

Special Guidelines for Examination During the Covid 19 Pandemic Situation

- Students are advised to enter the examination premises one hour before the commencement of the examination.
- Student must wear a surgical/ K95 face mask covering both nose and mouth. Masks should not be removed and kept on the desk/paper at any time.
- **DON'T forget** to maintain a two-meter social distancing during your stay at the entrance to the examination hall.
- Students should bring an extra mask with them along with a shopping bag for soiled masks, if there is a need to change it during the exam.
- Students should bring the vaccination cards and produce to Supervisor/invigilator upon request.
- Those students who have not taken the vaccines should wear a PPE kit when coming to the examination centre.
- Body temperature of each student shall be checked at the main entrance by the security. Your cooperation with the security will be highly appreciated as all these measures are taken for your well-being.
- Candidates should dress in a way the invigilator could identify the candidate.
- **If you feel sick**, before entering the CDCE premises **contact respective officials over the phone (0812392214, 0812392216)**.
- Make sure that required **stationary/equipment** (a pencil, an eraser, three pens, calculators, etc.) **for the examination, admission card and the documents to prove your identity (record book/identity card)** are brought along with you to the examination center. **Only** the above listed materials are allowed into the examination center. No pencil cases or bags are allowed inside. You are allowed to bring your own drinking water.
- **Meetings, gatherings, group discussions or visiting any other buildings before the examination are strictly prohibited.**
- Students should use only the main gate of the examination centre to enter. Only students are allowed to enter examination premises and parents/relations/spouse are not allowed inside exam premises.
- If the student is Covid-19 positive, a first contact of a contaminated person or having Covid-19 symptoms should not come to examination upon submission of evidence they will be provided with an opportunity to sit the next available examination as a fresh student.
- Students should wash hands before entering the examination hall.
- Your identity and admission cards will be checked at the counter established near the entrance of the examination hall.
- After entering to the examination hall, be seated at designated places. No communication among students within the examination center is allowed. Total silence must be maintained. The guidelines provided by the supervisor at the examination center must be followed.
- Answer books will be placed at your desks in advance.
- **You are strictly advised NOT TO TOUCH the materials on the table without instructions of the Supervisor. Violations will be considered as examination offence.**
- Students are not permitted to exchange any material (pens, pencils, drawing clips, erasers, calculators, etc.) at the examination center.
- You should provide answers for question papers based on your knowledge and no additional clarifications during the examination are provided.
- If you feel sick, inform to the supervisor/invigilators of the examination by raising your hand. Until they take necessary actions, you must remain at your seat.
- Students must tie up all the answer scripts along with additional sheets (used and unused) and the question paper.
- Students should leave from the examination hall in an orderly manner, alone with your answer script and leave it in to the assigned box under the supervision of the supervisor/invigilators.
- All the students must leave the examination premises immediately through the respective designated paths while maintaining the social distancing rules.

