

# Supporting international schools during Coronavirus (COVID-19)



## Guidance on delivery exams safely

As many centres around the world prepare to deliver exams in the coming months, we would like to support your efforts to ensure that students and staff are kept safe during this period.

Centres must always follow the regulations and guidelines issued by their local government to keep candidates safe before, during and after sitting examinations. To assist you, here are some examples of how organisations are preparing for the return of students to schools and administering exams. You may find these a useful reference to adapt to your local situation and conditions.

**Please note that these are provided as a reference only and local regulations must always take priority.**

- [Department for Education \(DfE\) public health guidance for autumn exams in the UK](#)
- [Department for Education \(DfE\) guidance on opening schools in the UK](#)
- [British Council Exam Health and Safety precautions](#)
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Some key measures that centres may wish to consider in preparation for exams are:

**Health and Safety Risk Assessment** - Update your risk assessment relating to the conduct of examinations to be sure you have identified the risks presented and take steps to manage these risks effectively. For example – you may want to consider any risks associated with students waiting to enter the exam room, when they are in the exam room and when they leave and how you will help them to keep a safe distance from each other at all times.

**Capacity** - Consider in advance your centre's capacity to accommodate exams using your existing sites and staff. Will you have sufficient space for all your students if you increase the distance between them etc. You may need to consider booking alternative sites or invigilators so you can provide more distance between students during exams.

**Social Distancing** - Make adaptations to rooms to support distancing where possible.

**Ventilation** - Ensure all exam rooms are well ventilated before, during and after exams.

**Hygiene** - Ensure that cleaning / hygiene procedures are in place for in all areas occupied by staff and students during exams.

**Communication**

- state clearly that candidates must not attend exams if they are experiencing possible COVID-19 symptoms
- provide clear instructions regarding safety processes to staff and candidates before and on arrival e.g. hygiene procedures; how to enter and exit the exam room in a safe way; how to avoid gathering in large groups before or after the exam
- contact Pearson if an exam is not able to proceed as planned because of local lockdown advice.

**Contingencies** - Anticipate and plan for the need to adapt e.g. what will you need to do if students appear unwell before or during an exam.

**Training** - Ensure invigilation staff are trained on all procedures and have a clear understanding of how to behave so they do not make students feel uncomfortable or put them at risk.

**Tracking** - Ensure that you are formally tracking attendance to support COVID-19 track and trace measures in your country.

If you have any other questions about delivering exams please [contact us](#).