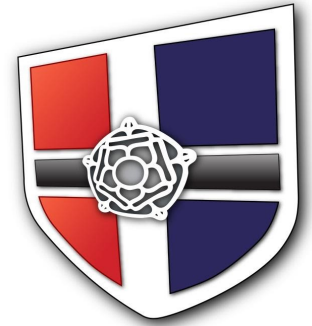


SPONNE SCHOOL EXAM PROTOCOL **DURING COVID 19 PANDEMIC**



Before the Exam Starts

- If you are experiencing any symptoms of the Coronavirus prior to coming to school for an exam please call the school absence line to report your absence.
- If your exam is in the Sports Hall, you will come through the Girls PE changing rooms from the Tom Hollick Hall side, and enter the Sports Hall through the double doors.
- Phones are not to be brought into the exam room and if brought into school must be left in the changing room which will be locked during the exam.
- No equipment will be lent to students in the exam room. Instead, we will provide you with equipment which will be placed on your desk for the entirety of the exam season. You must not remove this equipment from the exam room. Calculators will not be provided, so please bring a calculator with you to the exam.
- Individual student exam timetables are on each desk in the Sports Hall. These must not be tampered with, written on or removed from the Sports Hall.
- All staff and students are to socially distance themselves from others at all times and face masks are to be worn by students when entering the exam room.

During the Exam

- Invigilators are to remain socially distanced from students, and may wear face masks or visors throughout the exam.
- Students are permitted to wear face masks during the exam, if not worn during the exam masks must be placed on the desk.
- Students in the sports hall will sit at the same desk for every exam.
- Students who require to use the toilet during the exam will be asked to place their blazer on a table outside the toilets before using them.
- Any student displaying any COVID 19 symptoms will be taken to the First Aid room.

After the Exam

- Students will be asked to wear their face mask whilst the papers are collected by the invigilation team and whilst they leave the exam room.
- To avoid congestion whilst collecting belongings from the changing rooms, students will be dismissed row by row. Those students in the exam room waiting to be dismissed must remain silent until after they have left the exam room.
- The equipment and pencil cases that have been provided MUST be left on the exam desk and NOT removed from the Sports Hall. Additional equipment will not be provided if it is removed from the exam room.
- You must go back to your lessons avoiding contact with other year groups and enter buildings/classrooms via the route that has been assigned to your year group for use during the covid pandemic.