



Wyvern St Edmund's  
Learning Campus

**Addendum to Wyvern St Edmund's  
Examination Policy  
Covid 19 Contingencies and Autumn  
2020 Covid 19 Processes**

October 2020

## Rationale

This addendum to the Examinations policy sets out how Wyvern St Edmund's (WSE) have adapted their contingency planning for external examinations during the ongoing Covid 19 pandemic. It also confirms the additional public health arrangements which have been put into place for examinations during the November 2020 exam series.

## Responsible Persons

| Role                                    | Name        | Email                        |
|---|-------------|------------------------------|
| Head of Centre                          | Nicola Bull | headteacher@wyvernstedts.org |
| SLT member responsible for examinations | Nick Martin | nmartin@wyvernstedts.org     |
| Examinations Officer                    | Gemma Moody | gmoody@wyvernstedts.org      |

## Autumn 2020 Exam Series - Process Changes related to Covid 19

Contact details for all invigilators and candidates will be collected so that they can be shared with the NHS Test and Trace if needed. Seating plans to be compiled for each exam so that the invigilator's and candidate's details can be cross referenced against the details that WSE hold for them.

All candidates are in year group "bubbles" and will not mix with other year groups when waiting for examinations, sitting examinations or when arriving/departing from examinations. Examination rooms will be well ventilated prior to the exam starting and all exam desks and chairs will be sanitised by the WSE Site Team before and after exams have taken place. All candidates will sanitise their hands on entry and exit of the room they are sitting their exam in using the sanitising stations at the door. Any equipment borrowed from the school and used by the candidates during an exam will be fully sanitised by invigilators after the exam has finished.

Examination desks will be spaced as far apart as possible, and this will exceed the 1.25m requirement set out by JCQ, to allow invigilators the maximum amount of space between themselves and the candidates when walking between desks. Invigilators will be given the option to wear appropriate PPE such as gloves, a mask and/or a visor which will be provided by WSE. Each exam room will contain sanitising products which can be used if needed. There will be points in the exam room where invigilators can stand and remain at least 2 metres away from the nearest desk and see all candidates in the room. Invigilators will be given direction by the Exams Officer before the start of each exam on how to minimise contact between students and they will be asked to stand alongside candidates when interacting with them, rather than face to face.

Invigilators who are acting as readers and scribes will wear face coverings and try to maintain a distance of 2 metres where possible. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others.

### **Contingency Planning**

The Government are yet to announce what the contingency plans are for Summer 2021 examinations but once they have, this addendum to the examinations policy will be updated. In the meantime, should a student be self-isolating or have Covid 19 and they are due to sit examinations during the November 2020 series, they will be entered for the examination in Summer 2021.

If a student due to sit examinations during the November 2020 exam series tests positive for Covid 19 they will therefore be unable to sit their examinations. WSE would contact the local health protection team. A rapid risk assessment would be undertaken by the team to ascertain who has been in close contact with the student and those individuals would be asked to self-isolate and/or obtain a Covid 19 test.