

Guideline for Supervisors & Invigilators Regarding COVID -19 Precautions during the Examination

General Guidelines

- Follow cough etiquette
- Avoid touching the face
- Minimize contact with unnecessary surfaces (table tops etc.)
- Students should be seated at least 1-meter distance in the examination hall.
- Make sure to maintain physical distancing (preferably 2m) from others all the time.
- Make sure the students are not gathered before & after the examination.
- Students are recommended to bring their own pen, pencils, eraser, sharpener & water bottles required for exams if any one fails to do so make sure to provide the sanitized articles.
- Do not bring unnecessary belongings to the examination hall.

Hand washing

- Make sure that all the staff and students have washed their hands prior entering into the examination hall. As this would take time, make sure the examiners are present in the examination hall 45 minutes prior to the examination.
- Make sure that the surfaces of tables and chairs are sanitized prior to the examination.
- It is encouraged to have your own sanitizer so as to use it whenever needed.

Face Mask

- Ensure all the staff and students have worn masks properly during examination. If necessary, provide masks for anyone who fails to wear a mask.

Safety Measures to be followed during the Exam

- Assign one invigilator strictly for one group of students (eg. for 2 rows) and all activities related to the assigned group of students (eg. distributing papers, collecting and distributing admission cards, collecting answer papers etc.) should be carried out by that particular invigilator
- Disinfect the table tops used by the examiners with 0.1% hypochlorite regularly

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Distributing papers

- Perform hand hygiene with alcohol hand rub just before and after the distribution of answer papers
- Perform hand hygiene with alcohol hand rub just before opening the question paper packet (supervisor can open the packet and an invigilator, after hand hygiene, can take the question papers out and distribute to other invigilators for distribution)
- All invigilators must perform hand sanitization with alcohol hand rub just before receiving the question papers for distribution
- Distribute the question papers with minimum contact with any surfaces
- Perform hand sanitization after distributing the question papers

Signing admission cards

- Keep a separate table for signing the admission cards
- Perform hand hygiene before collecting admission cards
- Assigned invigilator for each group of students to collect admission cards as sets (10 each time) for the signature and perform hand hygiene after handing over to the supervisor
- Disinfect that table top before and after signing each set of admission cards
- Supervisor to perform hand hygiene before and after signing each 10 admission cards
- Invigilator to perform hand hygiene before collecting each set of admission cards and after distribution of every 10 and at the end of distribution of all admission cards

Distribution of additional papers

- Perform hand sanitization frequently in between distributing additional papers
- If any student develops FEVER, with or without acute respiratory symptoms (difficulty in breathing, cough, runny nose, sore throat, etc.)
- Move the student to the separate space allocated and allow the candidate to sit for the examination while strictly maintaining more than one-meter physical distancing and inform the Dean/FAHS or Mrs. T. Gnanakarunyan, Chairperson, HPC.
- The staff who works in this designated area should maintain 2m distance and wear a face shield in addition to mask and apron.

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Collecting answer booklets/papers

- The supervisor and all invigilators to perform hand sanitization with alcohol hand rub just before collecting the answer papers.
- Perform hand hygiene after packing the answer papers.
- Make sure that the students leave the hall and collect all their belongings from the designated area maintaining at least 1m (preferably 2m) distance at all times.