*Please note the information below which will allow us to run your exam session as safely as possible.  There is a lot of information here, but it is important that you are clear about the arrangements, so please let me know if you have any questions or concerns before your exam date.*

In the event that you are unable to attend the exam, please email or phone.  If you are unwell in any way, please do not attend, but please let me know.

**THINGS TO BRING WITH YOU**

Photo ID (such as Passport, Driving Licence). You must contact your exams officer in advance of your exam, if you have neither of these.

Stationery – **Black** pens for your English exam.  **Black** pen, pencils, eraser, calculator, ruler, protractor and a pair of compasses for your Maths exam.   Any pencil cases must be clear and ‘see through’.  We will provide a dictionary if needed for your Reading or Maths exam.

Water if needed.  This must be in a clear plastic bottle. Please remove all labels.

If possible, leave coats, bags, phones etc in your car.   If you need to bring your mobile phone in with you, please switch it off and place where instructed by the invigilator.

If you have medical conditions which requires you to take medicines or food into the exam room, please make sure your exams officer is aware.

**ONCE IN THE EXAMINATION ROOM**

As soon as you enter the room you will be under exam conditions. This means remaining silent - only speaking with ACL staff (Exams officers, invigilators).

You will be directed to your nominated desk and/or PC.   Place your ID on your desk.

The invigilator will read out key exam instructions and reminders.

The invigilator will advise of start/finish times and write these on the board - but it is your responsibility to manage your time throughout the exam.

When the invigilator gives the instruction, you will be asked to complete information such as your name, date of birth, and candidate number (this information will be on your desk label).  Check that you have the correct paper and if there is a space to sign, please do so.

You must wait for the invigilator to tell you when to start the exam.

If you are feeling unwell and/or need to leave the room for any reason raise your hand for assistance.

If the fire alarm sounds, follow instructions from the invigilator. Remember, you are still under exam conditions as you may be able to resume your exam if conditions allow.

**WHEN YOU HAVE FINISHED THE EXAM**

Close the booklet, check you have signed the front sheet, and remain seated until advised by the invigilator.

If you are using a word processor, you will be able to print your work before or after the end of the exam,  but you will not be able to make any further changes to your work if the exam has finished. Please ensure your name, date of birth, candidate number and date of exam are typed or written on any additional sheets.

**All** rough workings which do not form part of your exam answers must be placed in the box marked for shredding on your way out of the exam room.  Any rough working or notes taken during the exam must not leave the exam room.

After the exam has finished, please leave the building promptly, as directed by the invigilator, taking all personal belongings with you.  You must remain silent until clear of the exam room.

**Safety Update – March 2022**

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.

It is still possible to catch and spread COVID-19, even if you are fully vaccinated. If you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.

**Face coverings**

Face Coverings are no longer advised for learners, staff or visitors in classrooms, other teaching environments or communal areas. ACL, however, continue to support those who wish to wear a face covering when in a centre.

Learners, staff and visitors should continue to follow wider advice on face coverings outside of ACL Centres, including on public transport to and from their setting.

**Testing guidance**

Learners, staff and other adults should follow guidance on [Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fcovid-19-coronavirus-restrictions-what-you-can-and-cannot-do%3Fpriority-taxon%3D774cee22-d896-44c1-a611-e3109cce8eae%23keeping-yourself-and-others-safe&data=04%7C01%7C%7Cdf5fcb054356418a71b408da16654185%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637846921396680366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=hXNCdt3JDGilyUXMDgt7eA%2F1X89fM18aNZjI2xgf3uw%3D&reserved=0)

Stay at home and avoid contact with other people if testing positive. You can choose to take an LFD test 5 days after your symptoms started (or the day the test was taken if asymptomatic) followed by another LFD test on day 6. If both are negative and you have a normal temperature, the risk of being infectious is much lower and you may resume your normal routine.

Stay at home if you are feeling unwell.

Learners and staff in mainstream education should follow asymptomatic testing advice for the general population. [Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhs.uk%2Fconditions%2Fcoronavirus-covid-19%2Ftesting%2Fget-tested-for-coronavirus%2F&data=04%7C01%7C%7Cdf5fcb054356418a71b408da16654185%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637846921396680366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=3JXTFWb8OW4cL1jWKehLsqt7dxmthNYy5P5LY5nPO1s%3D&reserved=0)

If you are a close contact of someone who has COVID-19, minimise contact with the person who has COVID-19, work from home if you can do so and avoid contact with anyone you know who is at higher risk of becoming severely unwell. Limit close contact with other people outside of your household, especially in crowded, enclosed or poorly ventilated spaces. Use a well-fitting face covering with multiple layers, or a surgical facemask in crowded, enclosed or poorly ventilated spaces and when you are in close contact with other people. If you develop any of the COVID-19 symptoms order a PCR test and stay at home, avoiding contact with other people whilst you wait for your test result.

**Ventilation**

Good ventilation will be maintained throughout our buildings where possible, including workshops, classrooms, and communal areas.

**Personal Hygiene**

Hand Hygiene – frequent and thorough hand washing or sanitising with anti-bacterial sanitiser should now be regular practice.

Please cleanse your hands on entering and leaving the building or when in high touch area with the provided sanitizer.

Sanitising stations remain in classrooms and high touch areas of the centre.

**Regular cleaning and equipment**

The Premises staff will continue to clean high touch areas throughout the day.

Learners are required to wipe down their work areas when they have finished.

Tutors and ACL Staff are required to clean down their work area when they have finished.

If you use computer equipment in your lesson, you are welcome to bring your own. This must be a USB connecting keyboard and / or mouse which can be connected to our desktop computers. Please ensure these have been cleaned before leaving home.  We will have our own available but understand some may wish to use their own and reduce the risk of indirect contamination.

If you require use of a mouse mat and/or wrist rest, please bring your own that have been cleaned before entering the building. We will have some available but to avoid indirect contamination, it would be better if you could use your own.

Please bring in minimal personal items.

**Food and drink**

ACL provide chilled water for those in centre. Paper cups are available but are for single use only. If using a refillable bottle, please ensure the bottle is clean when filling from the dispenser.

Where coffee shops are available, the industry standards are met.

Please do not bring food and drinks into rooms where computer equipment is being used.

For more information about how we made sure we have complied with the Government guidance on managing the risk of COVID-19, please see [Our Safety Plan](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Faclessex.com%2Four-safety-plan%2F&data=04%7C01%7C%7Cdf5fcb054356418a71b408da16654185%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637846921396680366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=eXdMpH9QHNSY1JQ9O6r7IWnV6pv9XperVluwy91RyVI%3D&reserved=0).

To see full Government guidance relating to Covid-19, please visit [https://www.gov.uk/coronavirus](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcoronavirus&data=04%7C01%7C%7Cdf5fcb054356418a71b408da16654185%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637846921396680366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=8mwJV0gUUrKwbd3l%2BwV28WpBKl7RchitfydRDB57LDw%3D&reserved=0)

**AND FINALLY**

* Good luck with your exam!

Thank you – please call if you have any questions or concerns.