

Date reviewed: September 2020

BRITISH EXAMS – COVID-19

The Lycée Français Charles de Gaulle will follow the below guidelines which have been set by the DfE and the JCQ/Cambridge in place at the time of Public Examinations taking place

Alternative sites

In the event that alternative sites are required so that exams can run, the DfE exam support service will be contacted to try to find an additional venue. Where a new venue is identified, the Lycée will complete the JCQ's online alternative site arrangements form for GCSE, AS or A levels, or notify the appropriate awarding organisation for other qualifications, as soon as possible. This may be done, where necessary, the day before the exam, or in exceptional circumstances, on the day of the exam. JCQ guidance on alternative sites sets out how this should be done.

Even in areas of local restrictions, we anticipate that alternative sites will be able to remain open for the purpose of hosting exams. However, local conditions may necessitate closure or restriction of a site at the last minute. In the unlikely event that this takes place, the DfE exam support service will be contacted to seek an additional venue.

Candidates who miss exams in the autumn series

As in previous years, provided candidates have taken the minimum necessary assessments for their subject in the autumn series, the Lycée will apply for 'special consideration' to be awarded if they are unable to attend the remaining assessments for valid reasons. This applies to all scenarios mentioned.

The minimum necessary assessments needed for special consideration to apply vary by qualification. For GCSE, AS and A levels, provided candidates have completed a minimum of 25% of the assessments in the subject, they will be awarded a grade if their application for special consideration is accepted.

GCSE, AS and A level exams in the autumn series cannot be rescheduled.

It is possible that some candidates will, very unfortunately, be unable to attend any of their exams. Those candidates who take less than the minimum necessary assessments and therefore cannot be awarded a grade in the autumn series will have the option to enter exams in summer 2021.

PREPARING FOR AND RUNNING AUTUMN EXAMS

Engagement with NHS Test and Trace

The Lycée is familiar with the NHS Test and Trace process and has read the guidance on how schools should respond to any infections. The Lycée will collect and keep contact information for candidates and invigilators so that we can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school or college. Every exam will have a seating plan, so that the names of the invigilators can be added and cross referenced to the contact details held for candidates and invigilators.

Arrival and departure of candidates

Candidates will be told to read the safer travel guidance before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel.

As candidates arrive before the scheduled start time of exams, they will be kept separate from other students arriving at the school or college. A location has been identified where candidates will wait before the exam so that social distancing between group 'bubbles' as well as between on-roll and off-roll candidates can be supported.

Candidates who arrive late for the exam will be made to follow social distancing measures.

There is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times, taking into account any candidates who need extra time in exams.

These considerations apply wherever the exams are taking place - whether in a school, college, private exam centre or another venue booked specifically for the purpose of taking exams. Where alternative locations are used to run exams, the arrival and departure of candidates will be managed to make sure they maintain social distancing as they wait for exams, including from other members of the public who may be present in entry lobbies.

Cleaning

Exam rooms will be kept clean. Frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

Rooms do not need to be left empty between exams, provided they are cleaned properly each time.

The guidance for cleaning non-healthcare settings sets out advice on general cleaning and on cleaning settings when there has been a suspected case of coronavirus (COVID-19).

Set up of the exam room

Desks will not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble.

All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, will be seated 2 metres apart from each other. These candidates can be seated in the same room.

There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.

The importance of adequate ventilation will also be considered when selecting the room for exams. Good ventilation is important and will be maximised wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in particular). For more advice, read the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus (COVID-19) outbreak.

Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.

Face coverings

Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

Candidates and invigilators will wear face coverings in communal areas.

For more information, read the guidance on face coverings in education.

Everyone who uses public transport to travel to exams will be asked to follow the requirements for wearing face coverings.

Invigilators

The Lycée will use internal invigilators.

Before the exams, invigilators will be told what they need to do to minimise contact and maintain as much distance as possible from other staff.

Invigilators do not need to wear gloves when collecting exam scripts from candidates but will wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.

Maintaining distance between staff and candidates

Invigilators and other staff will be told to stand alongside candidates when interacting with them, rather than face to face.

For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff will maintain a 2 metre distance where possible, for example using a separate room from other candidates. 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. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.

If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2 metre distance where possible. If this is not possible, staff will take mitigating measures, such as standing alongside the candidate and considering using a face covering.

Candidate health

The [guidance for households with possible or confirmed coronavirus \(COVID-19\) infections](#) applies throughout.

School and college action

The Lycée will take swift action when we become aware that a candidate entered for the autumn series exams has tested positive for coronavirus (COVID-19). The guidance outlined in [actions for schools during the coronavirus \(COVID-19\) outbreak](#) will be followed. The guidance explains that schools and colleges can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

Candidates with symptoms

Any candidate with symptoms of coronavirus (COVID-19) must stay at home for 10 days from the onset of symptoms and must not leave their homes. The most important symptoms of coronavirus (COVID-19) are the recent onset of either a:

- new continuous cough
- high temperature
- loss of, or change in, their normal sense of taste or smell (anosmia)

Candidates should stay at home and arrange to have a test to see if they have coronavirus (COVID-19).

Candidates will be unable to take exams during their period of isolation. If the candidate is not tested for coronavirus (COVID-19), they must isolate for 10 days from the onset of symptoms.

Where candidates are isolating in line with public health advice

Where a member of the candidate's household is symptomatic, the candidate must isolate for 14 days from the onset of their household member's symptoms. They cannot take exams during that period. This also applies if the candidate is asked to isolate following contact with someone with the virus. Candidates cannot take exams during their period of isolation.

Candidates in quarantine following certain foreign travel must not attend exams during their period of quarantine. See guidance on [travel corridors](#) for an up to date list of countries where quarantine is not required in England.

Where a candidate has a negative test

Candidates should follow guidance about their [coronavirus \(COVID-19\) test result](#) when they receive a negative test. The guidance sets out the circumstances where candidates do not need to self-isolate. They can attend exams in these circumstances.

Candidates who are clinically extremely vulnerable from coronavirus (COVID-19)

Candidates who are clinically extremely vulnerable should refer to the [shielding guidance](#).

Reasonable adjustments

The Lycée will, under Equality Act obligations, continue to make reasonable adjustments for candidates with special educational needs and disabilities.

JCQ, on behalf of its exam board members, publishes extensive guidance about how schools and colleges can support candidates with special educational needs and disabilities who may need reasonable adjustments in order to take their GCSE, AS or A level exams. JCQ has published [supplementary guidance](#) to cover the autumn 2020 exam series.

The support that candidates would have had in place for summer 2020 exams will roll forward until the end of the autumn exam series. Timescales have been published for reasonable adjustment applications for those candidates whose circumstances have changed or new needs have arisen.

The HOC will ensure that the access arrangement is still appropriate, practicable and reasonable.

In the event of a candidate's circumstances changing, the HOC may (where required) need to produce evidence and process an online application.