

Requirements for exam centres at Alert Level 3

If New Zealand or parts of New Zealand were at Alert Level 3 during an exam period, exams can still go ahead if certain conditions can be met. The following precautions must be in place to reduce potential risk.

At all alert levels:

- If a school is at the centre of or implicated in an outbreak or cluster and/or has been closed by the Medical Officer of Health, exams will not be able to take place until public health authorities give approval
- Anyone who is unwell must stay away
- Those students identified as close contacts of a confirmed case, cannot attend their exam(s)

At Alert Level 3

Before the Start of each exam, ensure:

- Desks in the exam room must be spaced so that exam candidates are at least 1.5 metres apart in all directions
- All surfaces like door handles, desks and chairs are disinfected and cleaned
- Hand sanitiser is available at the entrance to each exam room
- Hand washing must be possible in the toilets (running water, soap and the ability to dry hands)
- Exam candidates are observed by staff on arrival checking for symptoms and asking those presenting as unwell to make arrangements to go home
- For subjects where a calculator memory check is required, this is done in a way that keeps exam candidates 1 metre apart.
- Candidates will need to be at least 1 metre apart if they have to wait to enter the exam room prior to the start of the exam
- There is a system in place to manage congestion prior to the exam – for example someone to manage a queue to ensure there is appropriate distancing between candidates prior to entering the room
- Exam rooms have adequate ventilation

During each exam, ensure:

- The attendance roll is clearly marked – this is a requirement for all exams under normal conditions
- Exam supervisors position themselves in the exam room so that they have line of sight to all candidates and do not walk the aisles as they normally would

- Exam supervisors only approach candidates when they require assistance
- A roll is kept to record the times that any candidates leave the exam room for a toilet break – this is a requirement for all exams under normal conditions.

After each exam, ensure:

- Candidates leave the exam room in a way that maintains physical distancing
- All surfaces like door handles, desks and chairs are disinfected and cleaned
- Exam supervisors wash and dry their hands thoroughly (or use hand sanitiser) after handling exam papers and before setting up the exam room for the following exam session
- Encourage candidates to immediately return home after their exam (and not to mill around in groups, for example)

Face coverings

Face coverings are not required in an exam at Alert Level 3. They continue to be an option for both the exam candidate and the staff member supervising the exam.