



**COVID-19 (nCorona) Virus Outbreak Control and Prevention State Cell**

**Health & Family Welfare Department**

**Government of Kerala**

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**GENERIC GUIDELINES ON CONDUCT OF EXAMINATIONS IN THE BACKGROUND  
OF COVID-19 PANDEMIC**

**No.31/F2/2020/ H&FWD- 22<sup>nd</sup>September 2020**

As COVID epidemic intensity has increased throughout the country, it is imperative to do standard framework for continuity of some of the statutory activities such as examinations. The Department of Health and Family Welfare has issued series of guidelines as and when the School, Technical Examinations were declared by the respective agencies.

In order to make the guidelines applicable for all examinations, the following generic guidelines are issued. The respective Department / Agency may study these guidelines and do appropriate arrangements. If there are any special circumstances, such issues may be discussed in their respective departments and if any clarifications are required may be referred to the Department of Health and Family Welfare.

**1. Instruction for Students and Guardians**

- 1.1 Guidelines for international arrival of travellers shall be applicable according to the updated Govt. of India Guidelines and shall be followed by the travellers. The updated guidelines are available at <https://www.mohfw.gov.in/> Pre-travel testing for COVID-19 shall be applicable as per the guidelines.
- 1.2 Guidelines for international and interstate arrival of travellers shall be applicable according to the Department of Health and Family Welfare Govt. of Kerala Guidelines available at <https://dhs.kerala.gov.in/>
- 1.3 Quarantine related guidelines are formulated as per the progression of epidemic. Therefore, all are advised to follow the same in the Web portal

of DHS and Department of Health and Family Welfare Govt of Kerala  
<https://health.kerala.gov.in/>

- 1.4 If the international/interstate students on arrival are symptomatic or become symptomatic during the period of quarantine, they shall inform DISHA-1056 local hospital and get tested for covid-19 and shall be followed up as per the existing testing and treatment guidelines of the department of Health and Family Welfare Govt. of Kerala.
- 1.5 At present the quarantine of Non-resident Keralite (**NRK**) students/guardians appearing for exams is as follows:

- **NRK students/guardians arriving sufficiently early to Kerala-** Ideally it is advised to come sufficiently early to complete 14 days of home quarantine and appear for exams.
- **NRK students/guardians unable to reach Kerala early to complete 14 days quarantine period:** Remain in home quarantine after arrival, on the day of exam follow the sanitized corridor mechanism as provided in annexure-1. Complete rest of the period of quarantine.
- **NRK students/guardians who want to return from Kerala before 14 days from date of arrival:** Remain in home quarantine after arrival. On the day of exam students shall follow the sanitized corridor mechanism as described in annexure-1. They may return back before completion of quarantine provided they remain in quarantine till date of return and follow the sanitized corridor mechanism thorough out their stay in Kerala. They shall not involve in public functions and social gatherings like marriages, family gatherings etc during the period of quarantine.
- **NRK students detected to have COVID-19 infection:** Sanitized corridor mechanism to be observed to and from the place of stay to the exam centre. Seek health care.

\*Quarantine related guidelines are formulated as per the progression of epidemic. Therefore, all are advised to follow the same in the Web portal of DHS and Department of Health and Family Welfare Govt of Kerala at <https://dhs.kerala.gov.in/>

- 1.6 Students should contact the institution 2 days before and inform their status of belonging to a **COVID positive, symptomatic, quarantine/containment zone/hotspot category**. Such students shall follow the **sanitized corridor** as described in point 3.2 and in annexure-1 for appearing in the examination.
- 1.7 Conveyance to and from their place of quarantine to examination centre should be arranged by the students/guardians themselves. Drivers of the vehicles should adhere to the State advisory for taxi drivers. If parents are accompanying, they should remain in their vehicles and

shall not congregate around the exam centre before the exam and after the exam. The students should return directly to their vehicle after the exam. It is for the safety of parents, students and the community.

- 1.8 Social distancing and hand hygiene with hand sanitizer is to be ensured and triple layer mask should be worn by all students.
- 1.9 After the examination guardians and students who are on quarantine/containment zone/hotspot should return to their place of quarantine/ respective home.
- 1.10 Drinking water should be brought by the students themselves and should not be shared between the students.

## **2. Instruction to agencies conducting and managing examinations**

- 2.1 The agencies conducting and managing the examination shall identify the distribution of examinees according to the district, centre of examination and the same is to be communicated to the district health authorities, centres of examination and the students in advance.
- 2.2 Training on COVID-19 prevention during examinations should be provided to invigilators.
- 2.3 Health messages should be provided to the students undertaking the examination.

## **3. Instructions for examination centres / Institutions conducting examinations**

- 3.1 Examination centre/institution authorities should prepare a micro plan including the number of students (state, outside state, COVID positive students, students under quarantine, students from containment zone/hotspots), number of class rooms, seating arrangements, movement plan of students etc. Arrangements should be based on the category of students in 3.2. There should not be over crowding of students in the classrooms (maintain at least two meters between the seats).

**3.2 There shall be four types of examination halls/rooms based on the category of students:**

<b>Category of students</b>	<b>Description</b>	<b>Label of exam hall/room</b>
<b>Category-1</b>	COVID-19 positive students.	Positives hall/room
<b>Category-2</b>	Symptomatic students identified at screening point.	Sick hall/room
<b>Category-3</b>	Students under quarantine and from containment zones / hotspots	Quarantine/containment hall/room
<b>Category-4</b>	Other students (not COVID positive, not symptomatic, not on quarantine/ not from containment or hot spots,).	General hall/room

There shall be separate entrance and pathways to each of the four categories of exam halls/rooms. The **sanitized corridor (Red Channel)** mechanism as described in **annexure-1** should be implemented for the first three categories of students.

**Students should be informed about the pathways/sanitized corridor with map and directions** for each category of students and requested to follow the same. The students should also be encouraged to report their status to the institution authorities at least 2 days before the exam so that adequate preparations can be done at the centre.

**3.3 Separate toilets should** be identified for each category of students.

**3.4 Examinations should be conducted in halls/ class rooms with very good air circulation.** Windows should be kept open; fans and other mechanical ventilation should be used to increase air exchange. **Exams should not be conducted in air conditioned class rooms or halls.**

**3.5 Institution authorities should ensure availability of masks, alcohol-based hand rubs and hand washing facility with liquid soap and water.**

**3.6 Signages with DO's and DON'T's for the students and guardians should be displayed at multiple points inside the examination centre premises.** Care must be ensured to avoid crowding around the signages.

- 3.7 Training should be conducted before the examination to sensitize the invigilators, institution management and staff on the micro plan as well as the conduct of exam with respect to COVID prevention. The health workers shall take necessary steps for the training.
- 3.8 Seating arrangements in the examination centre should have a minimum distance of two meters between seats.
- 3.9 Screening of all students and staff should be performed at the entrance.
- 3.10 Those students with symptoms should be seated in a separate room for writing the exam (**Sick room, should be planned ahead**, refer point 3.2) and after the end of the day's examination, these students should seek health care/call DISHA.
- 3.11 **All the invigilators should wear triple layer mask and gloves.** Before putting on and after removing gloves hand hygiene should be ensured.
- 3.12 Invigilators on duty in positive room, sick room and in quarantine/containment zone rooms shall wear **personal protective equipment (PPE)** during the period of invigilation.
- 3.13 The time spent by invigilators inside the exam hall may be minimized by using CCTV monitoring.
- 3.14 Exchange of articles like pens, pencils, instrument boxes etc between students should not be permitted.
- 3.15 Answer sheets should be carefully handled. Once the time allotted for the exam is over the students shall get up from their seats one by one and **drop their answer papers into a large plastic bag kept in the class room/hall.** Once all the students in the class room/hall have submitted the answer papers in this manner, the invigilator can tie and seal the plastic bag. **Provision for large plastic bags should be made before the exams.** The sealed bags of answer sheets may be sent to the valuation camps on the same day itself for safe custody. Answer sheets of these students should be stored separately and should be valued only **after seven days.**
- 3.16 After the exam for the day is over, the entire class room, floor, desks and benches/chairs should be cleaned with 1% bleach solution.
- 3.17 **Some of the exams are conducted online in the Centres. Such Computer based examinations** may be conducted provided the high touch surfaces like keyboards, mouse, desk surfaces etc are disinfected with alcohol-based disinfectants (switch off the equipment before application) before and after the exam.
- 3.18 Exam halls/rooms and bathrooms allocated for COVID positive students, symptomatic students and those on quarantine and from containment zones should be disinfected with 1% bleach solution while **wearing PPE.**

3.19 The exam centre/institution staff should also wear masks [cloth/surgical] and practice hand hygiene and social distancing.

3.20 The exam centre/ Institutional authorities should ensure that there is no crowding of students/parents outside the examination centre.

  
**Principal Secretary**

Annexure-1

SANITIZED CORRIDOR PROTOCOL FOR STUDENTS AND GUARDIANS  
UNDER QUARANTINE /CONTAINMENT ZONE/HOTSPOTS

