



Brentside High School Guidance and Procedures:

Spring Series 2022

- **Face coverings must be worn within the examination room by students.** The inside of the mask does not need to be checked, though obviously any suspicious activity would draw its own attention.
- **Face coverings will be worn at all times in the exam hall by invigilators or staff.**
- **We will employ appropriate social distancing.**
- **Windows and doors will be open** to maintain good respiratory hygiene. If there is noise, the door should be closed until that noise has reduced and then reopened. The school is well ventilated so it is **recommended that candidates and invigilators wear warm clothing and layers.**
- **Students and staff must sanitise their hands on entry to the examination room.** This should be repeated on each entry to the room, for example should there be a fire alarm or a bathroom visit. Candidates and invigilators are welcome to bring their own sanitiser if they prefer or to use the one that is provided.
- **Invigilators can walk up and down during the exam but there must be points where the invigilator can stand at least 2 metres away from all candidates.** Invigilators should distance from candidates as much as possible. Invigilators should avoid bending to speak with students wherever possible and should maintain social distancing in all cases apart from brief moments. If needing to speak with a candidate, invigilators should stand side-on where possible. When speaking with the whole cohort and projecting their voice, invigilators should create as much distance between themselves and candidates as is manageable.
- **Students should have their school photo ID on their desk if in the Sixth Form. Students in uniform do not need any additional identification.**
- **Invigilators should maintain distance from other staff** in line with the expectations of all Brentside employees.
- **Invigilators do not need to wear gloves** when collecting exam scripts from candidates but should wash their hands/sanitise thoroughly and more frequently than usual and particularly after handling exam papers.

- Invigilators and other staff must **stand alongside candidates** when interacting with them, rather than face to face. If staff cannot maintain distance, they must avoid close face to face contact and minimise time spent within 1 metre of others.
- **If candidates need to leave the exam room** and need to be accompanied staff should maintain social distancing.
- Any **candidate or member of staff with symptoms of coronavirus** (COVID-19) must stay at home, take a PCR test and if positive self-isolate. On day 6 and day 7, individuals can take LFD tests and if these are negative can return to school from day 7.
- The most important symptoms of coronavirus (COVID-19):
 - A new continuous cough
 - A high temperature
 - A loss of, or change in, their normal sense of taste or smell (anosmia)

Candidates displaying any of the above symptoms should stay at home and [arrange to have a test](#) to see if they have coronavirus (COVID-19). They should contact the school to let us know and we will be able to advise of any special considerations that may be applied.