

COVID – 19 statement

Kaplan Professional Awards (KPA) takes its responsibilities regarding reducing the risk of spreading Coronavirus (COVID 19) very seriously; as such, we continually monitor the governments' advice on social distancing and restrictions..

We would like to reassure our candidates and wider stakeholders that we are following government and medical and health advice and working with our test centres making sure that they have enhanced their cleaning and hygiene measures in test centres to help protect the health of candidates and to maintain business as usual as far as possible.

Candidates wishing or due to sit an exam are able to do so at one of our test centres where available. If a centre is not available or the candidate is self-isolating, where possible, remotely invigilated exams are available.

The following procedures are in place at all our KPA test centres to protect our candidates & staff:

- All candidates/ staff are temperature checked before entering the building.
- Social distancing two metre rules are to be followed.
- Sanitising stations will be provided. All students and staff are expected to wash hands on arrival and regularly throughout the day.
- Face coverings are to be worn by all staff, students and candidates while in a KPA test centre location. Face coverings may only be removed when seated at a designated desk and when social distancing measures are taken. Face coverings must be worn at all other times, including when arriving/leaving and when walking around the location.
 - We recommend that face coverings remain in place during exams and assessments.
 - A face visor or shield may be worn in addition to a face covering but not instead of one.
 - We are unable to supply face coverings to students/candidates.
 - Some people may be exempted from wearing face coverings, for example, if a health condition prevents them from doing so. We will follow the Government's guidance on [face covering exemptions](#).
- Please do not come into a KPA test centre location if: You, or a member of your household, are showing symptoms of COVID and have not yet been tested or received test results. Symptoms (per the NHS) could be:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- You have tested positive for COVID in the last 10 days
- You have been in close contact with a confirmed case within the last 10 days. Close contact could be:
 - living in the same house
 - face-to-face contact, for example, talking for more than a few minutes
 - being coughed on
 - being within 2 metres of the person for more than 15 minutes
 - contact with their body fluids
- You have taken a lateral flow test and tested positive and are awaiting a full COVID test result.

Our advice and guidance is updated in accordance with our Government's announcements. Further updates will be added on the Government's relaxing and removal of COVID-19 restrictions taking place in July and August.

KPA will continue to recommend to follow social distancing rules, wearing a face mask in public areas and making use of hand sanitising stations where available.

Further information relating to COVID-19 can be found here [COVID-19 Government guidelines](#)

We continue to offer support and advice to all of our candidates as best as we can during this time by asking them to contact us at kpaenquiries@kaplan.co.uk