University Exams

Important information for candidates

28 October 2020

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While you are getting ready for your exam, we would like to share the measures we have taken to ensure your safety on the day of your exam.

**What to expect before the exam:**

• **Hand hygiene** - We are providing hand sanitisers at each exam venue.  
• **Temperature checks** - Your temperature will be checked with a no-contact thermometer prior to entering the exam venue. If your temperature exceeds 37oC, we will carry out a second temperature check after 15 minutes. If your temperature exceeds  37oC again, our staff at the venue will decide and let you know if you could be allowed to take the exam.

If you are under 18 and not under the collection status, you will be asked to leave the premises by contacting the parents.

If you are under 18 and have a collection status, then you will be asked to wait in a separate area till your parents come to collect you.

If you pass through the temperature check but in the opinion of the Supervisor have flu like symptoms or after entering you declare that you are sick the Supervisor can follow the same guidelines as above and request you to leave the exam premises.

• **No baggage** will be allowed to be brought into the exam venue. You could bring in a small transparent case carrying stationery required for the exams, approved identity document and a water bottle. You could bring in a small personal effects bag as well.  
• **Bring your own stationery**. British Council will not be providing stationery for exams due to the prevailing situation and as an extra Health and Safety measure.  
• **No visitors** - Only the candidate will be allowed to enter the premises.  
• **No parking** - There will be no parking facilities at the exam venue.  
• **Facemask** - Please don’t forget to wear a facemask when you come for the exam

**Agreeing to the test day declaration prior to entry:**

We will not allow candidates to sit for the exams under the following conditions:

* You have travelled overseas, in the 14- day period prior to your test days;
* Is under self-quarantine according to local guidelines;
* Have a high temperature, persistent cough, difficulty breathing or other flu-like symptoms
* Have an immediate family member or close contact who has been reported Covid19 positive or in quarantine or self-isolation

You are expected to sign a declaration form to say that you do not fall into any of the above categories before entering the venue.

We would accept PCR test results under the below conditions.

* A household member is positive and the PCR tests have been done for all the others in the household and the candidate submits all the test results at least 24 hours prior to the exam.

**What to expect during the exam:**

• **Social distancing** - We will be maintaining 1.5 metres social distancing between you and your fellow candidates.   
• **Disinfection** - All exam room touch points will be fully cleaned and sanitised before every test  
• **Restroom cleaning** - Restroom touch points will be cleaned on use.   
• **Identity checks** – You must remove your facemask and turn it inside out for visual inspection to be performed at a distance. For identity check during the exam you should raise your ID towards the Invigilator as they approach your desk.  
• **Staff hygiene** - The invigilators will sanitise their hands prior to distribution and collection of exams material.

* **We do not encourage or practice separated delivery of exams in other rooms as we have a duty of care towards our Venue Staff or any other probable contact.**

**What to expect after the exam:**  
• **Safer exit** - You will be allowed to exit the exam venue maintaining social distance.  
• **No gathering** will be allowed inside the premises.  
• Wherever applicable the safer collection policy for child protection will apply.

For the safety of others, we recommend that you refrain from reporting to the exam venue if you have been tested positive for Covid-19 within the last 30 days or currently having symptoms of fever, cough and cold, and sore throat.

**We are always here to help, so if you have any queries please get in touch with Sanjeewa Abeysekara at** [Sanjeewa.Abeysekara@britishcouncil.org](mailto:Sanjeewa.Abeysekara@britishcouncil.org)