

COMEDK-Uni-GAUGE 2022

Standard Operating Procedure

STEP BY STEP PROCESS AT TEST CENTRES

Crowd Management and Candidate Entry at Exam Centre

- Reporting time sent to candidates via SMS a day prior to exam
- Security Guard outside the gate wears a mask, gloves and face shield at all times
- **Security guard ensures that all candidates follow the below guidelines during Entry:**
 - Ensure staggered entry is followed as per the time slots of 15 mins each
 - Candidates stand in a queue on the floor marks outside gate
 - Candidates wear mask and maintain a safe distance between each other
 - Candidates do not overcrowd outside the gate
 - Candidates keep the documents ready for verification
 - Sanitization of candidates' hands after entering the venue
 - Parents/Guardians dropping the child are requested not to crowd at exam gate or outside the venue

Checks at Gate Entrance

- Security Guard wears mask, gloves & face shield and checks the following:
 - Candidate's Body Temperature using a thermo gun (Temperature should be 99.14-degree Fahrenheit or below to be allowed inside venue)
 - Exam-related documents (Test Admission Ticket, Original ID proof, 2 Passport size photograph and any other documents expressly asked for)
- Below type of candidates will not be allowed inside exam venue:
 - Body temperature above 99.14-degree Fahrenheit
 - Symptoms of COVID-19 observed
- Candidates wearing full sleeves dress, any dress dress material covering the ears and head will not be allowed to prevent malpractices.

Baggage Area Management

- Candidates sanitize their hands after entering inside the gate and proceed towards baggage area
- Limited no. of candidates allowed in the baggage area at a given point of time
- Mobile phones to be kept inside bags and deposited at the baggage area
- Candidates place all the prohibited items in the baggage area and carry below items only to the lab:
 - Mask
 - Gloves
 - Pencil
 - Personal Hand Sanitizer bottle (50 ml)
 - Personal transparent water bottle
 - Exam-related documents (Test Admission Ticket (TAT), Original ID proof, 2 Passport size photograph)

Document Verification & Bar Code Scan

- Candidates sanitize their hands after placing their bags and proceed for document verification
- Candidates stand over the floor marks while waiting for their turn
- Volunteer checks the candidates' Test Admission Ticket and Original ID proof from a safe distance
- Bar code on the candidates' Test Admission Ticket is scanned using a bar code reader
- Lab no. is displayed on the system and informed to the candidate
- Candidates are guided to the appropriate labs by the volunteer following social distancing norms

Pre-Exam Process in the Exam Labs

- Candidates' documents checked at the lab entrance.
- After verification, candidates sanitize their hands and proceed for registration.
- At the registration desk:
 - Candidate stands straight & removes the mask
 - Registration Manager captures a clear photograph of the candidate
 - Candidates wear face mask back and go to the allocated system after completion of registration
- Safety measures are taken by invigilators for taking candidates' signatures on TAT
- Candidates sanitize their hands before and after putting the signature on TAT

Allocation of Candidates in Exam Hall

- Candidates are allocated seat with social distancing norms
- Sanitization of Exam Labs (Chairs, Floors, Keyboards, Mouse, Systems & Desks) will be done before and after each shift

Managing disruption during exam

- Invigilator wears mask and follow Social Distancing norms with candidates whenever operating candidate machines
- They sanitize their hands before and afterwards
- In case of disruption requiring shifting of candidate to another desk, the candidate is moved to an absent candidate desk thus ensuring social distancing norms
- In case of disruption requiring shifting of candidates in larger numbers:
 - A) the movement is handled row-wise in a sequential manner
 - B) Social distancing norms to be followed by candidates at all times

Post-Exam Process

- Rough sheets are dropped in a separate drop box by the candidates
- Volunteers present along the exit path to ensure proper movement of candidates
- Candidates follow social distancing norms while leaving the center
- All Invigilators carry the used masks and gloves to their homes and dispose them according to norms specified by the Government

Sanitation Process

- Below areas/items are disinfected before and after each shift:
 - Entrance Gate
 - Reception
 - Visitor Lobby
 - Lifts
 - Washrooms
 - Common areas
 - Baggage areas
 - Door Handles
 - Staircase Railings
 - Exam Labs (Chairs, Floors, Keyboards, Mouse, Systems & Desks)

- Sanitizer bottles at the venue are refilled at regular intervals
- Trash bins are cleaned before and after each shift

Usage of Lifts

- Lifts are used only if absolutely required. Wherever possible, staircases are used while maintaining social distancing norms
- Only 2 persons are allowed in small lifts, and 4 persons in large lifts
- Sanitizer bottle is kept in the lift so that hands can be sanitized before touching buttons
- Lift usage instructions are posted both outside and inside the lifts

Safety Measures for Staff

- Manpower involved in conducting exam are provided with the below items:
 - Mask
 - Gloves
 - Face Shields
- Social distancing is encouraged and followed by all associates.
- All exam functionaries will go through the thermo gun check before entering the venue.
- If any associate's body temperature is more than the permissible limit of 99.14 Degree F, he/she is informed to go back home immediately.
- Regular disinfection is carried at the centers using backpack spray machine (**10 ml hypochlorite solution to 1 liter of water**).
- Regular hand sanitization is followed by all associates.