

COVID-19 CAMBRIDGE EXAM ARRANGEMENTS – STUDENTS

1. Special announcement:

Before the exam, communicate to the school if:

Scenario A: YOU HAVE COVID-19 SYMPTOMS

Scenario B: YOU HAVE BEEN EXPOSED (close contact) to a person who is suspected or is known to have COVID-19

Scenario C: YOU HAVE RECEIVED A POSITIVE COVID-19 TEST RESULT

Scenario D: YOU ARE RETURNING FROM TRAVEL TO AREAS RESTRICTED BY THE MINISTRY OF HEALTH, BOTSWANA.

2. Start of the exam in the morning or afternoon:

- Candidates should be at the Northwest exam rooms/Labs 30 to 40 minutes before the start of the exam. This is to allow enough time for temperature recording.
- Candidates maintain social distancing before they enter the exam room
- Candidates coming onto campus must have their temperatures taken at the gate
- Boarders must have their temperature taken at the Boarding House/Front Office each day.
- Temperature registration/registers will be done row by row, according to the seating plan.
- Candidates should sign the temperature register in the column as indicated.
- Candidates must keep their bags in the lockers on Campus. This is so as to observe social distancing, which would be compromised if bags were put in the bag rooms.
- Candidates carry only their writing materials and other requirements to the exam room in a transparent plastic bag/plastic pocket.
- All cell phones/electronic devices must be switched off and left in the bags at the lockers. **NO CELLPHONES ALLOWED AT THE EXAM ROOMS.**

- Hands must be sanitised whenever entering the exam room.
- Desks/chairs must be disinfected before use.
- A one-way system will allow candidates to move through the exam room to their desk, or candidates will be allowed to enter the room gradually, in small groups.
- Candidates can take hand sanitiser and 'essential' medication into the exam room e.g. asthma pump. Invigilators should check that the packaging has been removed, and that there are no notes or means of communication.
- All the candidates are required to come to the exam room with masks and/or sanitisers.
- Candidates may be asked to remove their face mask for the purpose of verifying the identity of the candidate or to ensure that there is no security threat in the form of writing or concealment of potential items that would raise concerns during the exam process.
- Hand sanitisers are available at the entrance of the examination room and inside the exam hall at all times.
- The candidates will also sanitize their hands before receiving exam papers and/or handing them back to invigilators.

3. **During exams:**

- The exam regulations will still apply.
- Only transparent pencil bags/plastic pockets are allowed on desks.
- Only transparent water bottles, with no labels, are allowed.
- Essential medications, such as an asthma pump, may be brought into the exam room in a transparent plastic pocket. Invigilators must be informed.
- Personal sanitisers may be brought into the exam room in a transparent plastic pocket. They must not have any labels/writing on them.
- No geometry set tins or calculator covers are allowed.
- Lip balm, sweets and fruit juices are not allowed.
- Candidates are not allowed to borrow stationery from each other/no sharing of materials in the exam room.

- During practical exams (Biology, Physics etc.), equipment will be cleaned after candidates use it.
- During practical exams (Biology, Physics etc.), candidates are encouraged to wash their hands or use personal hand sanitiser before and after using any equipment.
- Social distancing should be maintained, even when going to the washroom.

4. At the end of the exam:

- Candidates remain silent and seated at their desk until all the papers have been collected and counted by the invigilators.
- Candidates follow all instructions as given by the invigilators.
- Candidates must make sure they take all their personal belongings with them when leaving the exam room after the exam.
- Anything left behind after the exam (such as a pencil case etc.), may be thrown away or destroyed for hygiene reasons.
- Social distancing must be maintained, even outside the exam room as candidates leave.
- The invigilator may inspect a facemask and/or gloves as candidates leave, following the completion of an exam.
- A one-way system will allow candidates to leave the exam room. Candidates will be allowed to leave the room gradually, in small groups.
- Candidates will be told to leave row by row in order to maintain social distancing.

NB: These procedures will be followed before, during and after **each exam**, even for candidates who write more than one exam per day.

COMPILED BY: Julius Onyait

Source:

1. Cambridge Assessment International Examinations – How to run the November 2020 exams.

2. <https://studenthealth.ucsf.edu/covid19-care-testing>