

1. Prior to sitting exams all candidates will receive instructions which will include the need to adhere to the above policy 03. It will advise students that they will need to complete and sign a self-declaration form. The candidate will be asked to provide their own face mask and gloves if required. (Although we will hold a stock of PPE in case candidates forget). An attempt will be made to acquire next of kin details in case of an emergency. All candidates need to sanitizer their hands prior to entering the exam room.
2. All candidates will be notified that their temperature readings will be taken prior to sitting any exam. Remote forehead temperature-sensing for all students will be undertaken before sitting an exam. Normal body temperature is different for everyone and changes during the day. A high temperature is usually considered to be 38 °C or above. Source: <https://www.nhs.uk/conditions/fever-in-adults/>
3. All candidates will be told prior to exam sittings that if their temperature goes higher than 38 °C they will be retested in 20 minutes. 2 temperature readings of 38 °C or higher will disqualify a candidate from being able to sit the exam on that day or returning to CATS for **10 days**.
4. All exam candidates will be required to sign a self-declaration of lack of recent exposure to and lack of COVID-19 symptoms prior to coming into CATS to sit exams. The Administration Manager, or a delegate, needs to ensure all of these forms have been received prior to exam sittings. If they are a non-CATS student, there should be an adequate supply of these forms available for the students to sign prior to taking the exam.
5. **All exam candidates will be advised to wear a mask whilst moving around Basepoint getting to the exam room. Face masks will not be mandatory inside the exam room, but will be left to the discretion of the invigilators**
6. All forms need to be scanned into the individual student record. For non-CATS students there need to be an additional area in Dropbox created to hold these documents.
7. If anybody presents with COVID-19 symptoms then please refer to Policy 02 regarding the procedure if somebody at work might have coronavirus.
8. Completion of a short information briefing of how to reduce COVID-19 exposure will be given.

9. Regular exam station sanitisation will occur.
10. Deployment of PPE including face masks and hand sanitisers for use at each exam station.
11. A limitation to the availability of the number of exam stations of up to 18. This will however be determined by the availability of the allocated exam room and as per the risk assessment. Social distancing will be adhered to whilst in the examination room.
12. Directed entry and exit to the building and exam room.
13. If a candidate is deemed to be displaying COVID-19 symptoms they will either immediately be asked to leave the building, if well enough to do so. If, however a candidate is not well enough to leave the building, they will need to go into an isolation area. If medical intervention is needed, consider calling the first aider for advice. Consider how the candidate will get home. Will they need assistance with transportation? Do the next of kin need to be notified? Consider calling 111 or for a true medical emergency consider calling 999. If the candidate needs a second temperature reading, they will need to be put into an isolation area. This area could change daily, depending on business needs. The isolation area will be discussed daily in the morning meeting.
14. To support NHS Test and Trace, we will hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information will be securely disposed of or deleted. When deleting or disposing of data, we will do so in a way that does not risk unintended access (e.g. shredding paper documents and ensuring permanent deletion of electronic files). The requirement to dispose of the data relates to a record that is created solely for the purpose of NHS Test and Trace. All collected data, however, will compile with the General Data Protection Regulation and will not be kept for longer than is necessary.

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
15. The data that we are being asked to collect is personal data and will be handled in accordance with GDPR to protect your privacy. GDPR allows us to request contact information from yourself and share it with NHS Test and Trace to help minimise the transmission of COVID-19 and support public health and safety. Personal data that is collected for NHS Test and Trace, will only be used to share with NHS Test and Trace. It will not be used for other purposes, including marketing, profiling, analysis or other purposes unrelated to contact tracing.