

Dear Learner,

Please read this document in full, it contains important information about your assessment and changes due to Covid-19.

The exam will be held at Southend Adult Community College, Ambleside Drive, SS1 2UP.

### **COVID-19 Safety precautions**

You are required, unless exempt, to put on a face covering before entering the building. Your face covering must remain in place until seated in the exam room. You may wear your face covering throughout your assessment, if you wish to, but you are not obliged to.

If you need to speak to the Invigilator, please replace your face covering and raise your hand. Face coverings must be worn, unless exempt, in all communal areas.

There are hand sanitising stations placed around the college; please make use of them, as you enter the building and during your time at college.

Your Invigilator will regularly sanitise their own hands, and will have done so before handling any exam papers.

Your exam room will have the windows open to allow ventilation. They will remain open throughout your assessment, so please dress appropriately. Bags and coats must be placed underneath your exam desk. Please try and bring as few possessions as you can.

**Mobile phones and smart watches/ devices are strictly forbidden in the exam room** and breaking this rule will result in disqualification by the Exam Board. Please leave them at home, if you can. Reception will only accept your devices and phones in a few exceptional circumstances.

### **On your exam/assessment day**

Please arrive on time for your assessment, and wait at a 2 metre distance from anyone else, outside the building until you are called.

When called please go straight to the exam room, following the directional markings that have been placed around the college.

Please do not form groups inside or outside the building and maintain a strict 2 metre distance between you and other learners and staff.

Food and drink is not permitted in the exam room, with the exception of a clear bottle of water, with the label removed. Café facilities may not be available.

Please bring your own equipment; you are not permitted to borrow or share. Please check that your equipment is in working order before your assessment.

If you have an Approved Access Arrangement that requires special equipment, such as, coloured overlays or headphones, you must provide these yourself or make arrangements with your Tutor beforehand, so that you can bring them along to your assessment.

**You are required to bring photographic ID with you and place it, face up, on your exam desk, so that the Invigilator can identify you.** If you are unable to provide photographic ID, you must advise your Tutor or the Exams Department, as a matter of urgency **before** your exam date.

Once you are permitted to leave the exam room, you must immediately leave the building, please do not wait for other learners.

### **Prior to the exam/assessment day**

If you have symptoms of Covid-19 or are isolating at the time of the assessment you must stay at home and advise the Exams Department at [exams@southend-adult.ac.uk](mailto:exams@southend-adult.ac.uk) or call 01702 445700, option 4. If you feel that you are unable to attend the exam for any reason, please let us know.

We strongly recommend that you arrange to take a Covid test 48 hours before your assessment date, in order to receive a result in time.

You can find local testing sites and how to book a test here:  
<https://www.southend.gov.uk/gettested>

We all have a responsibility to keep ourselves and others safe during this Pandemic. Please follow the above guidelines.

If you have any questions or concerns, please contact your Tutor or the Exams Department on the above email address. You will need to notify us of any changes of address/telephone number as soon as possible to ensure correct delivery of the results and certificates.

Good Luck with your Assessment!

Regards  
Nicola Barwell  
**Exams and Assessments Officer**