

Examination instructions and COVID-19 guidelines for Carry Over Examination 2019-20

(November 18, 2020 onwards)

These are brief guidelines about the changes introduced in the special carry over examination 2019-20 of all eligible students .

Issue of Admit Cards:

During this examination admit card will not be issued, rather identity of students will be established by examinational verification and institute ID card.

Students should also hand over the self-declaration forms at college while reporting for the examination for the first time. It is mandatory for the students to submit the self- declaration form, duly signed by them and their guardian, before appearing in the examination. The format for the self-declaration is at the end of this letter.

What the students can carry in the examination hall

- a. A face mask big enough to cover the both nose and mouth of the candidate. In case, the student does not have any mask or the mask used by the student is inadequate, examination superintendent may provide a disposable mask to the student.
- b. A small transparent bottle (about 50 ml capacity) of hand sanitizer. (Institute will also make arrangement for hand sanitizer for each examination room and help the candidates not having any sanitizer for hand sanitization.)
- c. Two passport size photographs.
- d. Non-programmable calculator as recommended by the university/Institute.
- e. A valid photo ID proof (Institute ID card/PAN card/Aadhaar card/Driving License or Voter ID Card)
- f. A transparent water bottle for drinking water.
- g. If the candidate wishes to use hand gloves during the examination, he/she may be allowed to carry and use disposable hand gloves during the examination.

NOTE: Students are strictly advised against carrying any mobile/tablet and any such electronic devices except (non-programmable calculators) to the examination hall. As per the examination rules, possession of any such device in the examination hall shall be treated as Unfair Means and the action against such candidates will be taken as per the university UFM rules.

**These instructions are prepared with reference to the University Grant Commission, New Delhi letter on Standard Operating Procedure for Conduct of Examination issued on July 08, 2020 (A copy of the letter is also attached for further reference).*

Safety Measures at the examination centres:

- a. The examination rooms will be sanitized daily before start of the examination.
- b. All desks and chairs will be thoroughly sanitized before the examination during each session.
- c. All those deputed on examination duty will be essentially wearing facemasks and gloves.
- d. Sanitizer bottles will be kept at the entry gate, examination halls, and examination control rooms. These will be refilled from time to time.
- e. All washrooms will be thoroughly disinfected.
- f. All door handles, staircase railings, lift buttons etc. will be disinfected daily.
- g. All trash bins will be emptied and thoroughly disinfected.
- h. Notice boards will display the Covid-19 advisory for all students.
- i. Examination superintendent /invigilators shall make proper arrangement at the entry point so that social distancing is ensured during the entry of the students to the examination rooms.
- j. Markings will be made on the floor to ensure that the social distancing norms are maintained by the students while in queue.
- k. Seating arrangement will be not be displayed at the entry point of the exam centres to avoid crowding.

Seating Arrangement:

In order to ensure proper physical distancing inside the examination halls, the candidates will be seated in alternate seats. Examination superintendent is advised to follow the seating norms as suggested by the UGC, New Delhi.

Students having symptoms of cold cough and fever should be made to sit in a separate isolation room to appear in their examination.

Entry at the exam center:

- a. Candidates will report at least one hour prior to the start of the examination as mentioned in examination schedule available on institute website.
- b. Institute will ensure that the students stand in a queue adhering to the social distancing norms.
- c. The staff deputed examination superintendent by will check the body temperature of the student using non-contact type thermos gun.
 1. If the body temperature is $< 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be allowed to enter the exam room / building. Class room invigilator will verify student's identity from verification card available with him and institute ID card while maintaining social distancing. Class room invigilators will also reach examination room one hour earlier than the scheduled time of examination.
 2. If the body temperature is $> 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be sent to a special isolation room where his body temperature will again be taken after a lapse of 15 to 20 minutes. In this time, their temperature may become normal. If not, then they will be allowed to appear in the examination in a separate room specially assigned for such students.
- d. No physical frisking of the students will be conducted. However, they will be informed not to carry any objectionable material like mobile etc. with them to the examination hall. If any such item is recovered inside the hall, it will be treated as Unfair Means and accordingly disciplinary action will be initiated as per the UFM rules.
- e. Candidates will have to sanitize their hands before entering the examination hall.

- f. They shall display their documents to the examination staff from a safe distance. The staff will not touch the documents of the candidates during this entire process.
- g. No entry will be allowed in the examination rooms after the start of examination.

Examination process:

- a. Students will enter the examination hall only after thoroughly sanitizing their hands.
- b. Students must wear the mask during the entire period of the examination. If they don't have a safety mask, the examination superintendents are advised to provide them a disposable mask.
- c. The students will report to the invigilator present in the examination hall from a safe distance. They will show their institute ID card to the invigilator who will guide them to their seat as per the seating plan.
- d. Student will pick one of the answer sheet, kept at the table of invigilator and note down the serial of answer sheet in the attendance sheet kept there. They will also sign the attendance sheet available with the room invigilator before proceeding to their designated seats. The students will again sanitize their hands after signing the attendance sheet.
- e. All tables and chairs in the examination hall will be thoroughly sanitized before the start of the examination.
- f. During the examination, invigilators will monitor the students from a safe distance.
- g. Students will not be allowed to leave the examination hall before the completion of the exam. They can however, may be allowed to visit the toilets one at a time.
- h. After the examination, students are advised to leave the answer sheets on the table and leave the examination hall in queues, one at a time, while observing the physical distancing.
- i. Once the students leave the examination hall, the invigilators will collect the used answer sheets from the students' desks in orderly manner. They will also ensure that the students have filled the details on the cover page of answer sheets correctly and then put their signature/initials at the appropriate place on answer sheets.
- j. Invigilators will again sanitize their hands after this work.
- k. After counting they will hand over the answer sheets to the collection counter in the control room from a safe distance. The collection room staff will count the OMR sheets and place them inside a sealed envelope along with the copy of the attendance sheet.
- l. Once the process is over the invigilator and the collection room staff will sanitize their hands again.

For other instructions, you are advised to refer the UGC SOP for examination conduction attached with this letter.

SELF DECLARATION

I, _____ son/daughter of _____ resident of _____
_____, do hereby declare the following:

1. I have read the Instructions, guidelines and relevant orders of Govt of India pertaining to COVID-19 pandemic. I have read information bulletin, instructions and notices related to my examination available at the Institute website.
2. I have in the last 14 days (please write Yes/No, wherever applicable):

a. The following flu-like symptoms:

Fever (Yes/No) **Cough: (Yes/No)** **Breathlessness (Yes/No)** **Sore Throat/Runny Nose (Yes/No)**,
Body Ache (Yes/No)

Others-Please Specify:

- b. Been in close contact with a confirmed case of Covid-19 ('Close contact' means being at less than one-meter distance for more than 15 minutes) **(Yes/No)**
- c. Not been in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine **(Yes/No)**
- d. Travelled the following cities/ country in the last 14 days prior to arriving at the centre:

	1 st city	2 nd city	3 rd city	4 th city
Name of cities/country				
Date of arrival in centre city				

3. I/we understand that the health and wellbeing of our community is our first priority; therefore, the centre reserves the right to deny entry to its premises.
4. I/we have read the "**Examination instructions and COVID-19 guidelines for Final Year Examination 2019-20**" and I/we undertake to abide by the same.

Candidates photo	Candidate's signature	Parent's Signature
	Candidate's Mobile No.	Parent's Mobile No.

