

ST. JOSEPH'S COLLEGE(AUTONOMOUS), IRINJALAKUDA

EXAMINATION GUIDELINES FOR INVIGILATORS AND STUDENTS DURING THE PANDEMIC

UPDATED(28/06/2021)

INSTRUCTION FOR STUDENTS:

1. Students appearing for the examination should strictly follow the COVID protocol.
2. Reporting time for students is 1 hour before the examination.
3. Students should wash their hands/sanitize their hands before entering the examination hall.
4. Students must undergo thermal scanning and those students show any symptoms will not be allowed to write the exam.
5. Students must ensure that face masks (double mask/N95) are worn.
6. Use of hand gloves and face shield is recommended.
7. Students hailing from red zone or containment areas whose family are undergoing quarantine shall report the same to the Chief Superintendent/class teachers/head of the department in advance.
8. Students writing their exams in the main block of our college should report only at the main block and must undergo thermal scanning before proceeding to their respective classrooms.
9. Students writing their exams in Rev. Sr. Franco Memorial blocks/Mariam Thresia block /Alpha block should report only at their respective block and must undergo thermal scanning in their blocks before proceeding to their respective classes.
10. Under no circumstances should the students loiter in the corridors or garden before or after the exams.
11. Students should clarify their classes every morning before the exam as the details are given in the website.
12. The seat number of the students will be the same throughout the exams(for regular students).
13. Students must carry their hall ticket and identity card.
14. Students will not be permitted to take pouches into the hall.
15. Students have been allotted classrooms they are familiar with

16. Students who have completed writing the examination may be permitted to leave the examination hall after 1 ½ hours.

INSTRUCTION FOR INVIGILATORS:

1. Teachers for supervision are requested to report at 9:00 am
2. All invigilators are expected to maintain social distance.
3. Invigilators are not expected to crowd around the examination venue.
4. Invigilators may leave with the examination material as soon as they report.
5. Social pleasantries can be avoided near the examination venue.
6. Those invigilators who would prefer to use face shields and gloves may bring it when they arrive for the supervision.
7. They need not sign the hall tickets.
8. Invigilators are expected to keep a count of the additional sheets distributed and enter the no near the register number in bracket.
9. The nominal role should be placed near the cover kept for the collection of answer scripts and teachers should make sure that the students sign against their name and place the answer script in the cover provided.
10. Invigilators need not sign on the additional sheets.
11. Holy family block has been allotted for the students those who are in primary contact(quarantine section)
12. Students have been allotted class rooms they are familiar with.