



No. CE/General/2011 (Vol III)

23.12.2020

COVID - 19 HEALTHS ADVISORY FOR CONDUCTING UNIVERSITY EXAMINATIONS FOR STUDENTS AND CENTRES

The World Health Organization declared that COVID-19 is a pandemic. Kerala has been taking all measures to contain the outbreak through strict surveillance and infection control measures. Hence in order to reduce the risk of transmission of COVID-19 among all the stakeholders involved in this, such as students, teachers, parents, relatives, transporting vehicles, drivers, the officials of the Examination Centres etc the following health advisory is issued.

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40 - 60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.

2. Guidelines for conduct of Examinations

Examination centres are frequented by large number of students and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

- i. The Heads/Director/Principals shall constitute a **"War Room"** in their Departments/Centres/Institutions, in accordance with the COVID-19 Standard Operating Procedure/advisory from health department.

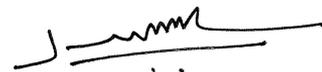
- ii. Examination Centre authorities should display Campus layout, Hall allotment and seating arrangements in the Examination Centres.
- iii. All staff/students should wear Mask and Gloves and compulsorily follow social distancing.
- iv. All students should bring their own pens, drinking water etc. Exchange of articles like pens, pencils, drinking water etc between students should not be permitted.
- v. The students should report to the Examination Centre before 9.00 AM for Fore Noon session and before 1.00 PM for After Noon session. No students should be permitted to enter the Examination Centre after 9.00 AM in case of FN Section and 1.00 PM in case of AN Section
- vi. Before the entry of the students into the Examination Centre, their temperature should be verified with the help of non contact thermal scanners and their hand should be sanitised using alcohol based hand sanitizers/hand wash. Those students with mild flue like symptoms (Temperature above 37.2°C) (Symptomatic Students) should be triaged and should be seated in a separate room.
- vii. Examinations should be conducted in halls/classes with very good air circulation. Windows should be kept open; fans and other mechanical ventilation should be used to increase the air exchange. Examinations should not be conducted in air conditioned class rooms or halls.
- viii. There shall be three type of examination halls/room based on the category of students

Category of students	Description	Label of Examination Hall
Category 1	Symptomatic Students identified at screening point	Sick hall/room
Category 2	Students under quarantine/from containment zones/hotspots	Quarantine/Containment Hall
Category 3	Other students (not COVID positive, asymptomatic, not on quarantine, not from containment zones/hotspots	General Hall

- ix. In the examination halls Social distancing and hand hygiene with hand sanitizer is to be ensured and masks (surgical/cloth masks) should be worn by all students.
- x. Seating arrangements in the Examination Hall should have a distance of 2 meters between seats.
- xi. The entire invigilator should wear face shields, triple layer masks and gloves. Before putting on and after removing the gloves and shields/masks hand hygiene should be ensured.

- xii. Invigilators are requested to put their Signature in the facing sheet of the Answer Book only. This can be done before handing over the Answer Booklet to the student. Students are not required to sign in the Attendance Sheet. Invigilators can mark the “absentees” in Red pen, against their names.
- xiii. Once all the students in the class room/hall have submitted the Answer Books after examination the invigilator can pack them in the Cloth lined Cover and stored separately and valued only after seven days.
- xiv. After each day’s Examination the students should return to their dwelling place/ residence immediately.
- xv. **Specific Direction to be followed in case of students who are in Quarantine Period/ Containment Zone/Hot Spots /Symptomatic Students**
 - a) Students from Lakshadweep and other states/countries should follow the quarantine protocol issued by the Government of Kerala.
 - b) The students who are in Quarantine/from Containment Zone should intimate the fact to the Examination Centre authorities.
 - c) In the examination halls social distancing and hand hygiene with hand sanitizer is to be ensured and triple layer masks should be worn by all students.
 - d) Seating arrangements in the Examination Hall should have a distance of 2 meters between seats.
 - e) The entire invigilators should wear face shield, triple layer mask and gloves.
 - f) Invigilators are requested to put their Signature in the facing sheet of the Answer Book only. This can be done before handing over the Answer Booklet to the student.
 - g) Students are not required to sign in the Attendance Sheet. Invigilators can mark the “absentees” in Red pen, against their names. Cancellation of pages, if any should be done by the students themselves. Answer Books should be handled very carefully. Once the examination is over the students shall get up from their seat one by one and drop their Answer Books directly into plastic bags in Register Number order. Separate plastic bags should be used for each Branch. Once all the students in the class room/hall have submitted the Answer Books in this manner the invigilator should tie and seal the plastic bag. Answer books of these students should be stored separately until further instructions from University are received.
 - h) After each day’s Examination the students should return to their quarantine place immediately.
- xvi. **After the examination for the day is over, the entire class room, desks and benches /chairs should be cleaned with 1% bleach solution.**

- xvii. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available in the Examination centres to the staff. The Head/Director/Principal should ensure the availability of masks, alcohol based hand sanitizers, hand wash and water are available in the Examination Centres.
- xviii. Examination Centres should ensure that there is no crowding of students in the premises.
- xix. Separate toilets should be earmarked for symptomatic students and those students who are in quarantine/and coming from Containment Zones.
- xx. Departments/Examination Centres should arrange drinking water for students. Sharing of cups for drinking water should not be permitted.
- xxi. Students should not be allowed to have food in the Departments/Examination Centres.
- xxii. **The registered students who may test as COVID-19 positive during the period of examinations shall not permit to write the examinations now. They can intimate the fact urgently to the undersigned through controlex@cusat.ac.in along with copy of COVID-19 test report. University will take up their case separately and will give special chance to write examinations in due course.**
- xxiii. The student must ensure that they strictly adhere to COVID-19 protocols and other rules issued by the Government for the smooth conduct of examinations.



CONTROLLER OF EXAMINATIONS