

Appendix 1: In-Person Examination Guidelines

Should an international awarding body require in-person examinations during schools' closure, the following guidelines must be followed by the schools/ institutions' administration*



The health and safety of students and staff is a priority, where possible local test centers should opt for an alternative route or an exemption if that option was made available by the international awarding body/ examination board. If an in-person examination is required, schools/ institution administration must adhere to the following guidelines:

Examination Procedures

1. MOE and SCH approvals must be obtained before scheduling any in-person examinations.
2. All students and staff are required to present a negative Covid-19 test result prior to attending. Students and staff should have a valid PCR test result no older than 72 hours and students must be required to do a Rapid test at the examination venue on the day of the exam.
3. If a student is unable to attend, guidelines issued by the awarding body must be followed.

Examination Hall setup

1. Exams must take place in a controlled environment where risk of transmission is low.
2. The facility must be thoroughly cleaned before the start of the exam.
3. All equipment must be cleaned and disinfected between each exam session
4. Hand sanitizers that are at least 70% alcohol must be made available at the entrance and inside the exam centers.
5. 2 meters must be maintained between desks from all directions; this should determine the venue size and maximum capacity.
6. Public health signage must be displayed at the exam center.
7. Isolation rooms must be made available at each center.
8. Cohorts should be separated.
9. Provide foot-operated lid-fitted waste bins.
10. Venue must be well ventilated.

Safety and hygiene requirements

1. Temperature screening will take place in the exam center before candidates enter the exams area and prevent those whose temperature is 37.5 °C or above from entering.
2. Surgical masks (not cloth or face shields) must be worn by students and staff on exam days; students and staff should bring their own.
3. All students wearing a mask are required to temporarily remove it during registration, ID checks and after any toilet breaks.
4. Students and staff must bring their own sanitizers, masks, stationery and water bottles.
5. Students and staff must take away all their things with them when they leave the exam hall.

If someone displays symptoms, isolate the person, notify the administration and contact the hotline 444.