaving the venue will be rows as usual, but slowly and each row must grab their bag and leave putting equipment away outside.

All mocks will take place as timetabled lessons by timetable block, it will not be by subject so all pupils are in exam venues at the same time freeing up rooms in the zone for Access Arrangements.

# EXAMINATION POLICY – COVID ADDENDUM

**Written by:**  
Mrs Henden

October 2020

**Reviewed by:**

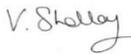
**Next Review Date:**

October 2021

**Approved by Governors:**

**1 December 2020**

Signed:



VICTORIA SHELLEY  
Headteacher

Signed:



LYN JOHNSON  
Chair of Governors