

Tuesday, May 26 2020

## End of Year Examinations – Guidance for Entry and Exit

*June 2 – June 11*

Dear Parents,

For those of you with children taking end of year exams on campus, please find below the measures that IBSB will be implementing in accordance with the government guidelines in place during the State of Alert. The purpose of these measures is to protect the health and wellbeing of both our students and staff, and should be followed by students and staff alike:

- Disinfect your hands on arrival and prior to departure using the hand sanitiser supplied by the school at the point of entry/exit
- Have your temperature checked with a thermometer (Temperature shall not exceed 37.3°C) by the School Nurse before entering the school grounds
- Verbally declare to the school nurse any flu or cold symptoms
- Wear a protective mask, offered by our staff, at all times from point of entry to point of exit
- Fill in the IBSB COVID-19 visitor declaration form
- Maintain 2m social distancing at all times
- Avoid touching objects, where possible

Any individual with a temperature exceeding 37.3°C will not be permitted entry to the main campus, and as such will need to organise transport to return home.

After access to the campus has been granted, candidates will proceed directly to their assigned examination room. Seating arrangements will be emailed to all candidates the day before the examinations start: a seating map will also be displayed at the entrance to the Secondary School building. Candidates will use the same seat in the same room for all of their examinations.

At the end of each exam session, candidates will be released in a staggered fashion to ensure adequate social distancing and should make their way directly to the exit point.

If you have any questions regarding the procedure for administering end of year assessments, please do not hesitate to contact the school office.

Sincerely,

Matt Tansley  
Head of Secondary