

**Safety guidelines and regulation for conducting theory examinations-**  
**Part 1**

**On the day of examination**

**1. Before entering the examination hall:**

1. All the students should arrive at least 30 minutes before the scheduled time (in order to run the safety checks before entering the hall).
2. Upon arrival, every student should have their temperature checked with a contactless thermal sensor at the forehead.
3. If the temperature is above 37.3 Celsius, the student will not be allowed entry into the examination hall or waiting area; and will have to do the exam from a different venue (isolation room)
4. If the student exhibits symptoms (e.g. cough, difficulty in breathing, sore throat), the student will not be allowed entry into the examination hall or waiting area (May be allowed to do the exam in isolation room).
5. Once the temperature check is done, ask them to remain in the waiting area.
6. Remind candidates to wash their hands or utilize hand sanitizer available in the waiting area.
7. Every student should bring and wear their own face mask. However, a buffer stock should be kept with the person in charge in waiting area. Any surgical or cloth face mask, including a homemade face mask, is acceptable as long as the nose and mouth are fully covered. Candidates without a face mask should not be allowed inside the waiting area/examination hall.
8. Enforce physical distancing recommendations. All the students should keep more than 1m distancing with others throughout. Person in charge should monitor this.
9. All the students should queue up to enter the examination hall with 1m physical distancing with others.

10. The mask should be inspected prior to entering the hall by one invigilator.
11. Before starting the examination, supervisors should request the candidates to comply with the health and safety guidelines outlined throughout the examination.

## **2. During the examination:**

1. Students should use their own pencil, eraser, non-statistical calculator (if relevant), etc. and not borrow from others during the examination. However, for marking MCQs, they should use only the HB pencil and eraser provided in the pencil case by the faculty. After every examination, the contents and the cases should be cleaned appropriately with 70% alcohol.
2. There will be no special precautions to be taken by examiners or students when distributing/receiving the question papers and answer sheets or bundling or packaging the answer scripts. However, blank paper for writing will be provided only on the request of students.
3. An announcement should be made after half an hour giving instructions to students to reveal their faces when the invigilator comes up to mark the attendance. The ID should be clearly displayed on the desk as well.