

Exam Arrangements, Autumn 2020 Series

Following government advice, please read the exam arrangements detailed below carefully and email resultsenquiries@priestley.ac.uk if you wish to discuss anything further.

Face Coverings

- Face coverings are compulsory on site in communal areas, please bring one with you and wear it where applicable unless exempt. At the time of writing, you won't be required to wear one once in the exam room.
- If you need to go to the toilet or rest break outside the exam room, please note along the corridors are a "communal area" and you will need to wear your face covering unless exempt- please let us know by email if you have a medical condition.
- If you are travelling to Priestley via public transport please ensure you wear your covering there too.

Authorised & Unauthorised items

- Mobile phones are not allowed in the exam room, if you do bring one please ensure you hand it in to the LRC.
- If you are a returning student to Priestley, as you won't have a valid student ID card please bring photo ID – driving (or provisional) licence or passport. Please let the exams team know if you don't have photo ID before your exam.
- Due to current restrictions on handling items we will not be allowed to loan you any exam equipment. Please ensure you bring all necessary stationery with you as the invigilator cannot provide you with any. If don't have access to certain equipment, please let us know beforehand.
- If you need to use an additional answer book this will already be on your exam desk, but please only use it and write your details on if necessary. Please do not take blank answer booklets outside the room, this is against the rules.

Arrival and departure

- If your exam room is P1.16 there is a designated waiting area for you – under the gazebo on the lawn opposite P1.16 (outside the Science laboratories). Please do not wait anywhere else on site.
- If your exam room is another classroom, please wait outside the room on the corridor wearing your face covering.
- If your exam starts at 9:00am please be in the waiting area for 8:45am, for 1:00pm exams please be in the waiting area for 12:45pm. Once you are dismissed from the exam room, if applicable please collect your phone then leave the campus as soon as possible. Please do not wait around on site as you will be asked to leave.
- If you arrive late, please do not worry. Please ring the College on 01925 633591 with your expected

arrival time. Ensure you leave your phone at the LRC before entering the exam room, maintain distancing and an invigilator will brief you before allowing you to start your exam. You will still be given the full exam duration.

The Exam room

- Windows in the exam room will have to be open for appropriate ventilation, please ensure you bring enough layers and a coat or jacket with you.
- Please ensure you maintain a 2 metre distance whilst on site at all times. Your exam desk will be 2 metres from the nearest desk(s).
- Invigilators can walk between desks as normal, but will maintain a 2 metre distance when not moving around the room.
- If you are in a separate exam room the invigilator will also maintain a 2 metre distance. If this isn't possible at all times due to reading or scribing for you, the invigilator will be wearing a face covering and gloves to come closer to you, and then retreat back 2 metres.

Other information

- The College is required to engage with NHS track and trace, a seating plan of the room will be completed, and we will use the contact details provided on your entry form only if necessary.
- The room, your desk and chair will have been cleaned thoroughly by our Estates team and they will clean everything once you have left the room.
- There is a one way system in operation around College to help maintain social distancing. Due to the extenuating circumstances of this Autumn series the clock will be stopped for a toilet break in order to follow the one way system so that you don't incur any unnecessary loss of time.
- Please ensure when arriving and departing from your exam room that you follow the one way system.
- If you have been on site and become unwell with Covid-19 symptoms please let us know as soon possible. These are a recent new continuous cough, high temperature, loss or change in taste or smell. You should stay at home and arrange to have a Covid-19 test.
- If a member of your household is symptomatic, you must isolate for 14 days from the onset of the household member's symptoms. If you have been asked to isolate following close contact or in quarantine due to certain foreign travel you cannot take exams during this period.
- If you are in a period of isolation, which is for 10 days from the onset of symptoms, you will be unable to take the exam(s) and must not come on site. Unfortunately as an exam can't be rearranged, the next opportunity to sit would be Summer 2021.

These exam arrangements will be kept under review and any updates will be issued as necessary.

For the full guidance provided by the government regarding the Autumn examination series please see the link below:

<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams>

Thank you in advance for your co-operation. Following these steps will help to keep you and everyone else as safe as possible.



THE CHALLENGE ACADEMY TRUST,
C/O PRIESTLEY COLLEGE
COMPANY NO. 10689247
VAT NO. 296154966