

Covid-19 Protocol

For Speech NZ Examinations

Updated 7 September 2021

	Delta Alert Level 2	Alert Level 3+
In Person Exams?	<p>Yes - with 2 metre social distancing in place. The waiting and examination rooms will be set out accordingly & hand sanitiser provided.</p> <p><u>Masks</u> are required for all Speech NZ staff (examiner and supervisor). Masks are recommended for all adults entering the venue. Masks are optional for candidates. <i>Students who choose to wear a mask will not be disadvantaged.</i></p> <p>Examiners are aware of the disruption experienced during lockdown, and will take this into account.</p> <p>If the exam normally includes an impromptu activity, the examiner will ask the candidate which activity they wish to do, rather than assigning it for them.</p> <p>Please only enter the waiting room 15 minutes before your exam.</p> <p>Where possible, parents/teachers are requested to drop candidates at the door, to ensure for adequate social distancing inside. However, if you need to accompany the candidate into the waiting room, please ensure you sign in.</p> <p>A Covid Tracer QR code and/or sign in sheet will be available at all venues. Anyone who accompanies a candidate to the examination MUST either scan in on the QR code or register their name and contact details on the sign-in sheet, for contact tracking purposes</p> <p>There will be no physical contact with the examiner or supervisor (shaking hands etc)</p>	<p>NO – all scheduled examination tours within the affected area(s) will change to Zoom, or be rescheduled for another in-person date.</p> <p>Teachers will be alerted by National Office, and teachers are expected to contact parents/candidates.</p> <p>All communication regarding affected examinations will be directed through National Office, rather than the local secretary, to assist with speed of information delivery and decisions.</p> <p>Teachers should be the first point of call for parents and candidates, but if they cannot be reached, please contact National Office at info@speechnz.co.nz.</p>
Zoom Exams?	Yes – Last Week of the Month (LWOM) online exams via Zoom continue as scheduled.	Yes – LWOM online exams via Zoom continue as scheduled.
Group Exams?	In-Person group examinations can continue, and groups will be expected to maintain their collective distance from the examiner at all times.	<p>Pre-recorded group dramas may be submitted for examination.</p> <p>Group examinations where group members are in different households are possible, but please discuss this with National Office first.</p>
Exam Materials	Candidates will bring exam material to the exam as usual, and be asked to place it on a desk inside the exam room for the examiner to collect.	Candidates/Teachers will email exam materials to National Office.
National Office Staff	The National Office will be staffed between 8.30am & 4.30pm.	<p>Office Staff working from home. Please direct all communication to the National Office at info@speechnz.co.nz.</p> <p>Printing certificates, fulfilling badge/stationary orders etc will be on hold.</p>

Additional information:

- Candidates who cannot sit their exam due to Covid-related illness & choose not to be examined via Zoom may either transfer to the next tour date at no cost, or apply for a refund.
- Exam closing dates have been adjusted for the rest of 2021 to be 4 weeks before the examination date, rather than the normal 6 weeks. The use of the late-entry fee has also been adjusted, so that entries will not incur the \$20 fee unless they are entered within 2 weeks of the examination date.
- Private teachers need to set their own parameters and guidelines for their students regarding mask use and other Covid-19 measures. <https://covid19.govt.nz/alert-levels-and-updates/alert-level-2/#work-and-business>