

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. We have issued guidance notes for exam centres to follow, as well as additional information for candidates. The following guidelines have been drawn up for our examiners.

---

## Before the exam

For most centres you will receive exam confirmations for both Spring and Summer. Therefore, please check both your Spring and Summer timetables on ERIC.

---

## Preparation

- You will need to wear a face covering all the time you are in the centre with representatives, candidates, accompanists and parents/guardians where your social distance is less than 2 metres.
  - You are at liberty to wear a face covering all the time if preferred, including while conducting the exam.
  - Make sure that your face covering covers your nose and mouth. Do not expose your nose or mouth at any time when you are in the room with another person.
  - Wipe desk surface, chair arms, keyboard, with disinfectant wipes when you enter the room for the first time.
  - Remember to wash your hands regularly or use hand sanitiser as this is the best way of combatting the virus.
- 

## During the exam

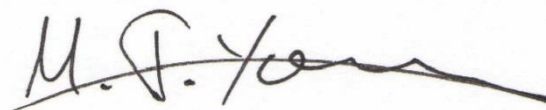
- Remind candidates to wash their hands or hand sanitise before starting the examination.
- Wipe the keyboard keys after each candidate, and before you play aural tests and again afterwards with disinfectant wipes.
- Remember to wipe before and after the accompanist has used the keyboard.
- Set the exam desk so that you are at least 2 metres from the piano if possible, and the candidate faces you at a forty-five-degree angle. Avoid face-to-face contact with all candidates where possible.
- Wind, brass, singing, speech and music theatre candidates must perform with the examiner positioned at approximately a forty-five-degree angle to the stage front and at least 3 metres away.
- Please ask any brass and wind instrument candidates to use a cloth for waste and not discharge on the floor.
- Examiners should not position themselves so that they are face-on to any candidate in a wind, brass, singing, keyboard, music theatre, speech or any other instrumental exam.
- For the discussion section, the candidate's chair (if used) should be at least 2 metres away from the examiner at a forty-five-degree angle.
- When administering aural tests, candidates should be at least 2 metres away from the examiner.

- If possible, consider covering the sight-reading and aural tests given to candidates with a clear plastic sheet to protect from droplets and wipe down immediately after use. Sanitise your hands afterwards.
- For electronic keyboard exams do not use the candidate's keyboard for the Accompanying Test; play your part on the piano instead.
- The candidate should tell the examiner which pieces they are playing either at the start of the exam or before each piece.
- Where programmes are required, for grade exams or diplomas, please do not touch or retain them. In the current conditions we will remove the requirement for programmes to be presented. The only exception here is for FLCM where the Programme Notes are a separate component and will need to be viewed and assessed

Wipe, protect, stay safe.



Marion Lowe  
University Secretary & Chief Compliance Officer



Merv Young  
Head of LCM Examinations