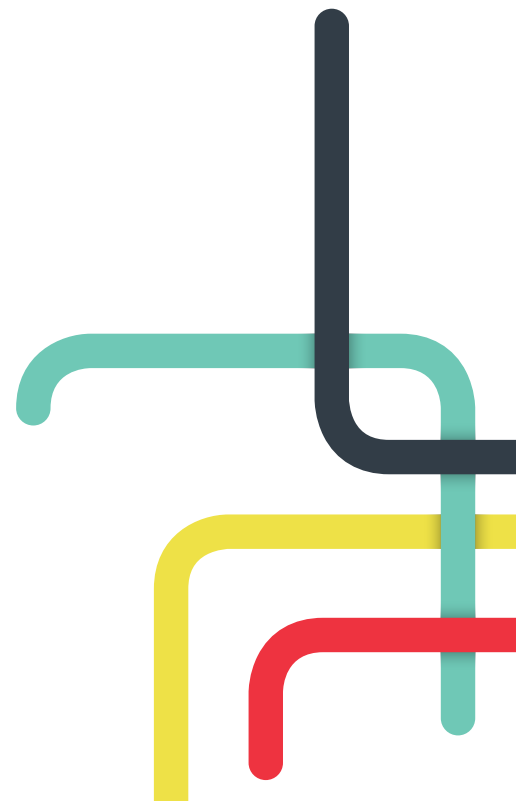


# Health and Safety Measures for Test Day Journey – Candidates

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## Purpose and scope of the document

This document has been designed to provide set standards and procedures to candidates when attending the October/November 2020 exams series with respect to the Covid-19 pandemic.

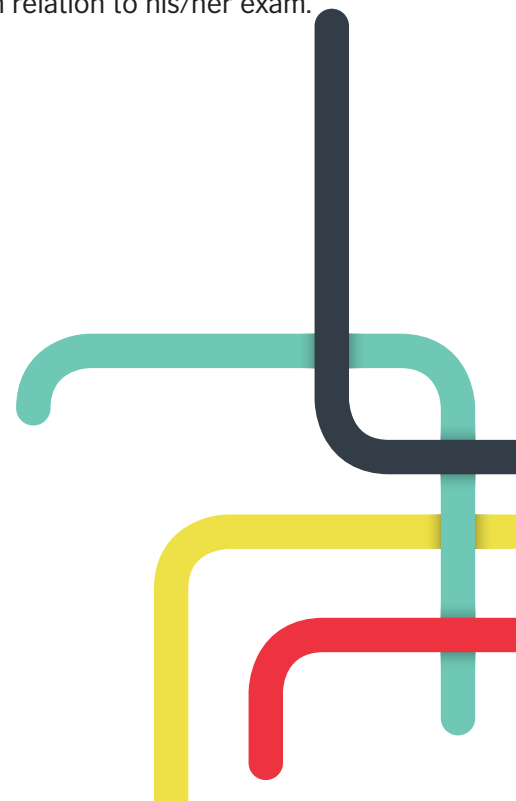
Note that some standards in this document is reliant on local government regulations that may be lifted or change at some point, pending pandemic control. Hence this document will be reviewed on regular basis to address changes and updates from the government.

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

Kindly note all staff assigned to test day delivery of exams at a test venue will be trained on the new policies, controls and measures outlined in this document as a mandatory requirement.

## Entry and personal belongings management

- Candidates should attend the test venue wearing a face mask that covers mouth and nose. They may be requested to remove this for identification purposes.
- 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 to be handed a disposable bag to put their personal belongings and will receive a token number before submitting them to the designated test day staff to be placed within the security area to be collected on their way out. Candidates to ensure they carry their registered ID and stationery to the test room.
- Candidates to proceed to temperature checking area – one at a time at the point of entry. Temperature to be checked as per local country regulations and British Council central guidance by a designated 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 a British Council venue with a temperature in excess of 37.5 degrees Celsius, the following must be followed:
  - o (2 -3) attempts of temperature checking to be carried out to confirm final temperature – candidate is advised to stand in a shaded area before re-checking the temperature.
  - o 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.
  - o candidate's details will be logged to follow up on required action points in relation to his/her exam.
  - o candidate's absence to be reported to Test Day Supervisor.
- Candidates to walk through spray sanitisation (gun) – 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.
- Candidates to submit their personal belongings' disposable bags and take a token for their personal belonging.
- Candidates proceed to the waiting area – maintaining social distancing of 2m from one candidate to another.
- Staff members will be available within the waiting area to supervise candidates and social distancing until they are called to test rooms. Adults accompanying minors will not be allowed in premises.



## Waiting area

- Chairs to be lined up two meters away from each other for candidates.
- Chairs to be marked with candidates' numbers received for their personal belongings – this is to reduce multiple use of one chair by different candidates.
- Chairs to be disinfected before each exam session.
- Hand sanitising products along with gloves and face masks and will be available.
- Display of health and safety posters and social distancing instructions signage will be available.

## Check-in in test rooms

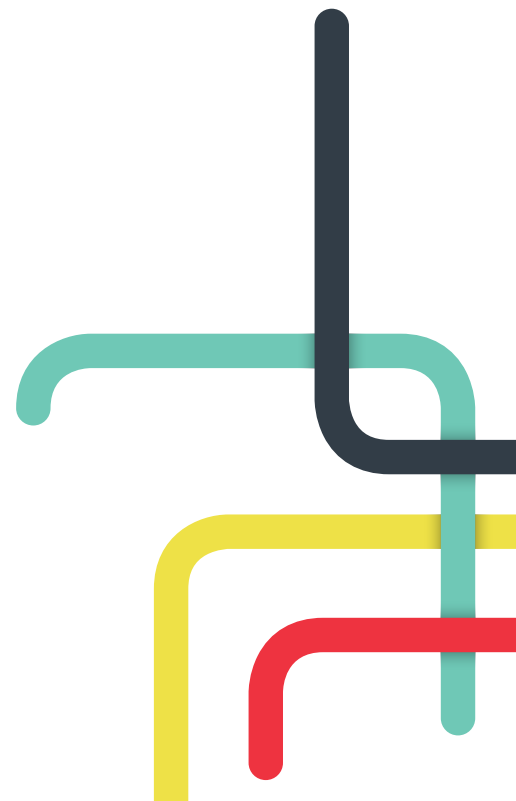
- Sanitising station (Gel, gloves and facemasks) will be available at the check-in point.
- If the candidate is wearing a mask, this must be removed for the purpose of identity check. Mask must be turned inside out for inspection. Candidates must remove the mask themselves and the visual inspection must 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 test 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 must be mentioned in the candidate comms that is sent out before the test.

## Test room

- Test room layout – 2m in the four directions between seats.
- Test room to be cleaned before and after each test sitting. Hand sanitisers, gloves and facemasks will be available in each test room for candidates use when required.
- Headphones must be fitted with disposable covers wherever possible and if not available, headcovers can be used, otherwise, headphones must be sanitised after each use.
- Candidates to be escorted one by one to the test room and seated on their designated place (as per candidate's seating number). First person to enter the testing room should be furthest from the door, and 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 gloves and masks throughout the test.
- Invigilators should continue to actively patrol the test room; greater distance between desks should ensure appropriate social distancing.
- Display of health and safety posters and social distancing instructions signage will be available outside test rooms.



## **Washroom - exit/entry**

- Washroom break to be managed by a floater, one candidate at a time whilst maintaining 2m distance. Candidates to sanitise hands before re-entering test room.
- A cleaner must remain outside within the toilet area to sanitizes after each use.
- Toilets will be used on one by one basis.

## **Exit from the test venue**

- Candidates to exit the test room one at a time.
- Floor markings to assist candidates' compliance with the 2m distance for exit.
- Candidates to be supervised throughout the exit process.
- Candidates to collect personal belongings one at a time.
- Test Venue Staff to accompany the candidates to the gate and wait whilst adhering to the British Council "under 18 safe collection policy".

## **Speaking test**

### **Test room**

- Tables set up to keep 2m distance between examiner and candidate with 1 chair on each side of the table.
- Hand sanitiser and disinfectant wipes along with gloves and facemasks will be available in the test room for use by the examiner and candidate.
- Examiner and candidate to wear masks and gloves. Examiners can either wear a face shield or a face mask
- 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 sanitised before and after being handed over to examiner.

