

From 1st April 2021 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, the new procedures implemented last year to ensure the safe delivery of examination sessions will remain in place, with some new additions.

We have issued guidance notes for exam centres and candidates and it is **essential** that everyone involved in each exam session follows the new procedures and the government's guidelines for educational settings are observed.

The following guidelines have been drawn up for our examiners.

Before the exam

All examiners, candidates, accompanists and centre representatives must have a lateral flow test the day before the examination.

These are available FREE of charge in many areas, find a site local to you:

<https://www.gov.uk/find-covid-19-lateral-flow-test-site>

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 mask 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, music equipment/instruments, 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 musical equipment/instrument/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 candidate 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

Marion Lowe

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M. J. Young

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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