

**Managing Covid-19 risks for  
Exam Access Arrangements Assessments  
RISK ASSESSMENT FRAMEWORK**



Educational Needs  
Exam Access  
Assessments  
Consultation  
Advice



Name of Candidate(s)		Date of Assessment	
Staff involved		Venue	
Start time		Finish time	

Activity/Issue	Hazards and risks involved	Potential control measures
Preparation for meeting with the candidate	Assessor and candidate infection risk	<ul style="list-style-type: none"> <li>• Both the candidate and I must sanitise hands at the start of the meeting.</li> <li>• A Perspex screen will be situated between the candidate and myself to ensure a clear view of the testing materials but allow for them not to be handled by the candidate.</li> <li>• Issue clear guidance on symptoms in advance and do not proceed if any person is displaying Covid-19 symptoms.</li> <li>• I will travel to and from sites in my own transport.</li> </ul>
Location and positioning	Airborne or surface contamination risk	<i>It is important to maintain a positive and safe environment and a good level of rapport with the young person</i>

		<ul style="list-style-type: none"> <li>• Avoid small, enclosed, airless spaces.</li> <li>• Use adequately-sized space to allow for the <u>advised level of social distancing</u>.</li> <li>• Windows and doors should be open to facilitate ventilation, where possible and the student may need a coat.</li> <li>• Allow sufficient time between students for disinfecting, cleaning and aeration. The desk will need to be cleaned between candidates.</li> <li>• Do not compromise fire doors/exits.</li> <li>• Use signs to ensure quiet and lack of interruption.</li> <li>• Consider seating arrangements carefully to reduce the potential effects of airborne contamination. It may be better to sit alongside, at the required social distance, rather than opposite or at a more typical 90 degree angle.</li> <li>• If the test admin protocol is materially changed then this must be mentioned in any reporting and the results treated with caution.</li> </ul>
Breaks and use of school facilities	The assessor may need to eat or drink and use facilities and it is important to limit risk of infection from surfaces and mixing with large groups.	<ul style="list-style-type: none"> <li>• I will bring all of my own food and drink and consume it in the room I am working during my break time, I will take away any utensils or containers and wash at home.</li> <li>• I will follow any school clearing procedures when using any facilities - and remember to wash my hands.</li> </ul>
Reading and writing testing: DASH, WIAT III UK-T and WRAT 5	<p>Test materials could be contaminated.</p> <p>Some tests <u>require</u> the assessor to move closer than 2m, for example WIAT III UK-T stimulus book.</p> <p>Record forms, once touched by the candidate could be contaminated.</p> <p>It is understood that the virus exists in a viable form for replication longer on plastic than paper or cardboard.</p>	<p><i>A pack will be prepared for each candidate – an envelope containing the test resources will be prepared for each candidate and left untouched for 72 hours.</i></p> <ul style="list-style-type: none"> <li>• Candidates should bring their own black pen to use or will be issued with an untouched pen which they can keep.</li> <li>• Candidate should be requested to bring to the assessment their own coloured overlays or reading rulers if required.</li> <li>• Two meters distance will be maintained where possible, if the test requires closer proximity a Perspex screen will be used.</li> <li>• In order to reduce testing time only the necessary subtests will be used for example only the Free Writing subtest will be required from the DASH.</li> <li>• Test materials where possible will be displayed behind a Perspex screen to reduce the risk of contamination.</li> </ul>

		<ul style="list-style-type: none"> <li>• Keep any closer work to an absolute minimum – use a ruler or equivalent to point. Brief closer work that the expected minimum may be unavoidable on a few occasions to maintain expected levels of reliability.</li> <li>• At the end of the assessment the candidate can be asked to place any forms or materials back into a clearly marked envelope and place them in a box, these can then be marked 48-72 hours later and posted back to the school, clearly marked with the day they were posted to ensure the school are aware of when they are 'safe' to open.</li> <li>• Use hand sanitiser at appropriate intervals.</li> </ul>
Memory and Phonological tasks	In order to undertake a fair assessment, the candidate may need to be encouraged to come closer than advised to hear the assessor.	<ul style="list-style-type: none"> <li>• The use of a Perspex screen to reduce risk.</li> <li>• Maintain the expected physical distance at all times except when briefly required to administer the test in a standardised way</li> </ul>
Personal data consent form	When the student signs to give consent there is a risk of cross contamination of shared materials.	<ul style="list-style-type: none"> <li>• The data consent form will be in the prepared pack of materials for the student to remove, complete and return to the pack.</li> </ul>
Reporting	Professional practice requires that any adaptations to usual practice are reported and that scores are interpreted with caution.	<ul style="list-style-type: none"> <li>• I must describe, on test record forms and in reports, any material changes to typical administration. They must also explain the likely impact on the reliability of results. Qualified assessors will be aware that any change is likely to increase the likelihood of error.</li> </ul>

I have read the above risk assessment and am in agreement with the content, it is my duty to inform both students and parents.  
To be signed by the SENCO.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_