

Area of Concern to be Addressed	Control Measures	In Place	Proposed Action	By When	Responsible Person
	Good Practic Control Measures Adopted	Yes/No			
Candidates missing exams	Identify any students who are at risk of missing the exam session. Minimum necessary assessments needed for special consideration to apply vary by qualification. Provided students have completed 25% of assessments in the subject, they will be awarded a grade if their application for special consideration is considered.	Yes	JCQ protocol to be adhered to for any absent students. Any requests for special consideration will need to be accompanied by medical evidence to submit to the Examining board.	On the day the a Student misses an Exam.	Simon O'Connor.
Arrival and departure of candidates	Candidates should have identified space to wait prior to exam start away from other students. This should support social distancing between "bubbles" and on-roll/off-roll candidates	Yes	Seating Plans for Exams take this into consideration. Different year groups will enter and exit the exam venue in separate ways in order to adhere to "bubbles".	Already in place.	Simon O'Connor.
	Identify arrangements for students who arrive late to the exam to support social distancing	Yes	Any late arrivals will be be placed at the back of the exam room, to avoid disruption to the rest of the students.	Already in place.	Simon O'Connor.
	Identify arrangements for staggered entrance and exit if multiple exams are taking place at the same time including any candidates who are eligible for additional time.	Yes	Seating Plans for Exams take this into consideration. Different year groups will enter and exit the exam venue in separate ways in order to adhere to "bubbles". Extra Tiem students will be sat in a different room.	Already in place.	Simon O'Connor.
Cleaning	Ensure exam spaces are kept clean. Frequently touched surfaces should be cleaned after every exam including backs of chairs	Yes	Invigilators are aware of cleaning surfaces and stationery and exam tables before and after each exam has finished. Disposable wipes are to be made avialabel in every exam room used.	Already in place.	Simon O'Connor.
Set up of exam rooms	Desks should not be set up face to face	Yes	This is set out as per our seating plan. All desks will be facing the same way.	Already in place.	Simon O'Connor.
	Desks should be set up at a minimum of 1.25m following JCQ Instructions for Conducting Examinations. Where possible this should be reviewed to 2m if space is allowable.	Yes	JCQ regulations adhered to and where possible a 2m space will be left in between desks.	Already in place.	Simon O'Connor.
	A 2m space should be in place between bubbles or private candidates	Yes	This has been out into our seating plans and will be adhered too.	Already in place.	Simon O'Connor.

	Adequate ventilation should be considered when selecting the room. Good ventilation is important and should be maximised where possible through opening windows and propping doors (external facing fire doors can be opened but internal compartmentalisation doors must not be propped open)	Yes	The use of opening doors and windows in exam rooms has been discussed, and will ensure that this take place.	Already in place.	Simon O'Connor.
	Invigilators may walk up and down aisles between desks but there must also be a dedicated area to allow invigilators to stand 2m from each other and all desks to view candidates. When walking between desk Invigilators to wear masks as less that 2m distance from pupils.	Yes	Invigilator training has taken place and they are aware of their roles and what is required of them.	Already in place.	Simon O'Connor.
Face coverings	Invigilators and candidates do not need to wear face coverings but may wear them if they wish	Yes	Exam information has been shared with students and they have been made aware of face coverings.	Already in place.	Simon O'Connor.
	Candidates and invigilators must wear face coverings in communal areas	Yes	This is E-ACT policy during Covid and is applicable to students and Invigilators too.	Already in place.	Simon O'Connor.
Invigilators	Ensure invigilators are aware of academy risk assessment in relation to contact tracing, hygiene, social distancing	Yes	This has been part of the Invigilator training.	Already in place.	Simon O'Connor.
	Invigilators do not need to wear gloves when collecting exam scripts if suitable handwashing/sanitisation is in place in line with "catch it, bin it, kill it" guidance	Yes	Hand santiser will be made available in exam rooms, Invigilators to use as and when required.	Already in place.	Simon O'Connor.
Maintaining distance between staff and candidates	Invigilators should stand side to side with candidates rather than face to face. Invigilators should keep a record of who they supported in exam in case of later positive test by either party to facilitate track and trace	Yes	The Exam incident log accurately records Invigilators in each room, alongside students present. This will be used as part of the track and trace tool.	Already in place.	Simon O'Connor.
	For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should 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		SEN students are placed in smaller rooms, where they require a Reader/Scribe. Invigilators in these rooms will be working a face mask.	Already in place.	Simon O'Connor.
	If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and use a face covering.		This is shared via Invigilator training and all invigilators are aware of this.	Already in place.	Simon O'Connor.
Candidate Health	Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered	Yes	Regular communication is made with families. Where there is a language barrier we have staff members that transalte information to parents whenever required.	Already in place.	Simon O'Connor.
	Ensure message around staying home if ill is reinforced	Yes	Yes this is done via Website and letters including text messages.	Already in place.	Simon O'Connor.

	Clear communication around hygiene guidance	Yes	Yes this is done via Website and letters including text messages.	Already in place.	Simon O'Connor.
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 home. Candidates should stay at home and arrange a test. Candidates will be unable to take exams during this period of isolation.	Yes	Yes this is done via Website and letters including text messages.	Already in place.	Simon O'Connor.
	Clear procedures in place where a candidate falls ill at school in line with guidance. Ensure isolation room identified. Immediate notification to absent@e-act.org.uk in every case. Ensure PPE available within exam room.	Yes	Parents are aware of how to inform school of an absence. Yes this is done via Website and letters including text messages. PPE will be available in the exam rooms, shall the need arise to use it.	Already in place.	Simon O'Connor.
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.	Yes	Examining boards will be notified of the student absence and special consideration requests will be made accordingly.	Already in place.	Simon O'Connor.
	Candidates in quarantine following certain foreign travel must not attend exams during their period of quarantine	Yes	Parents are aware of how to inform school of an absence. Yes this is done via Website and letters including text messages. PPE will be available in the exam rooms, shall the need arise to use it.	Already in place.	Simon O'Connor.
Candidates who are clinically extremely vulnerable	Candidates in this group who have received an NHS or GP letter should not attend exams during the period of their letter	Yes	Parents are aware of how to inform school of an absence. Yes this is done via Website and letters including text messages. PPE will be available in the exam rooms, shall the need arise to use it.	Already in place.	Simon O'Connor.
Reasonable adjustments	Schools must continue to make reasonable adjustments for candidates with special educational needs and disabilities	Yes	This is in line with our SEN policy.	Already in place.	Simon O'Connor.
	SENCO will need to ensure that access arrangements are appropriate, practicable and reasonable. If candidate's circumstances change the SENCO will need to produce evidence and process an online application	Yes	Access arrangements are all up to date. She works very closely with the EO in order to share any updates.	Already in place.	Simon O'Connor.