



CONDUCTING EXAMINATIONS

This refers examinations conducted by institutions, organisations and professional bodies
Also refer: General guidance for the public on COVID-19 prevention

Specific message/Instructions

For the management/organizer of the examination

- Appoint a responsible officer from the institution/organisation to ensure that the necessary arrangements are in place and the instructions are followed.
- All staff involved should be given an orientation/instructions to be followed on COVID-19 prevention - the relevant personal protection and precautions to be taken; washing hands properly with soap and water; maintaining physical distancing (whenever possible); correct way of wearing masks and respiratory etiquette (cover mouth and nose with elbow when sneezing/coughing)
- Maintain a list of all candidates who sit the examination with their contact number, address and NIC number
- Inform all candidates of the COVID-19 prevention measures that are in place prior to the examination, and reminders should be communicated at the examination centre through notices/signages.
- All candidates must be given a hotline number for any COVID-19 related queries and to call and inform of any fever/respiratory symptoms beforehand, to allow the necessary arrangements to be made
- The process of entering and exit from the examination centre should be streamlined and adequate service points provided to prevent crowding/bottlenecks such as handwashing, registration, bag drop off point, etc
- Arrange facilities for hand washing (foot operated or sensor operated tap preferred) with soap and water for all participants at the entrance to the examination hall. If such facilities cannot be provided ensure availability of alcohol-based hand sanitizer at the entrance. All participants should be advised to clean their hands before entering the examination hall. A person should be allocated to ensure that the above process is taking place properly.
- Adopt a system of inquiring about the health of staff and candidates (ask for fever and respiratory symptoms like cough/cold) at the entrance
- Thermometers may be used to check for fever but are not essential. If temperature is to be checked at the entrance, non-contact infra-red devices are preferred, and staff must be trained on their proper use
- Staff that have fever/respiratory symptoms should not come to work.
- Candidates with fever/respiratory symptoms must be instructed to wear the mask at all times and be directed to the isolated area reserved for them. If possible to postpone the exam date to a convenient one without disadvantage to the candidate, such as for a viva voce/practical/interview examination, this option is preferred.



Instructions for selected public activities/work settings for the prevention and control of COVID - 19

- The exam hall should be disinfected before and after the examination, and between batches if relevant. This includes disinfection of tables, door handles, stair railings, lift buttons and other commonly touched surfaces. In the case of practical examinations, all instruments must be disinfected between candidates.
- If OSCE examinations are held, they should be conducted in such a way as to minimise touching of common surfaces/instruments during the rotation (eg. Questions can be displayed on a monitor instead of on a printed sheet; use of microscope can be avoided by displaying image of the slide on a screen)
- Arrange a separate area for students who have fever/respiratory symptoms. This should be away from other candidates, preferably in another room. The area should well ventilated, and physical distancing must be ensured.
- When attendance is signed, the participants should be asked to use their own pen
- A face mask should be worn properly by the candidates at entry and it can be removed during the examination and worn again during the exit. Invigilators should wear the mask throughout the process. Any student with fever/respiratory symptoms must wear a mask throughout. A mask should be worn by both candidates and examiners during viva voce/practical/interview examinations where a minimum of 1 meter physical distance cannot be maintained.
- Provide a closed waste bin for discarding used tissue, paper serviettes and used disposable items.
- Keep the examination hall well ventilated whenever possible. Proper natural ventilation in the hall is preferred. Avoid using A/C as much as possible.
- Keep all doors leading to the examination hall open before and after the examination to avoid people touching the door handles
- There should be a minimum 1 meter distance between each examination desk
- Do not send any articles/papers around from hand to hand (e.g. calculators, log tables)
- Provide disposable cups at the water dispenser or ask candidates to bring their own water bottles
- You are required to fill the provided Assurance form, indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya sabha) and another copy should be kept with you. The owner/ manager of the institution/organization is responsible to ensure that the above guidelines are strictly adhered to.

For the candidates

- Inform the invigilator if having symptoms such as fever/cough/sore throat, and make sure to wear your face mask properly throughout. If possible, this should be informed prior to the date of the examination so that suitable arrangements can be made.
- Provide accurate contact details to the institution/organisation
- Follow instructions given by the institution/organisation regarding COVID-19 prevention. This includes:
 - Respiratory etiquette (cough or sneeze into the inner side of your elbow)

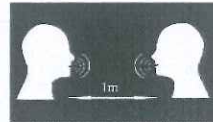
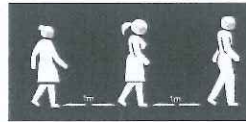


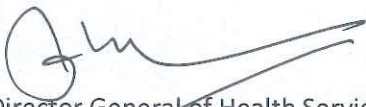
Instructions for selected public activities/work settings for the prevention and control of COVID - 19

- Regularly wash hands properly with soap and water
- Correctly wearing a mask to cover both the nose and mouth
- Ensure a distance of at least 1 meter is maintained at all times between yourself and others
- Do not crowd at common areas such as entrance, registration desk, hand washing facilities
- Bring your own equipment (eg – calculators) if allowed and as far as possible
- Do not linger unnecessarily on the premises before and after the examination

Method of instruction

- Instructions to be issued by institutions/organisations to all candidates
- Notices/signages should be put up at the examination centre indicating COVID-19 prevention measures to be taken (wear mask; wash hands before and after shopping; maintain physical distance of at least 1 meter from others; respiratory etiquette)




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