

COVID-19 Guidance for Centres – valid from 7 September 2020

All centres must ensure that they comply with any guidance or instructions from national and local governments and healthcare authorities in places where they are running tests.

The information provided here is a range of suggestions for ways to run our exams in line with social distancing measures. This is guidance and you can adapt it to suit any additional measures mandated by the authorities in your country/region. We are easing some of our normal regulations to help you with meeting local government advice when running exams during the Covid-19 pandemic.

We cannot guarantee the health and safety of any candidates, centre staff or any other individuals, and we do not overrule/replace any government or public health authority advice.

Preparation before the exam:

Give clear information to candidates and staff:

- Inform candidates, invigilators and examiners in advance of any measures you need them to take, such as additional hygiene procedures.
- Inform candidates they will not be permitted to take the exam and should not come to the exam venue if they display symptoms of Covid-19.
- Ask candidates/invigilators/examiner if they have recently:
 - displayed symptoms (suggested by WHO. Please follow guidance from your authorities)
 - been in contact with symptomatic people
 - travelled to places restricted by your local authorities.
- If their answer from a candidate is yes, consider cancelling their exam and rebooking them for a later session. For an invigilator or examiner, replace them with somebody else for that exam session.
- You may want to provide a form for candidates/invigilators/examiners to sign and confirm to you that they have not been symptomatic, recently been in contact with someone who is symptomatic, or travelled to a restricted destination.
- These forms should not be considered as a health certificate. We cannot guarantee that this will protect centres.
- These forms are to be completed by candidates/centre staff before the exam to allow them to take/examine Cambridge Assessment English exams.
- Inform candidates that if they leave anything behind after the exam (such as forgetting a pencil case), these items may be thrown away or destroyed for hygiene reasons. Candidates must make sure they take all their belongings with them when they leave the venue.
- Ensure venue staff are well briefed to ensure they are clearly informed about your Covid-19 safety measures and feel prepared to deal with students and run the exam.
- Provide contact information for staff or candidates who have questions.



- Develop a plan in case someone displays symptoms of Covid-19 during the exam day. For example, if they are displaying symptoms, you might want to cancel their test and ask them to leave the exam room. Outside the room, you can ask them to leave the venue or make arrangements for a parent to collect them in the case of a younger candidate. If doing this, it's important to handle it sensitively as it may be upsetting for the candidate.

Getting the exam venue ready

- If you are planning to use school premises as a venue, please ensure that the education authorities in your region (e.g. Ministry of Education) have not barred the use of school premises for student gatherings.
- **Provide additional signs/information boards for candidates on arrival to help them follow your Covid-19 regulations.** To help you with this, we have created some posters:
 - Keep your Distance
 - General
 - Wash your Hands
- As these are templates, you can either use them in their original format, or you can copy the text for your own use or translate them. There is no obligation to use these posters, and if you have any alternative arrangements in your own country, please follow those. Please make sure that they are displayed **outside** the exam rooms, if they are in English.
- **Clean and disinfect all test venues before any Cambridge exams, including bathroom areas, the exam room and any waiting areas.**
- Where possible, provide clear guidance (such as markers on the floor) showing social distancing. For example, in the waiting room place chairs 1,5 metres apart, or put marks on the floor to show where people can stand while still being 1,5 metres apart. The actual distance may vary from country to country – check your national or local guidance on this.
- **Arrange desks so that candidates can sit far enough apart during the exam.**
- **Provide hand sanitisers at all exam venues.** These are now authorised items in the exam room.
- Clean all equipment, tables and computers between each exam session.
- Headphones must be disinfected after each use and you need to ensure that the material covering the ear pieces can either be washed or disposed of.
- Candidates cannot bring their own headphones in from home for use in the Listening component as these may not be compatible. We also need to ensure that security of the test is not compromised by unauthorised devices being used.
- Make sure there is soap and suitable hand washing facilities in the bathrooms.

Running the exam

- As stated above, you can run the exam multiple times in one day, with the exception of C1 Advanced. Please keep separate cohorts of candidates apart.
- You can also run the exam at any time during the day. You are not restricted to the time-frames specified in the Exam Day Booklet, with the exception of C1 Advanced.
- You might need additional time at the start of each exam for candidate health screening. In some regions, centres are carrying out contact-free temperature checks on candidates when they arrive at the venue.
- If candidates have used extra paper for Writing, ask them to show you it at a safe distance – if there is no exam content on it, they can take it with them. If they have written exam content that could be useful to other candidates, ask them to place it somewhere for you to collect it (we suggest you use gloves) and dispose of it.
- Make sure it is clear to candidates and staff how to comply with social distancing regulations during the exam.
- The designated area for candidate belongings: please think carefully how to prepare a designated area. Ideally, candidates should not bring anything unnecessary to the exam. Their belongings should not be touched to avoid cross contamination. If there is no way to manage the designated area sufficiently, we can allow for candidates to keep their belongings under the desk, either in their own bags, or you can give them a bag to put their belongings in, which has their candidate number. These bags can go under their desks, however, they must not contain their electronic devices. Please make sure that belongings under desks are not a trip hazard.
- Electronic devices such as a mobile phone: ideally candidates should not bring these to the exam. If they do, they should be collected without cross contamination. For example, you might instruct the candidate to leave them on a disinfected surface, then the candidate can return to collect without anyone having touched it. This should be outside the test room. If that is not possible and you have no other alternative, you can arrange this inside the test room. Please make sure candidates have switched off their phones before placing them on the table. We do not want phones to ring during the test and cause disruption and we do not want anyone to use them to cheat in any way. You can also use dead zone bags for this purpose.
- Using protective gloves, discard any materials left by the candidates (such as water bottles) safely.
- Candidates will need breaks, please ask them to continue following the social distancing measures during the break times.
- There may not be sufficient space for invigilators to walk around the room as they normally would. Ask your invigilators to do what they can, but we accept that they will not be able to move around the room and check performance in the usual way.
- We will continue to scrutinise statistical evidence after tests to find any anomalies, and we appreciate your support in making sure no live exam materials are removed from the exam room.

Identity checks

- Your invigilators still need to carry out ID checks as stated in our guidelines in the Exam Day Booklet.
- We are aware that some IDs might have expired and cannot be renewed due to the current restrictions. As some governments are stating that expired IDs are valid for a further period, please follow their advice if such cases arise.
- Use disposable gloves to handle any IDs, and you may wish to wear masks while doing these checks. You can also sanitize your hands instead of wearing gloves.
- You may need to ask candidates to briefly remove their mask in the most sanitary way possible, so you can see their face if you are unable to verify their identity with the mask on.
- Do not touch candidate masks.
- Where possible, please refer to [the WHO guidelines on the use of face masks](#) as a guideline and ask your invigilators to familiarise themselves with these. If your regional or national authorities have published specific guidance, please follow that.

Test Day Photos

Test day photos for C1 Advanced are still mandatory. For B2 First and C2 Proficiency, test day photos are no longer mandatory for Cambridge Assessment English, however, some recognising organisations might want photos.

For all other exams, test day photos are not mandatory.

C1 Advanced	Mandatory	Take photos as usual using Identica
B2 First C2 Proficiency	Optional – check with candidates if they will need them	Take photos using Identica for those candidates that need them

Candidates cannot have photos taken with their masks on. Identica will likely report an error, and even if the photo is taken, receiving organisations will not accept it.

If you are going to take a photo, ask candidates to remove the mask in the most sanitary way possible. You may need to sit further away than usual but as digital photos can be enlarged this is ok.

Face Masks

Until further notice candidates, centre staff and examiners must wear a face mask covering their mouth and nose during the test if they choose to do so or are advised to do so by national or local healthcare authorities. The use of face masks is allowed for both written and Speaking tests.

If candidates choose to wear a mask, they are required to remove it briefly during ID checks and for test day photos.

Speaking Test

Please share these guidelines with your Speaking Examiners (SEs) and make them aware of the provisions that your centre has put in place to comply with the Covid-19 pandemic related guidance and instructions.

Preparing for the test:

- Tests might take slightly longer with social distancing measures, so bear this in mind when scheduling them. Centres that have run tests so far have found that adding one or two minutes between Speaking tests allows them time to disinfect items, etc.
- Choose a test room that is big enough to meet social distancing requirements, and set up the desks and chairs to allow people to sit far enough apart.
- Where possible, ensure disinfectant solution or wipes are available to wipe surfaces between tests.

Speaking test materials:

- **Multiple booklets: Speaking test prompts - using multiple booklets:** if you have enough materials you can use multiple booklets to give each candidate their own booklet to view the Speaking test prompts. You would need to sanitise the booklets after each candidate has used them or give candidates disposable gloves.
- **Young Learners exams:**
 - Young learners – where tasks are larger in the candidate booklets than in the examiner booklets, examiners can photocopy these larger tasks to enable candidates to see more clearly the examiners materials from a distance.
 - Display the cards out on a separate table or a similar arrangements and provide the interlocutor with a long pointer/ to point at the cards.
 - The YL interlocutor may need to sit opposite the candidate so that the correct distance can be kept while maintaining social distancing.

During the test:

- Do not hand Speaking mark sheets to candidates (contrary to what the Exam Day Booklet says). Instead the marshal must hand over the mark sheet to the examiner. The marshal can wear disposable gloves for this. This can be done for each candidate that enters the room, or at the beginning of the day.
- The marshal must be very clear about which mark sheet belongs to which candidate, and examiners can check the candidate names with the candidates to be sure as well.
- Candidates enter the room, keeping the prescribed distance from each other.
- The candidates provide their name as per usual.
- If the Assessor is in any doubt of the identity of each candidate, they should intervene to ask the surname of each candidate.
- Examiners should take into account that in some cases masks might affect clarity and should be prepared to repeat what they say if candidates did not understand them. If an examiner thinks a candidate's pronunciation has been affected by wearing a mask, they should take this into account when awarding marks and avoid marking down when unsure so that no candidate is disadvantaged.

COVID-19 Guida per i Centri – valida dal 7 Settembre 2020

Tutti i Centri devono attenersi alle linee guida fornite dalle Istituzioni Locali e Nazionali, nonché dalle Autorità Sanitarie predisposte.

Le informazioni fornite in questa guida sono una serie di suggerimenti atti a far sì che gli esami vengano svolti in accordo con le regole del distanziamento sociale.

Quanto riportato può essere modificato e adattato a qualsiasi altra misura precauzionale stabilita dalla Regione di pertinenza.

Preparazione prima della data di esame

Il Centro fornisce sia ai candidati che allo staff informazioni precise in merito a:

- Procedure igieniche e dispositivi di protezione da usare durante la prova
- Covid Declaration Form. Sia i candidati che lo staff devono presentare il giorno dell'esame questo modulo debitamente compilato e firmato: ogni partecipante dichiara di non essere entrato in contatto con persone infette o potenzialmente tali, di non essere sintomatico e di non avere viaggiato in territori ad alto tasso infettivo.

Preparazione della sede di esame

- Oltre alla cartellonistica prevista da Cambridge per lo svolgimento delle sessioni di esame, deve essere esposta e ben visibile una ulteriore segnaletica che aiuti i candidati e lo staff a seguire le procedure anti Covid.
- Aule e bagni devono essere puliti e disinfettati prima e dopo l'inizio di ogni prova
- I banchi devono essere sistemati in maniera tale da garantire le distanze di sicurezza. Cambridge già prevede da regolamento una distanza minima di 1,25 mt, che in questa particolare situazione viene portata a 1,5 mt.
- In ogni aula è previsto un dispenser di gel igienizzante

Mascherine per il viso

Fino a ulteriore comunicazione, i candidati e lo staff devono indossare la mascherina a protezione del naso e della bocca per tutta la durata della prova.

Materiale per la prova di Speaking

- Booklets multipli. Il nostro Centro provvede a fare trovare in aula il materiale di esame per ogni candidato. *Il nostro Centro, in aggiunta, prevede che tutto il materiale di esame sia toccato/gestito solamente dagli esaminatori, per evitare possibili contagi. I candidati inoltre devono igienizzare le mani prima di entrare nell'aula di esame.*