

Name of School/Studio:	
Authorised by:	Date:

## Health & hygiene protocols

### Instrumental and vocal examinations

Effective 28 March 2022 until further notice

The health, safety and wellbeing of candidates, accompanying persons and employees is our highest priority. Face-to-face examinations will proceed in compliance with Public Health Orders, the venue's COVIDSafe Plan and appropriate health and hygiene protocols to mitigate against transmission of COVID-19. Please read this document carefully. Your co-operation is appreciated.

#### Visitor's obligations

Each visitor to the examination centre including but not limited to examiners, candidates, family members, teachers, accompanists, is required to:

- Provide name and telephone number for contact tracing purposes.
- Bring only the required examination materials (e.g. instrument, printed materials, audio files and playback device, if required) and bottled water into the centre.
- Always wear an appropriate face covering (unless exempt under DH guidelines) except when drinking from a personal water bottle or performing.
- Follow any reasonable direction given by the Examinations Supervisor in relation to exam administration, health and safety.
- Comply with all advised health and safety protocols including: physical distancing, hand washing and hand sanitisation before warm-up and performance.
- Comply with the notified maximum number of persons permitted in each room.
- Not enter the centre if feeling unwell or exhibiting cold or flu-like symptoms or waiting for the results of a COVID-19 test.

Each candidate may be accompanied by one additional person only; children of secondary school age may wait alone if acceptable to their parents or guardians; the additional person might be the accompanist (as required) – alternatively a responsible family member aged over 18 if recorded accompaniment is being used. Due to limitations on the number of persons in the area, no additional visitors will be admitted. Only the candidate and accompanist will be admitted to the warm-up room. Page-turners are not permitted. Candidates and accompanists should make legal copies of pages where required to ensure continuity of the performance (copies to be destroyed following the examination).

#### On arrival

Candidates and accompanists should arrive at the examination centre no more than 15 minutes prior to the scheduled examination time (unless advised otherwise).

- Each visitor will be asked to comply with the venue's visitor record keeping requirements and provide evidence of COVID-19 vaccination or a valid exemption as required under Public Health Orders.
- The candidate should show the Supervisor the Notice of Examination (hold it up to be viewed). This must be a physical copy of the Notice, including the titles of pieces in order of performance, to be handed to the examiner at the commencement of the examination.
- Note that no food or drink may be brought into the centre - bottled water excepted.

## Hygiene measures

- Unless exempt under Department of Health guidelines, a fitted face-mask must be worn, except when drinking from a personal water bottle or performing.
- Hand sanitiser units will be available in each examination room and waiting area.
- Hand soap will be available in each bathroom.
- Paper towel or electric hand dryers will be available in each toilet cubicle.
- Water buckets will be provided for the use of brass players in examination studios and warm-up rooms.
- Exam Supervisors will sanitise touched surfaces in warm-up rooms and public areas, including door handles, handrails, toilets and examining rooms during breaks for morning tea/afternoon tea/lunch/dinner.
- Examiners will be provided with gloves and water-based wipes/solution/cloths to be used to wipe down piano keys, fallboards and other touched surfaces; and alcohol-based wipes to sanitise music stands and other touched surfaces.
- Air conditioning fans will be set to the highest speed and doors to examination and warm-up rooms will be left open when the rooms are not in use.

## Examinations

- When called for examination, candidates and accompanists are requested to wash their hands thoroughly, and then move to the designated warm-up room. Rehearsing repertoire with an accompanist is not permitted; playing in these rooms should be limited to tuning only.
  - Candidates of stringed instruments are requested to tune their instrument with the assistance of the accompanist, if necessary.
  - Wind instruments should be warmed-up by blowing gently through the instrument (as instructed by the teacher) and tuned, with the assistance of the accompanist if necessary.
  - Singers may warm-up their voices with the assistance of the accompanist if necessary.
- The examiner will call the candidate (and accompanist, if any) for the examination, which would normally commence with accompanied works. The accompanist is requested to transfer the instrument case from the warm-up room to the corridor outside the examination room, as the candidate will not be able to return to the warm-up room after their exam. (When vacating the warm-up room, please leave the door open.)
- After entering the examination room, the candidate should place books on the music stand, check the instrument's tuning to the piano and be ready to commence the first accompanied work. The accompanist is requested to use hand sanitiser (from the dispenser in the room) before touching the keyboard.
- Please do not blow instruments facing towards the examiner or the accompanist.
- Candidates may remove their face-mask whilst performing.
- Candidates are reminded not to touch their face or mask.
- Examiners will wipe down the piano keys between candidates.
- The examiner will use a second digital or acoustic piano for the Aural Tests (or a CD player).
- Examiners will be seated at least 3 to 4 metres from the performers.
- Sight reading test booklets will be handled by the examiner only.
- During the General Knowledge quiz, the examiner will ask the candidate to turn the pages, and will stand at least 1.5 metres away from the candidate. (For Level 2 and Level 3 examinations the accompanist is requested to leave the accompaniment parts on the piano; the candidate will complete the General Knowledge quiz whilst seated at the piano.)

It is important to minimise the number of people in the area and to maintain physical distancing rules. Therefore, after their examination, the candidate is requested to pack up their instrument in the corridor, sanitise their hands and leave the area quickly and quietly.

Thank you for your co-operation.