

COMEDK-Uni-GAUGE

Standard Operating Procedure

STEP BY STEP PROCESS AT TEST CENTRES

Crowd Management and Candidate Entry at Exam Centre

- Reporting time will be as mentioned in the Test Admit Ticket (TAT)
- **Security guard ensures that all candidates follow the below guidelines during Entry:**
 - Candidates do not overcrowd outside the gate
 - Candidates keep the documents ready for verification
 - Parents/Guardians dropping the candidate are requested not to crowd at exam gate or outside the venue

Checks at Gate Entrance

- Security Guard checks the following:
 - Exam-related documents (Test Admission Ticket, Original ID proof, 2 Passport size photograph and any other documents expressly asked for)

Baggage Area Management

- Candidates enter 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:
 - Pencil
 - Personal transparent water bottle
 - Exam-related documents
 - a) Test Admission Ticket (TAT)
 - b) Original ID proof as mentioned in application form
 - c) 2 Passport size photograph

Document Verification

- Volunteer checks the candidates' Test Admission Ticket and Original ID proof
- Candidates have to refer to the Notice Boards displayed for their respective Block and Lab no.
- Candidates are guided to the appropriate labs by the volunteer

Pre-Exam Process in the Exam Labs

- Candidates' documents checked at the lab entrance.
- After verification, candidates proceed for registration.
- At the registration desk:
 - Candidate stands straight & removes face covering if any
 - Registration Manager captures a clear photograph of the candidate
 - Candidates go to the allocated system after completion of registration

Managing disruption during exam

- In case of disruption requiring shifting of candidate to another desk, the candidate is moved to an absent candidate/buffer desk
- In case of disruption requiring shifting of candidates in larger numbers the movement is handled row-wise in a sequential manner

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

Usage of Lifts

- Lifts are used only if absolutely required. Wherever possible, staircases are used
- Only 2 persons are allowed in small lifts, and 4 persons in large lifts
- Lift usage instructions are posted both outside and inside the lifts