

## **COVID-19 Exam Room Regulations**

Please read this document carefully. This document will provide you with important information about how to stay safe in the exam room during Covid-19. If you have any further questions or concerns, please contact the Exams Officer at [igcsecoordinator@isl.sch.zm](mailto:igcsecoordinator@isl.sch.zm)

1. ALL candidates are **required to wear a mask** before entering the exam room and for the entire duration of the exam.
2. Candidates should at all times keep a **social distance of two metres** apart from each other.
3. ALL candidates are expected to **arrive** for their exam **AT LEAST 15 min** before the official start time.
4. Candidates will be asked to sit in a designated holding area before the exam so that they maintain social distancing.
5. Candidates will **enter** the exam room **only when called upon by the Exam Supervisor**.
6. Before entering the exam room candidates **must sanitise their hands** with the equipment provided.
7. When entering the exam room, candidates will be asked to sit at a designated desk by the Exams Supervisor. Before taking their place, candidates should **check if their correct name appears** on the desk.
8. Candidates **must bring their own equipment** for the exam - at least two working pens and other stationary if required. Candidates are allowed to bring bottled water.
9. If a candidate needs to go to the **bathroom**, they should **signal the Exams Supervisor** by raising their hand. When reentering the exam room, candidates should sanitise their hands again.
10. When the exam finishes, candidates will be **dismissed one at a time** by the Exams Supervisor. Candidates will exit the exam room through the same entrance they came in.
11. If a candidate has an exam during the day, they are excused from attending normal lessons. Candidates can attend lessons if they wish to do so, but **must not be late** for their exams.

These rules have been designed to minimize any disruption to normal exam rules and procedures while keeping staff and students safe. This is to ensure that there is no additional stress or anxiety put on students because of the Covid pandemic.

We want all candidates to feel safe and focus on their exams. Therefore it is important that **all students adhere to the rules at all times**.

**Candidates who disregard the health and safety rules and/or refuse to follow instructions from the Exam Supervisor may be asked to leave the exam room!**

For any **EMERGENCIES** on or before exam day, please contact the **Emergency Exams Tel. 0967871411**