
CIPS Supplied Exam Centres – updated 30/10/2020

Below provides details of the measures that will be taken at all CIPS supplied exam centres during the September exam series. If you are registered with a study centre and are sitting your exams at one of their exam centres, please contact them directly regarding their arrangements.

Will CIPS supplied exams centres be implementing any precautionary protocols for employees as well as the candidates?

- Yes, employees are being provided face masks, hand sanitisers and cleaning wipes. The face masks at the exam centres will be for employees only.
- If a country **REQUIRES** face masks and/or gloves then you will be expected to wear a mask during your exam. Candidates **MUST** ensure they bring their own to the exam centre. The centre **will not** provide face masks or gloves and will need to turn away candidates who do not have the proper equipment. (British Council may supply masks in certain countries if it is mandatory to wear them)
- If a candidate wishes to wear a face mask or gloves in a country where they are **NOT** mandatory, they will need to provide their own and discard them outside of the exam centre using safe and sanitary precautions. You will not be turned away if you do not wear a mask.
- Gloves may not be permitted at some of the UK sites.

Details of UK exemptions to wearing a face covering can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

If a candidate is required to wear a face mask to the exam centre, will the candidate be asked to remove it at any time?

- Yes. Face masks and gloves, if worn, will be required to be removed during the check-in process for the purposes of verifying the identity of the candidate.
- In addition, the face mask and gloves will need to be inspected by the invigilator to ensure that there is no security threat in the form of writing or concealment of potential items that would raise concerns during the exam process.
- The face mask and gloves will need to be inspected by the invigilator as you are checking out following completion of your exam.

What additional hygiene measures are being taken at the exam centre for candidates and employees?

Invigilators have been instructed to disinfect all equipment using cleaning wipes, following each exam session. All high touch areas will be sanitised by the invigilators. These areas will include, but are not limited to:

- Keyboard
- Mouse
- Desktop
- Chair handles

-
- Invigilator check-in station
 - Door handles

What if a candidate wants to do their own sanitation of the work area before beginning the exam, will they be permitted to do so?

Yes. Candidates will be able to do any or all of the following:

- Request cleaning wipes from the invigilator
- Sanitise the work area
- Bring their own wipes and hand sanitiser

Will CIPS supplied exam centres be adhering to social distancing guidelines at the exam centres?

- Test seat availability has been reduced to adhere to current guidelines which requires one metre + between people
- Enforcing candidate seating to permit one metre + between candidate workstations
- Reducing the number of candidates who will be permitted in the waiting areas for check-in and avoiding physical contact

Are there specific protocols for the exam centres as related to COVID-19?

- Please do not arrive at the exam centre more than 15 minutes before the start of your exam to assist with social distancing requirements. Waiting areas are limited so anyone arriving earlier than 15 minutes before the exam start time may be asked to leave and return at the correct time.
- Please do not bring excess baggage to the exam centre. This is to minimise the risk of contamination

The following protocols will be posted throughout the exam centre. If a candidate fails to adhere to these protocols, the invigilator is authorised to request the candidate to leave the exam centre and reschedule.

- Please do not touch or approach the invigilator. Maintain 1 metre + social distancing guidelines as directed.
- If you have a question/concern, please raise your hand and an invigilator will assist you with your queries.
- Wash/sanitise your hand thoroughly prior to interaction with the invigilator.
- Cover your face while coughing, and sneezing during check-in, testing and check-out.
- Wear a face covering at all times in the exam centre (unless you are medically exempt)

If you arrive at the centre showing any symptoms of Covid-19, the invigilator reserves the right to refuse you entry into the exam room.

Additional checks at exam centres

- Exam centres may deploy temperature screening if required by local regulations. As the Covid-19 situation is unpredictable and enhanced hygiene measures may be introduced at short notice, it is not always possible to confirm whether temperatures will be taken in advance of the exam.

PSI UK sites: your temperature will be checked on arrival. If you present with a temperature of 37.8 degrees Celsius or greater you will be considered to have one of the most common symptoms associated with COVID-19, and you will be asked to leave the centre. You may be allowed to leave the centre for 5 minutes to cool

down, however if you return and your temperature continues to be 37.8 degrees or greater, you will be issued with a rejection letter and asked to leave immediately.

- You may be required to provide contact details to assist with contact tracing schemes.