

STANDARD OPERATING PROCEDURE ON
PREVENTIVE MEASURES TO BE FOLLOWED
WHILE APPEARING EXAMINATIONS TO
CONTAIN SPREAD OF COVID-19

(To be strictly adhered by all Examinees)

- I. Physical distancing of at least 6 feet to be always followed by all examinees at the Exam Centre premises.
- II. Use of **face covers/mask** is mandatory and always has to be worn inside the examination center by all.
- III. Examinees must always have to wear **hand gloves** during the examination.
- IV. Respiratory etiquette to be strictly followed, which involves covering of mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- V. Spitting shall be strictly prohibited.
- VI. Body temperature of all examinees shall be measured at the entry point in every session before entering the examination hall and only asymptomatic students shall be allowed inside the examination hall.
- VII. Bags/books/mobiles will not be allowed in the examination center.
- VIII. **Hand sanitizer bottle (50 ml size)** must be carried by the examinees to the examination hall.
- IX. **Individual water bottles** should be carried by the examinees.
- X. On completion of exam, the candidates should move out in an orderly manner maintaining social distancing.



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STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES TO BE FOLLOWED WHILE CONDUCTING EXAMINATIONS TO CONTAIN SPREAD OF COVID-19

(To be strictly adhered by all Examination Centres)

1. General preventive measures:

- a) Physical distancing of at least 6 feet to be followed by all examinees/functionaries.
- b) Thermo guns for Temperature check of candidates and all staff on duty
- c) Use of face covers/masks is mandatory.
- d) Respiratory etiquette to be strictly followed, which involves covering of mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- e) Spitting shall be strictly prohibited.
- f) Examination hall and other common areas shall be sanitized each time before and after examination.

2. Entry and Exit to the Examination Centre:

- a) Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- b) Only asymptomatic staff and students shall be allowed inside the examination hall.
- c) All staff and students to be allowed entry only if using face cover/masks.
- d) The face cover/mask has to be worn at all times inside the examination center by all.
- e) Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center.
- f) Bags/books/mobiles should not be allowed in the examination center.
- g) Specific markings must be displayed with sufficient distance to manage the queue and ensure social distancing in the centre.
- h) On completion of exam, the candidates should be permitted to move out in an orderly manner.

3. SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

- a) Place the ill person in a room or area where they are isolated from others.
- b) The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- c) The examinees exhibiting symptoms and willing to give the examination, may be allowed to take examination by shifting the candidate to a separate isolation room.
- d) If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- e) Disinfection of the premises to be taken up if the person is found positive.

4. During Examination:

- a) Seating arrangements of examinees must be in accordance with the guidelines as issued by University Grants Commission, Govt. of India (sample enclosed)
- b) All examinees must always wear face mask/cover and hand gloves during examination.
- c) Hand sanitizer bottle (50 ml size) must be carried by the examinees to the examination hall.
- d) Individual water bottles for staff on duty and for candidates

5. Items permitted into the examination room/hall for Candidates:

Candidates will be permitted to carry only these items with them into the examination room/hall:

- a) Mask on face
- b) Gloves on hand
- c) Personal transparent water bottle
- d) Personal small hand sanitizer (50 ml)
- e) Exam related documents as instructed (Admit Card, ID card, etc)

No other item to be permitted inside the examination room/hall.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty