

## Standard operating procedure (SOP) for conduct of Theory Examination

### Venue for Examinations

All theory examinations will be held in the JIPMER Academic Center (JAC). Practical/ oral examinations will normally be conducted in each department.

### Social distancing (SD) norms

*Examination halls:* Students will be accommodated in 6 halls. Keeping the SD norms, each hall will accommodate only up to about 25 students (SD-25 model). This will be done by keeping the adjacent seats (in front and on side) vacant to maintain distance between students. The following halls have been identified for this:

1. Lecture hall, 2<sup>nd</sup> floor (Room No 8219)
2. Exam hall 1, 3<sup>rd</sup> floor (Room No 8320)
3. Exam hall 2, 3<sup>rd</sup> floor (Room No 8321)
4. Lecture hall, 3<sup>rd</sup> floor (Bernard theatre)
5. Exam hall 1, 4<sup>th</sup> floor (Room No 8430)
6. Exam hall 2, 4<sup>th</sup> floor (Room No 8431)

*Isolation exam room:* **Anatomy demonstration room**, on ground floor has been identified as an isolation room for students who are found symptomatic on the day of exam. Symptomatic students may be allowed to appear for the examination in an isolation room depending on the severity of the symptoms, where too the SD-25 model will be followed. These students will be tested for COVID-19 at an appropriate time after the test. If the test result is positive, the student will not be able to appear for any further examinations and will be isolated. However, a separate examination will be conducted for him/her, after he/she recovers and the test result is negative for COVID-19. Students who were symptomatic but with negative COVID-19 test result can appear in subsequent examinations but will remain under surveillance.

### Sanitization of Examination Room

The designated rooms will be sanitized every day before and after the examination.

### Conduct of Examinations

#### *Shifts and Reporting time*

Examinations will be held in 2 shifts in accordance with the published timetable.

*Morning shift:* Exam will commence at 9:00 AM on the notified days

Reporting time: Students must report to the exam venue (JAC) at **8:00 AM**

*Evening shift:* Exam will commence at 1:30 PM on the notified days.

Reporting time: Students must report to the exam venue (JAC) at **12:30 PM**

**Please note:** No student will be permitted to enter the examination hall if he/she reports late. Final decision to permit any late arrival will rest with the Controller of Examinations.

#### *Screening Procedure at the examination hall:*

The security personnel outside the examination hall will check and verify the **identity** of each student at the entrance. **Thermal scanning** (temperature recording) will be done. The students will stand in a queue maintaining 6-feet distance between them during screening.

The following conditions are mandatory for all students for entry into the examination hall.

- **PPE:** Wearing of a 3-ply face mask.
- **Admit Card:** Admit card for the particular examination issued by JIPMER.
- **JIPMER Identity Card with bar code sticker.**

**What is NOT permitted:**

- (a) Wearing coats, scarves, hats or outdoor (except where exemption applies for religious reasons).
- (b) Mobile phones.
- (c) Any accessories or bags (except items in the permitted list).
- (d) Food and/or drinks.

NO space or storage cabinets will be provided for any valuables. Students are advised to desist from carrying any valuables to the examination hall.

**What is permitted:**

- (a) Students must bring their own pens, pencils, rulers, pencil sharpener, eraser in a plastic case. No such item will be provided in the examination hall.
- (b) Drinking water in a transparent plastic bottle
- (c) Hand sanitizer.

All students will sanitize their hands before entering the examination hall, using the equipment will be placed at the entrance.

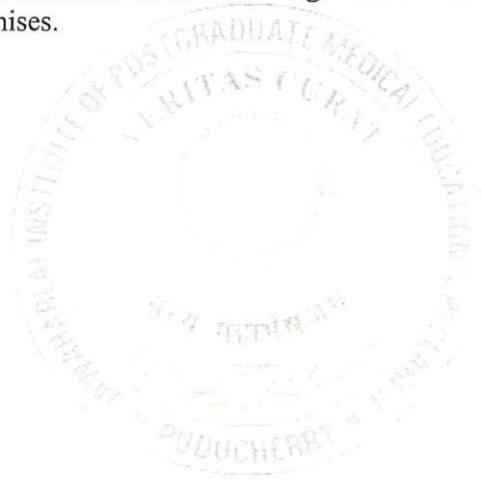
*Inside the examination hall*

- Candidates must be seated on the allotted seats in the examination room at least 10 min before the start of the examination.
- *Self-declaration form:* All the students have to this form about which will be placed on respective seats regarding any COVID-19 related symptoms and any other co-morbidities. The invigilators will check these before the examination.

**Please note:** If any student is found to be symptomatic for COVID-19 during thermal scanning or on scrutiny of SDF, the student will be shifted immediately to the isolation examination room to write the examination. If a subsequent test result reveals the student to be COVID-19 positive, he/she will be immediately isolated and kept under quarantine with round the clock monitoring, and will be treated as advised by the COVID clinical team. His health status will be communicated to the parents immediately.

- *Answer sheets:* These will be placed on each seat.
- *Question papers:* The invigilator will open the question paper envelope at the time of start of the examination and distribute the papers to the students at their respective seats.
- *Queries during exam:* Any student who wishes to speak to an invigilator should raise a hand and stay seated.
- *CCTV surveillance:* Students will be under constant CCTV surveillance during the examination.

- *Washroom use during exam:*
  - a) The students are advised in view to COVID-19 pandemic to avoid using the washroom facility.
  - b) If any student wishes to use the washroom facility, the student will be accompanied by a separate staff, so that the invigilator/s does not leave the examination room.
  - c) Arrangements will be made to sanitize the washrooms periodically during the examination.
- *Exit Procedure from Examination hall:*
  - a) Students will not be permitted to leave an examination hall during the first 60 min or the last 30 min of the exam.
  - b) After the final bell, the students will be instructed to leave the room in an orderly manner maintaining the 6 feet distance between them. They will be permitted to carry only question paper and their belongings from the examination hall.
  - c) None of the students should be seen forming a cluster at any time or at any place in the JIPMER premises.





### Guidelines for Invigilators for Theory Exams

- *Appointment as Invigilator:* Invigilation duties will be assigned to the office staff, as deemed necessary, by the Dean's office. Office staff who wish to volunteer are welcome.
- *Invigilator distribution:* There shall be one invigilator for a block of 25 students per examination hall per shift (morning and afternoon).
- *Invigilator reporting time:* At examination venue at 8:00 AM for morning shift, 12:30 PM for evening shift
- *PPE:* Each invigilator will be required to wear a 3-ply face mask, clean hands with sanitizer and wear gloves.
- *Examination hall:* The invigilators shall enter the examination hall at least 15 min before the start of examination.
- *Invigilator's responsibilities:*
  - a) Verify that the students have occupied seats as per the seating arrangement and their roll number.
  - b) Place an answer sheet on each seat before the students' entry into the exam hall.
  - c) Check the JIPMER identity card of each students and sign on their answer books, if all details are correct.
  - d) Collect the completed SDFs. If any box is ticked "yes", immediately notify the Controller of Examinations.
  - e) Open the question paper envelope exactly at the examination start time in front of the students, and distribute the papers to the seated students.
  - f) A chair will be provided to each invigilator to sit outside the examination hall.
  - g) Remain at the examination site at all times during the examination. If the invigilator needs to be relieved, he/she will arrange a separate reliever who will follow the same norms of the posted invigilator.
  - h) The invigilator will not take rounds inside the examination halls. If a candidate raises a hand for any query, the invigilator will go to the student's seat and address the concern. The invigilator must maintain vigil at all times and supervise the conduct of the examination. The invigilators must be alert and should observe the candidates at all times during the examination. They must not read or carry out other activities.
  - i) The invigilator will remind the candidates of the time remaining at 15 and 5 minutes before the end of the examination.
  - j) **Any use of unfair means by any student during examination** must be immediately reported to the Controller of Examinations. All incidents or abnormalities that occur during an examination shall be reported by the Invigilator, using the appropriate form. Students found to have been using unfair means or to have committed another form of academic offence will be dealt with under the Academic Offences regulations.
  - k) Invigilator will tie the answer books of each course along with two copies of question papers in separate bundles and pack them into separate envelopes.
  - l) *PPE disposal:* The facemask and gloves should be disposed-off in the designated bins at the end of the examination.

