

Delivering practical examinations – additional considerations for centre representatives in light of COVID-19 and other respiratory infections and contagious illnesses

From April 23

Overview

The health and safety of all Trinity candidates, examiners and staff remains our priority.

In line with UK and Ireland national and local government guidance on living safely with respiratory infections, including Covid-19, we are taking a proportionate approach to the safe running of face-to-face exams.

Covid-19 remains unpredictable, and while we anticipate these mitigations being our indefinite guidance to centres in the new normal, things may change and we may still be required to postpone your exam session at short notice due to Covid related illnesses, or for other reasons outside of our control. In the event that we need to cancel your exams, your Trinity contact will be in touch to discuss your options.

You may find [Trinity's digital assessment options](#) (for music/drama) or our [digital English Language assessments](#), or [online Arts Award moderation](#) more suitable for your ongoing assessment needs – your Trinity contact will be happy to advise you on the options available.

Candidates who are unwell

We request that candidates/accompanists (and parents, teachers etc) do not attend their exam if they are unwell with a respiratory illness of any nature, have a contagious illness, or have a confirmed asymptomatic Covid-19 infection.

If a candidate arrives at a venue and is displaying clear signs of illness, it is at the examiner's discretion whether to allow them to complete their exam. If any candidates are too unwell to attend their exam please get in touch with your Trinity contact who can discuss your options and assist you with our sickness policy, into which coronavirus illness now falls.

Additionally, we will be happy to provide a free transfer to a digital exam alternative (excluding English Language or Communications Skills online exams, which are live online exams). You must request this transfer no later than 30 days after your booked exam date.

- Registered Exam Centres will find information about our sickness policy within their *Best Practice Guidebook*
- Applicants and candidates using our network of public centres will find information about our sickness policy with the [music](#) or [drama](#) version of our *Information and Regulations*

We recognise that a doctor may not be able to provide a medical certificate in cases of coronavirus and therefore will be happy to instead accept a photograph of a Lateral Flow Test (available at pharmacies) with your name and date written on it, plus a note of the test serial number.

Planning your session inc. specific centre instructions for examiners

Please ensure that you have read and understand these considerations prior to your exam session, and that you have alerted candidates to your individual setting's arrangements and requirements. If your centre has specific health requirements which are additional to those outlined in this document, please inform us at the point at which you make your exam/moderation booking, and ensure you let your examiner or moderator know what these are in your pre-exam/moderation phone call.

Your existing centre contract and accompanying policies and guidance continue to apply and should be read in conjunction with these additional considerations. It is the responsibility of the centre representative to ensure that these considerations and any other legal obligations are followed.

Guidance for Centre Representatives arranging and running Trinity exams and/or moderations (all subject areas)

1. Wherever possible we request that centres provide exam rooms with good ventilation, ideally openable doors/windows or fresh air feed mechanical ventilation. Guidance on ventilation can be [found on the UK government website](#).
 - a. Music & Drama Public Centre Representatives: please note that this is a requirement, not a request. Public venues which are not able to adhere to this guidance should not be used.
2. We expect all centres to be following a regular cleaning programme, in line with government guidance and paying particular attention to the cleaning of high contact surfaces, such as door handles.
3. While candidates are no longer required to wear face coverings at exam centres, we continue to support all centre users, inc. candidates and examiners/moderators, to wear face coverings in situations where they would like to do so.
4. Exam rooms should be large enough to ensure a 2m distance between the examiner and candidate/accompanist at all times. The examiner may move closer to the candidate for a short while to administer supporting tests.
 - a. For FTCLs that require two examiners, furniture must allow for examiners to remain 2m distant from each other, while also maintaining a 2m distance from the candidate.
5. Hand sanitiser and/or antibacterial wipes should be provided in the exam room and at least one other location outside of the exam room at the venue.
6. For Arts Award moderations requiring more than one moderator please ensure that the moderation room is spacious enough to maintain a 2m distance between moderators.
 - a. Young people are no longer required to be present at Arts Award moderations. Please do not arrange for young people to meet with your moderator.