

# **Examination instructions and COVID-19 guidelines for Even Semester Examination 2019-20 (Sep 19, 2020 to Sep 30, 2020)**

These are brief guidelines about the changes introduced in the even semester examination 2019-20 of final year Second Semester students of various Undergraduate (UG) courses and PG courses.

## **Issue of Admit Cards:**

The verification lists of the students have been uploaded in the university login of the institute. The institutes are advised to verify and approve the eligible students from that list. Once verified and approved by the institute, the admit card will automatically displayed in the student login and student can then download it from their university login.

Students are advised to carry their admit cards along with a valid personal id while they commute to their examination centres as this will be treated as a pass for the movement of students.

Carrying admit card to the examination centres is mandatory, failing which the student will not be allowed to appear in the examination.

Students are also expected to hand over the self-declaration forms at the examination centers 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, exam center will provide a disposable mask to the student.
- b. A small transparent bottle (about 50 ml capacity) of hand sanitizer. (Examination center 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.
- 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 university 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 exam centres 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 exam duty will be wearing facemasks and gloves.
- d. Sanitizer bottles will be kept at the entry gate, examination halls, 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. Centre shall make proper arrangement at the entry point so that social distancing is ensured during the entry of the students to the examination centre.
- 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 not be displayed at the entry point of the exam centres to avoid crowding.

Note: Expenses for these arrangements would be borne by the respective institutes.

## **Seating Arrangement:**

In order to ensure proper physical distancing inside the examination halls, the candidates will be seated in alternate seats. Exam centres are 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 centre:**

- a. Candidates will report at least one hour prior to the start of the examination as mentioned in their admit cards.
- b. Exam centres will ensure that the students stand in a queue adhering to the social distancing norms.
- c. The staff 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 centre to verification desk where he/she will show his/her admit card and a valid id from a safe distance to the exam centre staff. The exam centre staff, after verification of the student will guide the student to his/her examination room with help of a seat allocation chart available with him.
  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 university UFM rules.
- e. Candidates will have to sanitize their hands before entering the examination hall.

- f. They shall display their documents to the exam center 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 centers 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 centers 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 admit cards to the invigilator who will guide them to their seat as per the seating plan.
- d. They will sign the attendance sheet available with the room invigilator before proceeding 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. University assigned agency will visit the examination halls to carry out the contactless face biometric of the students and barcode scanning of answer booklet, admit card and the question booklets. Invigilators will coordinate with the technical person in collecting these data from a safe distance.
- i. 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.
- j. 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 ANSWER SHEETS correctly and then put their signature/initials at the appropriate place on the ANSWER SHEETS.
- k. Invigilators will again sanitize their hands after this work.
- l. 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 ANSWER sheets and place them inside a sealed envelope along with the copy of the attendance sheet.
- m. 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.**