Protection concept/protective measures for the administration of Cambridge English examinations

Cambridge Examinations Geneva & Vaud West-Lausanne strives to follow the measures of the Federal Office of Public Health and the cantonal Departments of Health to support and ensure the protection of the population, especially during the COVID-19 pandemic.

Updated 3 November 2020

1 Protective measures to ensure the safety distance

Masks & Covid 19 certificate check

All candidates must be in possession of a COVID-19 Certificate and this will be checked upon entry to the examinations room or venue.

To present a Covid-19 certificate you can either show:

- A proof of having completed a vaccination programme
- A COVID-19 recovery certificate that is less than 365 days old
- A negative rapid antigen test taken within the last 24 hours

This procedure does not compromise Data Protection Laws.

Masks must be worn by both candidates and Cambridge staff and at the entrance to examinations rooms and venues. The masks can be removed after the certificate check and when candidates have been seated.

Number of customers in the examination rooms

Written examinations: A maximum of 1000 persons will be allowed in the examination room in accordance with the regulations from the authorities and the social distancing regulations.
Oral examinations: A maximum of 5 will be allowed in the examination rooms in accordance with the regulations of the authorities.

Waiting outside the examination venues

To avoid crowding outside the examination room and depending on the size of the examinations venues, there may be a staggered arrival and entry procedure: candidates may be asked to arrive, enter and leave the examination room at 15-minute intervals.

External Venues

External venues must have their own Precautionary Measures in place and present them for inspection if necessary.
Ventilation

Regular ventilation of the rooms will be carried out, especially between the examination sections/papers.

2 Cleaning and disinfection

Washing hands

In general, washing hands with soap and water as often as possible is encouraged, especially when arriving at the workplace, before and after breaks, before and after going to the toilet and before and after meetings/examinations.

Disposable towels

Disposable towels are available.

Cleaning and disinfection of the surroundings

Surfaces with which customers and / or employees come into direct contact will be cleaned or disinfected regularly. This includes work surfaces, door handles, lift buttons, stair rails, coffee machines, keyboards, telephones, tables, chairs if possible, and other objects as well. WCs will be checked and cleaned regularly. A cleaning company will be assigned to carry out a thorough cleaning every week.

Hand disinfectant for customers

Hand disinfectant will be provided in the entrance area and in the rooms where staff and customers are present. Customers will be requested to use it.

Sharing crockery

Employees were reminded not to share cups, glasses, crockery and cutlery.

Removal reading material

Magazines and papers e.g. from waiting rooms and common areas (such as coffee corners and kitchens) have been removed.

3 Scheduling and planning

Generous planning of examination dates, especially for oral examinations

In order to avoid large groupings of people, especially in the case of oral examinations, a generous planning of examination dates and speaking test schedules has been carried out. In this way, waiting times and queues in the outside area are kept as low as possible.

Punctuality
To avoid long waiting times as much as possible, candidates are asked to arrive punctually and not too early for the examinations.

**List of customers and candidates**

An employee and candidate list with name, telephone number and e-mail address is available. The company has already received the customer's consent.

**Illness of employees and/or candidates**

Employees and candidates will be informed prior to the examination that if they experience coughing, sore throat, shortness of breath with or without fever, feverish feeling or muscle pain, they must stay at home. This protective measure will be clearly communicated to all employees and candidates in the appropriate languages. Employees who suffer from coughing, sore throat, shortness of breath with or without fever, feverish feeling or muscle pain at work must go home immediately or, after registering by telephone, visit a doctor's surgery or emergency unit. No employee is allowed to work if sick.

These measures will be communicated to all employees and customers.