



**Faculty of Occupational Medicine
of the Royal College of Physicians**

**SOCIALLY DISTANCED
EXAMINATION
GUIDANCE NOTES**

**Diploma in Occupational Medicine
November 2020**

Faculty of Occupational Medicine
2 Lovibond Lane
London
SE10 9FY
Tel: 020 7242 8698
www.fom.ac.uk
exams@FOM.ac.uk

**Socially Distanced Exams at the Faculty of
Occupational Medicine**
(all information correct as of 17th August 2020)

1. General Requirements for Candidates

1.1 To protect other candidates and staff, you **MUST** adhere to government guidance and **NOT** enter the venue if:

- you have any of the specified [coronavirus symptoms](#)
- [government guidance](#) states you should self-isolate

Please note that government guidance may change. Candidates **MUST** therefore refer to the specified guidance above, together with the generic guidelines on the [government website](#) and ensure they comply before entering the venue.

1.2 Candidates **MUST** provide their own face covering, the use of which will be **mandatory** whilst in the building until seated in the examination room.

1.3 Face coverings may be removed for the duration of the examination.

1.4 Face coverings **MUST** then be worn whilst leaving the examination room until candidates have exited the building.

1.5 Gloves, if worn, **MUST** be transparent.

1.6 Candidates **MUST** bring their own stationery (pens / pencils / erasers) and ensure these are **NOT** left in the exam room.

1.7 Stay 2 metres apart whenever possible.

All candidates are required to inform FOM if they develop symptoms and test positive within 48 hours of attending one of our exam locations.

By attending one of our examinations, candidates consent to FOM sharing their contact details with NHS Test and Trace (or equivalent) should an attendee become symptomatic and test positive within 48 hours of the examination.

3. Registration

Only those registered for the examination may enter the building.

3.1 You will need to temporarily remove your face covering during the registration process for the purposes of verifying your identity. (Please note that your passport or photographic drivers license are the **ONLY** acceptable forms of identification and you may not be permitted to sit the exam if you do not provide this on the day of the examination).

3.2 Hand sanitiser will be available at the desk and we ask that you use this upon registration.

3.3 Once registered, each candidate will have a clearly labelled chair in the waiting area in which to sit. We ask that you remain in your seat unless you need the use of the bathroom.

3.4 The use of mobile phones, tablets, laptops and smart watches is prohibited in the waiting area (and examination room) and we ask that you ensure they are switched off before entering the building.

3.5 Should you need to use the bathroom ahead of the examination, please approach the invigilator at the front of the room.

3.6 Individual bottles of water will be placed on each candidate's chair in the waiting area and we ask that these be disposed of in the boxes provided.

3.7 No food to be consumed on the premises.

3.8 You will be invited to enter the examination room 10 minutes before the start of the examination and will be required to take your personal belongings with you.

3.9 You will enter the exam room row by row, from the front of the room to the rear of the room to manage social distancing rules.

If there are medical reasons why you are unable to comply with any of the above, you MUST alert the [examinations team](#) as soon as possible prior to the examination day.

4. What the FOM staff will be required to do

In addition to the above details for candidates, the FOM invigilators have been provided with the following instructions to ensure the safe delivery of our examinations:

4.1 Provide a clear one-way system into the building ensuring separate entrances / exits.

4.2 Limit the number of candidates using the bathroom at any one time.

4.3 Provide clear, easy to read instructions throughout the venue.

4.4 Provide hand sanitiser stations in all public areas, including the entrance to and exit from the examination room.

4.5 Turn off vending machines / close off public water fountains.

4.6 Aim to limit points of physical contact between staff and candidates.

4.7 Use protective masks / gloves to help reduce the risk of infection.

4.8 Adhere to social distancing practices throughout the process.

4.9 Arrange for the exam room and waiting area to be fully cleaned / disinfected after each exam session, ensuring all high touch areas are sanitised. These areas will include, but are not limited to desks, chairs, handles and door handles.

4.10 Ensure gloves are worn when placing examination papers on desks prior to the exam.

4.11 Allow for extra spacing within the exam room.

4.12 Manage candidates leaving the exam room once they have finished their exam to prevent large numbers gathering in communal areas.

4.13 Ensure candidates leave the venue following the correct exit route / door.

Any change to the above will be in line with government guidance and will be available through the relevant sections of our [website](#) as soon as is practicable.