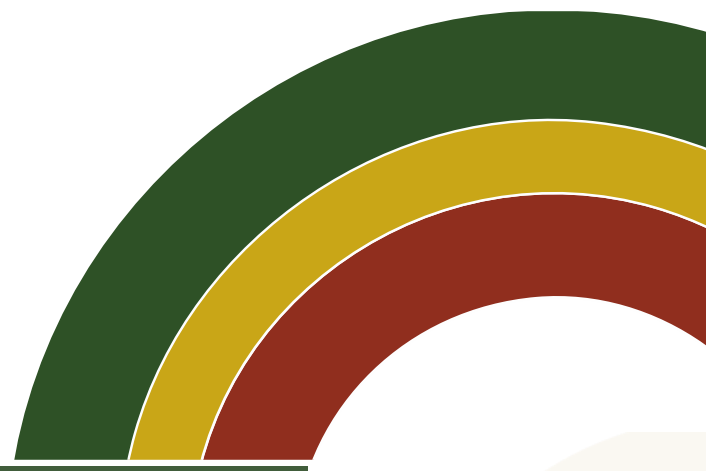


# Examinations at TGAS



## Guidance for students and parents

Our priority remains the safety and welfare of our students, their families and our community.

The intention of this document is to provide students and parents with information about how examinations will operate at Tudor Grange Academy in 2020-21.

The first examination window is for Year 13 from Monday 16 – Friday 27 November.

If you have any questions about the content of this document, please contact the Academy [office@solihull.tgacademy.org.uk](mailto:office@solihull.tgacademy.org.uk)

# PRACTICAL CONSIDERATIONS



The following protocols will be in place in order for Year 13 examinations to operate as safely as possible. The protocols are designed by exam boards and implemented by schools. We will continue to review and follow DfE and government guidance along with any local public health restrictions that may apply to the control measures.

The general COVID health and safety measures outlined on the main Academy risk assessment will be followed. Further controls outlined in this document are specific to the examination window and have been produced in consultation with our external risk assessment advisors.

Year 13 students will be on study leave for the duration of the examination window. If a student finds themselves in school between a morning and an afternoon exam, food will be available in the 6<sup>th</sup> form café.



# THE HIERARCHY OF CONTROL MEASURES



## Minimising contact with anyone who is unwell

WHAT THE ACADEMY WILL DO	WHAT PARENTS SHOULD DO	WHAT STUDENTS SHOULD DO
<p>Anyone displaying COVID symptoms will not be permitted to attend (staff or students)</p> <p>There will further opportunities for students to take an examination if they cannot attend for COVID reasons (self-isolation or displaying symptoms).</p>	<p>Be vigilant and keep children at home if they are displaying COVID symptoms</p> <ul style="list-style-type: none"> <li>• high temperature</li> <li>• new, continuous cough</li> <li>• loss or change to your sense of smell or taste</li> </ul>	<p>Inform parents / carers if they feel unwell</p>
<p>If anyone becomes unwell with COVID symptoms whilst at school, they will be moved to the COVID isolation room and sent home. They will also be advised to isolate for 10 days.</p>	<p>Arrange for prompt collection from school if contact is made</p> <p>Arrange for students to be tested if they are displaying symptoms.</p>	<p>Inform an adult at school if they feel unwell. In an exam situation, inform an exam invigilator.</p> <p>Remain in the COVID isolation room until you are collected from school.</p>
<p>The Academy will collect and keep contact information for candidates and exam invigilators so it can be shared with NHS Test and Trace if necessary.</p> <p>All examinations will have a seating plan so that close contacts can be traced</p>		<p>Ensure they sit in the assigned seat in the examination room.</p>

# THE HIERARCHY OF CONTROL MEASURES



## Minimising contact and mixing

WHAT THE ACADEMY WILL DO		WHAT PARENTS SHOULD DO	WHAT STUDENTS SHOULD DO
<p>Year 13 students attend school within the sixth form 'bubble' and operate within the school arrangements for year group bubbles.</p> <p>The Academy will arrange for suitable conditions for <b>line-up and entry</b> into examination rooms</p> <p><b>Seating plans</b> will be displayed outside examination rooms</p>		<p>Reinforce the procedures</p>	<p>It is important that students <b>wait outside the venue before the exam at the appropriate time</b> so that separation from other bubbles can be minimised.</p> <p>Follow the <b>seating plan</b> line up that is displayed outside the examination room</p> <p>Use the table below for the timings</p>
SESSION	VENUE	TIME	LOCATION
AM	Hall	8.45 for a 9AM start	Oak playground
	WG1A	8.45 for a 9AM start	WG1
	Oak Mtg Room	8.45 for a 9AM start	Oak reception
PM	Hall	12.45 for a 1PM start	Oak playground
	WG1A	12.45 for a 1PM start	WG1
	Oak Mtg Room	12.45 for a 1PM start	Oak reception



# THE HIERARCHY OF CONTROL MEASURES



## Minimising contact and mixing

WHAT THE ACADEMY WILL DO	WHAT PARENTS SHOULD DO	WHAT STUDENTS SHOULD DO
Each examination room is set up to allow social distancing to be enacted, with furniture arranged at least <b>1.5m apart</b> . This exceeds the guided distance for an examination room issued by the exam boards.	Remind students of the importance of <b>social distancing (including on the journey to and from school)</b>	Adhere to social distancing protocols
Students must wear a <b>face covering</b> whilst on site during the line-up and entrance to the examination until sat at the designated desk and also when they leave the desk and the site.		Follow the school guidelines for wearing a <b>face covering</b> .  Wearing a face covering during an examination itself is optional.
Where practicable rooms will be ventilated by keeping <b>windows and doors open</b>	If the weather is cool, ensure that students have an <b>extra layer or coat</b> that they can wear inside	Students will be permitted to wear coats (not hoodies) inside when windows are open.

# THE HIERARCHY OF CONTROL MEASURES

## Cleaning frequently touched surfaces and avoiding spread through surfaces

WHAT THE ACADEMY WILL DO	WHAT PARENTS SHOULD DO	WHAT STUDENTS SHOULD DO
<p>Cleaning schedules planned to ensure examination rooms are regularly cleaned EG door handles, desks, chairs after every exam.</p> <p>Extra cleaning arrangements will be put in place by the Academy.</p>		<p>Show respect to the cleaning team who will be more visible during the school day than normal.</p>
<p>Provide hygiene stations around the school site.</p>		<p>Use hand sanitiser on entry to every exam.</p>
<p>Inform students of the minimal equipment required to avoid unnecessary items being in school</p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>• Appropriate stationary and equipment for the relevant examination</li> <li>• A pack of tissues</li> <li>• A small bag for the safe disposal of tissues</li> </ul>	<p>Ensure that students have the equipment required (no more).</p>	<p>Only bring in equipment required.</p>

# THANK YOU

We cannot eliminate the risk of someone contracting the virus on site. We **CAN** do all we can to minimise the risk.

Student wellbeing remains a priority and we will closely be monitoring students throughout the examination period. There is a dedicated area of the website with wellbeing advice for parents and children.

<https://www.solihull.tgacademy.org.uk/supportforparents/>

Thank you for your continued support.

