

STANDARD OPERATING PROCEDURES FOR EXAMINEES AT EXAMINATION CENTERS

1. Entry of examinees

- Entry to examination hall will be started an hour before the start time of examination. Please reach the examination at the earliest to avoid hassle in the eleventh hour.
- Examination center would be sanitized daily, whereas door handles etc. would be sanitized on hourly basis to ensure safety of students.
- No one will be allowed to enter the examination centre without wearing the face mask.
- Shaded queue arrangement with marking of 3 feet distance at the entrance of examination center will be made. Please observe discipline while entering the examination centre and wait for your turn in the queue maintaining the social distance.
- Walk through disinfection gate will be installed at the entrance and all examinees must pass through it at the time of entrance.
- Thermal scanning of all examinees will be made at the time of entrance.
- Those examinees whose temperature is found more than 37.2 degrees Celsius will be politely moved out of the queue. Such examinees will be required to leave the examination center as per guidelines of the government and WHO.
- Examinees will be required to show their admit cards at the entrance.
- All examinees will be required to sanitize their hands while entering the examination center.
- Examinees will not be allowed to bring any other thing with them except necessary stationery required to write their examination.
- Assembling in groups anywhere inside the examination center will be strictly prohibited. Examinees will be required to go to their respective examination hall once they enter the examination center.

2. During examination

- There will be six feet distance between adjacent/successive seats of examinees. Examinees are advised to maintain 6 feet physical distance from fellow examinees and staff at all time.
- Standing alongside seat of any other examinee before the start of paper or after the completion of paper is strictly prohibited.
- Sanitizers would be available and the students may use them whenever required.
- All examinees must wash their hands with soap if they go to the washroom.
- They must sanitize their hands whenever they enter into examination hall.
- The examinees should cover their nose with their elbow if they sneeze.
- Face mask must be properly disposed of in the dustbin if it gets wet. A fresh mask would be available and provided by the invigilation staff near you.
- Any examinee found sneezing or coughing frequently would be asked to leave the examination hall.

3. After examination

- No one will be allowed to leave the examination hall during last 15 minutes of the paper.
- Examinees will be required to remain seated at their places after completion of examination time even after collection of answer script by the invigilation staff.
- Examinees will be allowed to leave their place one by one.
- Use of mobile phones or any kind of discussion while waiting to receive leaving instructions shall be strictly prohibited
- The examinees must not stand in groups outside the examination center and must leave for their homes/desired destinations immediately.