

From 01 August 2020 LCME will resume face-to-face, practical examinations in UK exam centres.

As we move out of the lockdown and deal with Covid-19 going forward, the health and well-being of LCME candidates, centre representatives, examiners and teachers is our number one priority. In view of this we have implemented some new procedures to ensure the safe delivery of examination sessions. It is **essential** that everyone involved in your centre follows the procedures described below and the government's guidelines for educational settings are observed.

Please note that current government guidance means that we will not send an examiner to an exam session held within a private home.

Following appropriate guidance

Please note that it is the responsibility of the exam centre owner/host to decide when and how their centre could reopen and to make sure these guidelines, together with any applicable government and other guidance are implemented at the venue.

Please click the links below to view the government's latest advice:

[gov.uk/coronavirus](https://www.gov.uk/coronavirus)

LCME's existing policies and regulations continue to apply alongside these new measures.

Planning and Timetabling

- With the requirements for social distancing, it may not be possible to hold as many examination sessions as previously.

Please allow extra time in your timetable for additional cleaning of the piano, exam room area etc. With these measures in place it may take longer to complete each exam.

Hygiene & Cleaning

- It is essential that hand washing facilities are available at your venue.
 - Please choose venues which can be professionally cleaned at least once a day.
 - Any surfaces or areas (chairs, light-switches, doors, pens) touched by the candidate will need to be cleaned and disinfected regularly.
 - Encourage candidates to wash their hands before and after their exam.
 - The examiner will also need to be able to wash his/her hands frequently during the day and between each session.
 - Please have a supply of hand-sanitiser and appropriate wipes available.
 - Centre Representatives and attendants need to maintain appropriate social distancing from the candidates and examiners or have other precautions in place in accordance with the centre's risk assessment
 - Please ensure that bins are available throughout the day and that they are emptied each day.
 - You should issue guidance to candidates and anyone accompanying them on hygiene and ensure they wash their hands or use hand sanitiser before entering the examination room.
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Parking

- Try to use venues with adequate parking facilities to allow parents/carers to wait outside in the car if necessary.
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Venue access

- To enable management of the internal space, please ensure there is sufficient space outside the venue for people to queue at an appropriate distance from one another in accordance with government guidance.

Waiting areas

- If possible, please provide two waiting areas. If this is not feasible, please ensure that waiting candidates are able to maintain an appropriate distance from one another in accordance with government guidance at all times.
 - Do not allow more than one parent/carer to accompany each candidate.
 - To minimise any congestion or contact please implement a queue management in conjunction with a one way system through the venue if possible.
 - Ensure the waiting room is well ventilated.
 - On arrival the candidate will not be required to sign in.
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Warm-up room

- Please ensure that candidates and anyone accompanying them can access while observing appropriate social distancing.
 - Pianos and keyboards must be wiped in between each candidate.
 - Ensure the warm-up room is well ventilated
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Exam room

- Please use a room which allows appropriate social distancing in accordance with government guidelines between the candidate, examiner and accompanist where applicable.
 - Pianos, keyboards and music stands must be wiped in between each candidate.
 - Please provide two music stands. One will be used for the provision of aural and sight reading tests, the other will be for the candidate's music.
 - Limit access to the exam room to only the candidates, the examiner, the accompanist and steward at any time during the day.
 - Please ensure floor markings or other means of indicating where the examiner and the candidate should stand where possible.
 - Ensure the exam room is well ventilated.
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Marion Lowe
University Secretary & Chief Compliance Officer



Merv Young
Head of LCM Examinations