

## **School Examinations**

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# **Health and Safety Measures for Examination Day Journey - UAE**

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## Purpose and scope of the document

This document has been designed to provide a set of standards and procedures to venues and examination day staff when delivering school examinations with respect to the Covid-19 pandemic.

Note that some standards in this document is reliant on local government regulations that may be lifted or changed at some point, pending pandemic control. Hence this document will be reviewed on regular basis to address the changes and updates from the government.

This guidance must be read and implemented in conjunction to the Examining Boards' guidance documents, handbooks and manuals

It is a mandatory requirement that all staff assigned to the delivery of examinations at the venue are briefed and trained on the new policies, controls and measures outlined in this document.

## Entry and personal belongings management

- Candidates must maintain 2m social distance while queuing for entry to the venue. Display of floor markings to guide candidates will be available. An usher will also be available to ensure distance is maintained between candidates.
- Candidates are to proceed to temperature checking area one at a time at the point of entry. Temperature to be checked as per local country regulations by a British Council staff member. If temperature is less than 37.5, candidates are required to fill in the declaration form at this point.
- If a candidate arrives at the examination venue with a temperature in excess of 37.5 degrees Celsius, the following must be followed:
  - Two to three attempts of temperature checking to be carried out to confirm final temperature. Candidate will be guided to a designated area before re-checking the temperature.
  - If the temperature is still in excess of 37.5 degrees, candidate will be refused entry to the premises and advised to return home and self-isolate or seek medical help.
  - Candidate's details will be logged to follow up on required action points in relation to his/her exam.
  - Candidate's absence to be reported to examination day supervisor.
- Candidates to walk through spray sanitisation one at a time at the point of entry. A staff member will be in charge to complete this process before the candidate proceed to the security check.
- Candidates to proceed to security check. Sanitisation toolkit (sanitisation gel, gloves, and masks) will be available. Candidates should attend the exam wearing their own protective gear meeting precautionary standards.
- For candidates in Abu Dhabi, security will have to be shown the Alhosn app on the candidate's mobile phone for entry to the examination venue.
- Candidates to be handed a disposable bag to put their personal belongings and will receive a token number before handing them over to the British Council staff. This will be placed within the security area to be collected on their way out. Candidates are to ensure that they carry their registered ID and stationery to the examination room.
- Candidates proceed to the waiting area maintaining social distancing of 2m from others.
- Staff members will be available within the waiting area to supervise candidates and maintain social distancing. Adults accompanying minors will not be allowed into the premises.

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## Waiting area

- Chairs to be lined up two meters away from each other.
- Chairs to be disinfected either with sanitiser or available disinfectants before each examination session.
- Floor markings to help candidates maintain safe distance while waiting to be ushered to the examination room. There will be a one-way entry and exit system with floor marking for people to follow when entering and leaving the room while maintaining social distance.
- Hand sanitisers will be available within the examination venue.
- Health and safety signage will be displayed within the examination venue.

## Check-in to examination rooms

- Hand sanitisers will be available at the check-in point.
- Candidates will have to temporarily remove their face masks for the purpose of identity check. Masks must be turned inside out for inspection. Candidates must remove the mask themselves and the visual inspection must be performed at distance. Venue staff must take due care while handling masks and other items belonging to the candidates.

## Stationery

- Candidates are advised to come to the examination with their own stationery (primarily pens, pencils, erasers) to avoid any potential spread of the virus through re-usable stationery.
- The list of allowed stationery will be mentioned in the candidate communication that is sent out before the examination.

## Examination room

- Examination room layout will be set ensuring 2m distance between seats in all direction.
- Examination room will be deep cleaned before and after each session. Hand sanitisers will be available in each examination room for candidates use when required.
- Candidates to be escorted one by one to the examination room and seated as per candidate's seating number. First person to enter the examination room should be furthest from the door, and the last person should be closest to it. Invigilator to maintain 2m distance at all times.
- Invigilators to check for any writings on masks or gloves at point of entry.
- Invigilators to read the invigilator's script maintaining required distance.
- Invigilator will conduct another round of ID check. Candidates must temporarily remove their masks at the request of venue staff for the purposes of a visual inspection. Venue staff must not touch these masks.
- Candidates and venue staff should remain wearing masks throughout the examination.
- Invigilators should continue to actively patrol the examination room ensuring appropriate social distancing.
- Health and safety signages will be displayed outside examination rooms.

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## **Washroom - exit/entry**

- Washroom break to be managed by a floater.
- One candidate will be allowed in at a time while maintaining 2m distance. Candidates to sanitise hands before re-entering exam room.
- A cleaner must remain near the toilet area to sanitise after each use.
- Toilets will be used one person at a time.

## **Exit from the examination venue**

- Candidates to exit the examination room one at a time.
- Floor markings to assist candidates to comply with the 2m distance for exit.
- Candidates to be supervised throughout the exit process.
- Candidates to collect personal belongings one at a time.
- Examination venue staff to accompany the candidates to the gate and wait while adhering to the British Council “under 18 safe collection policy”.

## **Speaking test**

### **Test room**

- Set up tables to keep 2m distance between examiner and candidate with 1 chair on each side of the table.
- Place hand sanitiser and disinfectant wipes along with gloves and facemasks in the test room for use by the examiner and candidate.
- Examiner and candidate to wear masks and gloves.
- Plexiglass partitions between examiner and candidate will be available
- All high touch areas like door handle, doorknobs, tables and chairs to be disinfected after each candidate.
- Stationery items like voice recorders, pens, pencils to be sanitised after each speaking interview by examiner.
- ID to be handed over to examiner through the opening of the plexiglass partitions or placed in a tray kept on the desk to avoid direct touch.
- ID to be sanitised before and after being handed over to examiner.