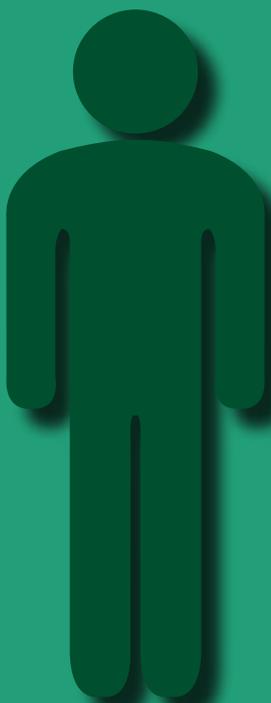




# COVID-19: VENUE GUIDANCE FOR THEORY PUBLIC VENUES



Updated: September 2020

The safety of our candidates, invigilators and centres is paramount and we will be implementing strict safety guidelines for autumn Theory exams at our public venues on Tuesday 10th November.

Our existing policies and guidance continue to apply alongside this document.

In addition, it is essential that all government guidelines are observed for educational settings.

Please find more information on these government websites:

[Public Health Arrangements for Autumn Exams](#)

[England Coronavirus \(COVID-19\): guidance for educational settings](#)

[Scotland guidance for educational settings](#)

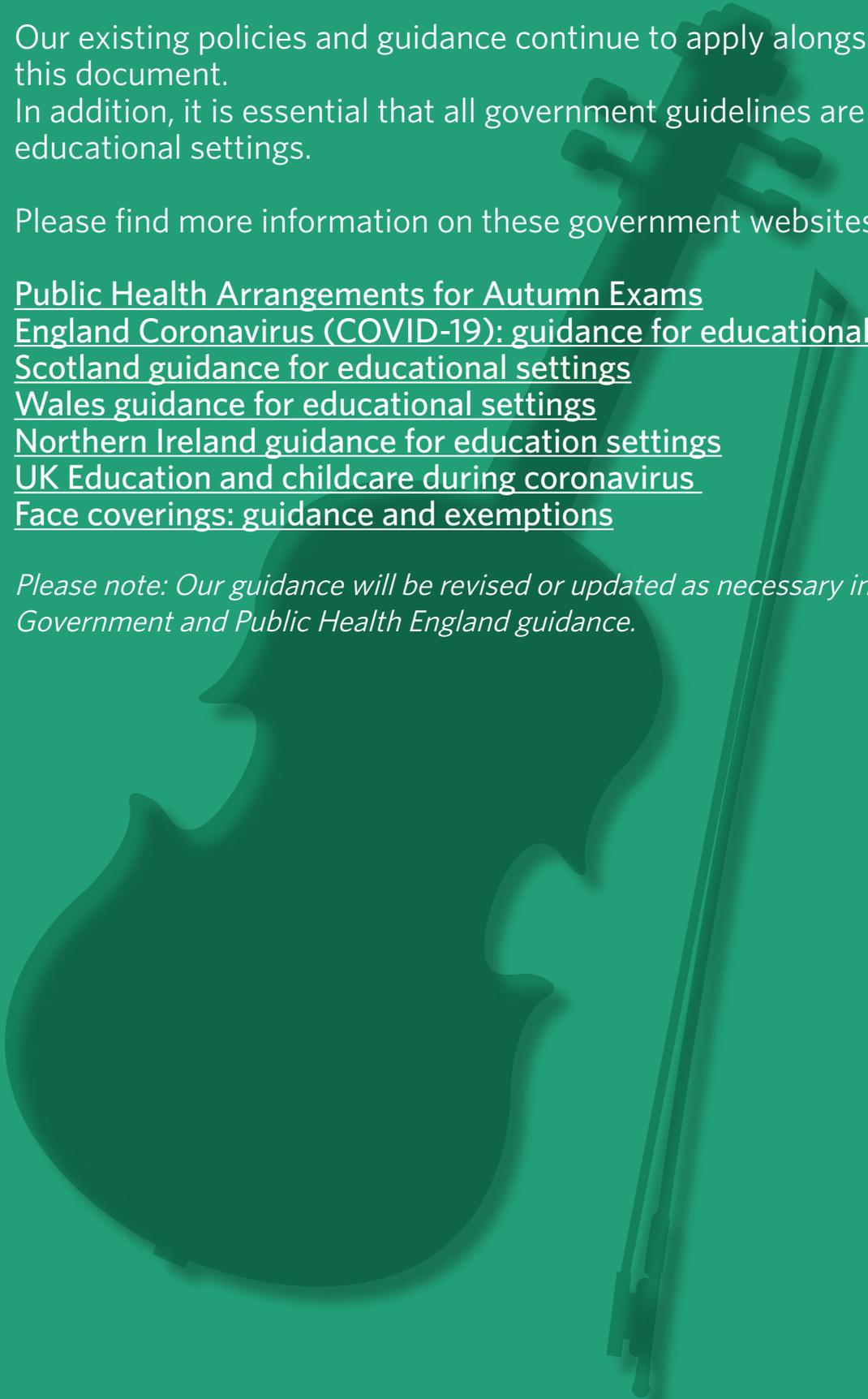
[Wales guidance for educational settings](#)

[Northern Ireland guidance for education settings](#)

[UK Education and childcare during coronavirus](#)

[Face coverings: guidance and exemptions](#)

*Please note: Our guidance will be revised or updated as necessary in line with Government and Public Health England guidance.*



# The following will apply to the November Theory exam:

## **Arrival and departure**

If you are unwell, have tested positive within the last 14 days for COVID -19 or are self isolating, do not come to the exam venue.

All persons arriving and departing the exam venue should make sure they maintain social distancing before during and after the exam has been completed.

## **Parking**

If there is no parking available at your booked venue then you must wait off site.

## **Outdoor waiting**

Internal spaces are managed in accordance with social distancing guidance and, the venue will have sufficient space outside the venue for people to queue with a minimum of 1 metre between each person. See [staying safe outside your home](#).

## **Indoor waiting**

To minimise any congestion and contact between candidates, you must follow advice given on the day and stay at least 1 metre apart at all times.

## **Handwashing facilities**

Handwashing facilities, will be available in bathrooms and/or hand sanitising stations. See [Education and Childcare](#).

Where possible, hand sanitiser will be provided for candidates/ carers/invigilators when entering the venue.

## **Waiting room**

There will be no waiting rooms provided on the 10th November to avoid any grouping of parents and guardians in one space. Please either wait off site in your vehicle, in a coffee shop or return home if close enough.

Only items that the candidate needs to complete the exam are to be brought into the exam room.

If a candidate brings a mobile phone to the exam then they will be instructed to turn it off completely (not just on silent) and leave it on the floor under their desk. It is the responsibility of the candidate to ensure they remember to take it with them after the exam. ABRSM are not liable for lost mobile phones after being left in the exam room.

## **Exam Room**

The room layout will be organised to ensure that candidates are able to maintain a minimum 2 metre distance from one another at all times.

Papers will be laid out on the desks prior to the candidates entering the exam room, and will only be collected after the candidate has left the room.

The exam room will be well ventilated by opening windows and doors where possible

Invigilators will stand alongside candidates when interacting with them, rather than face to face.

Invigilators may walk up and down aisles between desks. There will also be points in the room where an invigilator will stand at least 2 metres from the nearest desks and see all the candidates in the room.

## Cleaning and facilities

The venues are cleaned to a professional standard. See [cleaning of non-healthcare settings](#) for further guidance.

Further cleaning includes the sanitising of desks and chairs before candidates are due to enter the exam room.

## PPE

Face coverings should be worn inside the exam venue in communal areas. Those attending the venue who are over the age of 11 and who are not exempt must wear a face covering when inside the exam venue. The invigilator may ask the candidate to remove their face covering briefly to confirm their identity.

Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to. For more information, please read the guidance on [face coverings in education](#).

Disposable gloves are not a requirement.

Whilst safety and minimising risk remains the primary concern, we are mindful of the potential environmental impact of certain types of PPE and the use of plastics. We would encourage you to use recycled or recyclable PPE wherever possible and, where non-recyclable plastic is unavoidable, retain for future use.

## Facilities

Non-exam related furniture will be covered or removed if possible.

Toilets will be available to use having been cleaned.