

Pokhara University  
Faculty of Management Studies  
**MBA/MCIS/MHCM Scholarship Examination -2020**

**STANDARD OPERATING PROCEDURE AND GUIDELINES FOR SCHOLARSHIP  
EXAMINATION 2020**

The following standard operating procedure (SOP) on preventive measures must be followed while conducting the scholarship examination to contain spread of COVID-19:

**1. Guidelines on generic preventive measures**

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures must be strictly adopted by all (examination center staffs, invigilators, and examinees) during the examination.

- 1.1 Physical distancing of at least 6 feet to be followed as far as feasible.
- 1.2 Use of face shields/masks is mandatory inside the examination center.
- 1.3 Wash hands with soap and use alcohol-based hand sanitizers at the entry gate of exam center.
- 1.4 Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- 1.5 Spitting is strictly prohibited.

**2. Guidelines for examination centers**

All examination centers shall specifically ensure the following arrangements:

- 2.1 Examination centers should adopt measures to avoid overcrowding at any examination center by using multiple entry/exit points or time as far as feasible.
- 2.2 Adequate number of examination rooms and manpower shall be planned duly ensuring social distancing norms. Seating arrangement should allow for minimum physical distancing of 2 meters among the examinees.
- 2.3 A health desk should be kept at the examination center. Entrances to have mandatory hand hygiene resources (Water, soap and hand sanitizer) and thermal screening provisions.
- 2.4 Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, water etc. shall be made available to the staffs, observers, and invigilators.
- 2.5 The center should not use persons with COVID-19 symptoms as invigilators or exam human resource.
- 2.6 Invigilators and supervisory staff need to be briefed on the code of conduct in the context of

COVID.

2.7 The examination center should have designated isolation rooms/cubicles or exam booths for isolating any examinees who is found symptomatic or COVID positive.

2.8 Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.

2.9 Only asymptomatic staff and students shall be allowed inside the examination hall.

2.10 Examination centers should coordinate with local government units and health organizations for fulfillment of health safety standards as far as possible.

### **3. Guidelines for examinees**

3.1 Examinees will be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.

3.2 Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.

3.3 Examinees should reach the examination center earlier to avoid over crowding during entry. The entry will open 1 hour prior to the examination time. They should get their temperature measured at the thermal screening point. Any candidates identified with COVID-19 symptoms should follow guidelines given in Section (4).

3.4 Bags/books/mobiles/Scientific or programmable calculators are not allowed in the examination hall.

3.5 On completion of exam, the candidates should move out in an orderly manner.

3.6 Sharing of personal belongings/stationery shall not be allowed.

3.7 Examinees are advised to bring their own water bottle, hand sanitizer and extra masks.

### **4. Guidelines for symptomatic examinees**

4.1 Examinees with COVID-19 symptoms should inform the dean office at the earliest by mailing to **fmsadmin@pu.edu.np** or calling at 9856038385 (Sunil Devkota)

4.2 Such candidates should give their examination at separate isolation booths allocated in the examination center.

4.3 They should follow safety protocols during their travel to and return from the examination center.

4.4 Follow all the guidelines given in section (3) strictly.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Examination conducting authorities/ Examination centers may put additional measures in place as per their local assessment and in line with WHO COVID safety protocols and activities permitted by the government of Nepal.