



COVID-19 Protocol for Theory Exams

Covers	Theory Exams
Date written	14 September 2020
Version	1.0
Review date	September 2020 and then 6 monthly or as required following updated guidance from government and GCMT

This document will help mitigate the current risk posed by Covid-19 as assessed in the BCMB Covid-19 Risk Assessment when holding theory exams. It covers:

- Communicating with and advising students before they arrive at BCMB
- Students entering the BCMB premises
- The exam rooms

Please note – this protocol is a supplement to the Teaching protocol, which covers general building use at BCMB and mitigation actions for students. This applies to the exam setting only.

1) Communicating with and advising students before they arrive at BCMB

Prior to exam

- Students will be asked not to attend if they have any of the COVID-19 symptoms as detailed on the NHS website.
- Students will have their temperature taken on arrival. If higher than 37.8 then they will be asked to leave.

In the exam room

- Desks will be spaced at 1m+ and placed front to back.



- Students to wear masks to enter the room but can remove them once sat down
- Chairs covered with couch roll
- Windows to be open to allow ventilation – students to be advised to bring extra layers. If room too cold then windows should remain open but:
 - put heaters on
 - place screen in front of window to block drafts but allow natural light
- Students will be advised on arrival times to minimise log jam in corridors, and advised to go straight to their exam room
- Students to bring their own water, and pens pencil as per MTI guidelines

Invigilator

- Must inform BCMB if experiencing symptoms of COVID-19 or instructed to self-isolate as soon as possible so BCMB can find alternative invigilator
- Maintain social distancing of 2m, or 1m+ with mask. If examiner needs to be closer than 1m (ie to give out paper or respond to questions) then examiner to don mask.
- Must follow all BCMB general building use protocols whilst on BCMB premises. Tutor to ensure that invigilator has access to these before the exam and that they are explained on arrival

After exam

Students:

- Students to leave via front entrance if in Orange room, rear entrance if in Blue/Green rooms
- Students are not to gather in BCMB and must observe social distancing whilst on the grounds



Invigilator

- Wipe down all tables once exam papers collected
- Dispose of couch roll
- Wipe down door handles and light switches