



## **Abstract**

Disaster Management Act, 2005 - COVID -19 - Infection prevention and control - September/October, 2020 - Conduct of Supplementary Examinations for Standards 10, 11 and 12/other Examinations/Evaluation and other related works - Permission and Standard Operating Procedure(SOP) - Orders issued.

### **Revenue and Disaster Management (DM.IV) Department**

**G.O. (Ms) No. 438**

**Dated: 24.08.2020**

சார்வாரி - ஆவணி 8,  
திருவள்ளூர் ஆண்டு, 2051

**Read:**

1. G.O. (Ms) No. 246, Revenue And Disaster Management (DM II) Department dated 20.05.2020.
2. G.O. (Ms) No. 396, Revenue And Disaster Management (DM II) Department dated 31.07.2020.
3. From the Director of Government Examinations letter No.020377/F1/2020,dated 19.08.2020.

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### **ORDER:**

In the Government order 2<sup>nd</sup> read above, it has been ordered that the schools in the State shall remain closed till 31.08.2020 due to COVID-19 pandemic.

2. In Government Order first read above, orders have been issued permitting the School Education Department to carry out preparatory works related to conduct of Board Examinations and Evaluation process under the Disaster Management Act, 2005.

3. In the reference 3<sup>rd</sup> above, the Director of Government Examinations has proposed to conduct the following Supplementary Examinations for standards 10, 11 and 12 and other Examinations, Evaluation and other related works as detailed below:

S. No.	Examination	Examination Dates
1	SSLC Supplementary Examination	21.09.2020 to 26.09.2020
2	HSE First year Supplementary Examination	29.09.2020 to 07.10.2020
3	HSE Second year Supplementary Examination	21.09.2020 to 28.09.2020
4	Eighth Standard (Private study) Public Examination	29.09.2020 to 05.10.2020
5	Diploma in Elementary Education(1 <sup>st</sup> year) Examination	21.09.2020 to 28.09.2020
	Diploma in Elementary Education(2 <sup>nd</sup> year) Examination	29.09.2020 to 07.10.2020
6	Government Music School Examination	28.09.2020 to 01.10.2020
7	Diploma in Physical Education (1st year) Examination	22.09.2020 to 26.09.2020
	Diploma in Physical Education (2nd year) Examination	28.09.2020 to 03.10.2020
8	Government Sanskrit Entrance Examination	21.09.2020 to 25.09.2020

4. The Directorate of Government Examinations has sought for the permission of the Government for conducting the above examinations and approval of draft Standard Operating Procedure (SOP) for the same.

5. The Government hereby issue orders permitting Director of Government Examinations to conduct the above Examinations during September/October, 2020 and to carry out Evaluation and other related works and also issue the Standard Operating Procedure (SOP) for the conduct of Supplementary Examinations/ other Examinations, Evaluation and other related works annexed to this order.

**(By order of the Governor)**

**K.SHANMUGAM  
CHIEF SECRETARY TO GOVERNMENT**

To  
The Principal Secretary to Government, School Education Department,  
Chennai -9

The Director of Govt Examinations, Chennai-6  
The Director of School Education, Chennai -6.  
The Additional Chief Secretary / Commissioner of Revenue Administration,  
Chennai - 05.  
The Commissioner, Greater Chennai Corporation, Chennai - 5.  
All District Collectors.  
SF / SC.

**// Forwarded By Order //**

*M. Prasad*  
24/08/2020  
**SECTION OFFICER**  
*24/8/20*



## Annexure

### **Standard Operating Procedure (SOP) for Examination and Evaluation Centres with regard to COVID-19 for Supplementary Examinations and Other Examinations, Evaluation and other related works**

The Government have decided to permit the Directorate of Government Examinations to conduct the Supplementary Examinations and other examinations such as ESLC, D.T.Ed examinations etc. in September/October, 2020. The following Standard Operating Procedure (SOP) is provided so that the examinations/evaluation process can be conducted following social distancing norms, taking care of pandemic containment requirements.

#### **I Social Distancing norms**

##### **(A) Issue of Hall Tickets**

1. Issue of Hall tickets for the examinations shall be made through online which can be downloaded.
2. Hall tickets shall also be issued to students in their examination centres according to pre-assigned time slots to avoid queuing, in advance, before the exam. However, students from containment zones and quarantine due to travel shall not be asked to come to school/institution to collect hall tickets. They can download the Hall Tickets through online.
3. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue. The students must come to collect the hall tickets wearing a face mask.

##### **(B) Examination Centres:**

1. In order to ensure that social distancing norms are followed, only 10 students shall be assigned to an examination hall of 400 sq.ft area for

writing examinations instead of 20 students. No Examination Centre in any case, should have more than 130 candidates.

2. Additional numbers of Examination Invigilators shall be appointed for this purpose as required due to increase in number of examination halls.
3. On the date of the examination, social distancing norms shall be followed to avoid crowding at the gate.
4. The Head Masters/Principals shall make arrangements for waiting rooms in the examination centre where students can continue their preparation for the exam till they are allowed to sit in the examination halls at the time fixed, duly following social distancing norms.
5. The students/candidates shall not be allowed to linger outside the waiting rooms.
6. The seating arrangements in the exam halls shall be displayed in 4 to 5 places in the exam centres to avoid crowding.
7. The signages for social distancing shall be provided so that students do not crowd around the notice boards.
8. The Chief Superintendent shall ensure that no vendors selling eatables operate in the vicinity of the exam centre. This is to prevent crowding of people.
9. **Students from Containment Zones and those who are in quarantine due to travel shall be allowed to write their examinations in the respective Examination Centres in a separate room as a precautionary measure.**
10. **No Examination Centre shall be located in the Containment Zone.**

### **C) Evaluation centres**

1. Each evaluation room shall have only one Chief Examiner, one officer for scrutiny and six Assistant Examiners.



2. Seating arrangements shall be made duly following social distancing norms.
3. Arrangements shall be made such that the answer scripts/papers for each room shall be provided in that room on the Chief Examiner's table and the corrected answer scripts/papers shall be collected from the same place after each session. This will do away with the requirement of queuing in the evaluation centres to collect and return scripts.
4. The seating arrangements in the evaluation halls shall be displayed in 3 to 4 places in the evaluation centres to avoid crowding.

## **II Precautionary measures and sanitization:**

1. Prior to usage of centres for examination and evaluation, the premises of examination/evaluation centres along with furniture, hand rails, doors, windows etc. shall be disinfected properly following the Government guidelines already issued for the same. Full disinfection of the centre should be done twice daily before and after the examination / evaluation.
2. Provision of handwash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately. In addition, hand sanitizers shall be provided.
3. Personnel/teachers/students shall only be allowed to enter the premises after washing their hands/disinfecting/sanitizing. Suitable handwash with soap /sanitization provisions shall be made at the entry and exit points of the examination /evaluation centres and wherever required. Also, adequate hand sanitizers must be kept outside the exam halls and evaluation rooms.
4. The invigilator/handling staff shall disinfect his/her hands before touching the answer scripts/question papers/additional sheets and distributing them among students.

5. CEOs shall communicate the **Government guidelines** for sanitization of public places to all schools/institutions local bodies/health department officials for strict compliance by all concerned.
6. Wash areas, toilets, dining areas etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly.
7. The Head Masters/Principals of every school/institution shall be responsible for the upkeep of their institution/school premises according to these standards throughout examination and evaluation days.
8. Sanitization of commuting vehicles including private vehicles shall be ensured twice daily.

### **III Thermal screening in examination centres/ Evaluation Centres**

1. Thermal screening of all employees/staff/teachers/ students including contractual staff shall be done on a daily basis in the morning when they arrive for the examination/evaluation.
2. A no-touch thermometer shall be supplied by the Department for thermal screening. The Chief Superintendent shall check whether it is functional a day before the examination/evaluation.
3. A no-touch thermometer (supplied by the Department), 4 numbers of AAA cells for replacement and a clean cloth (both to be arranged by the school/institution) are to be kept ready for thermal screening.
4. Thermal screening could be done before the person enters the examination/evaluation centre at the gate. Subject to the infrastructure available, it is desirable that students/persons wait in a queue following physical distancing norms, in some shaded area like a covered structure or corridor, etc,. Proper marking should be done in the floor for social distancing.



5. There should be three people in a team to do the thermal screening. The team may be identified from staff already deployed for examination/evaluation duty. The persons/students to be scanned need to stand in a queue following physical distancing norms. One team member may ensure such queueing and also that minimum time is lost between thermal screening of one person and the next person. The second person should do the scanning and the third person in the team should segregate the persons having more than normal temperature for a second measurement and send the persons having normal temperature into waiting/exam halls.
6. The person handling the thermometer should wash hands and dry them before touching the no-touch thermometer. That person should familiarize himself with the instructions.
7. Before using the no-touch thermometer, the person handling it should look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so the thermometer works properly. To clean the lens, wipe gently with a damp swab. Do not use solvents, and do not touch the lens with the fingers.
8. To prevent transmission of disease, avoid direct contact of the thermometer with a person's skin.
9. After use every day, the device handle should be wiped clean and dry, before storing it safely for next use.
10. The thermometer should be checked for functioning an hour before the first use each day. In case the cells are having no power left, they should be replaced. Always spare cells should be available with the person operating the thermometer.
11. In case, there is a large number of students in one centre, then two or three thermometers may be obtained specially from the CEO and kept



ready for use so that students do not get anxious standing in long lines.

12. The average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). It is expected that some students might feel tense/anxious before exams and may show elevation in temperature. The persons who show temperature above 37.2°C may be segregated and allowed to calm down while a few others are being scanned. The segregated persons' temperature may be taken again. If the reading is more than 37.2°C again, then those persons may be visually examined for any obvious symptoms of illness which could prevent them from writing the examinations/involving in evaluation.
13. It would be good to log the person's second temperature reading for cases a) to d) below, with date and time in a log book/register to be provided for the same. The information may be given to the parent concerned. Those students' health situation may be watched in the next exam days.
14. If a person other than a candidate for the examination/evaluation is showing temperature above normal, then they may be advised to return home and take rest. A student is showing elevated temperature on second reading too, action may be taken as follows:
  - a. If there are any obvious symptoms of illness which could prevent the student from writing the examinations, the student may be sent home/to hospital as the case may be, if they wish so. An adult accompanying such student is desirable.
  - b. If there are symptoms of influenza like illness and the student wishes to write the exam and has not been tested COVID 19

- positive, that student may be allowed to write the exam in a room all alone with no other student in that room.
- c. If there are symptoms of influenza like illness and statedly has been tested COVID 19 positive, that student may be transported back home.
  - d. If there are no obvious symptoms of illness and the student wishes to write the examination, she or he may be taken to a separate room (where there can be upto 9 other students having similar/ slightly elevated temperature) and be allowed to write the examination. This will prevent their mingling with healthy students.
15. It is advisable that students under category b) and d) above may be guided to use separate set of toilets, hand wash facilities and drinking water facilities. This will also prevent their mingling with healthy students.
  16. The students under category b) and d) may be sent home, after the completion of their examination, in a staggered manner to prevent their mingling with healthy students, in the exit gates. If the infrastructure provides, these students may exit through a separate gate.
  17. It may be ensured that the invigilators of these students under category b) and d), may, as far as possible, not suffering from diabetes, hypertension or asthma.
  18. The invigilators of these students under category b) and d), and those in the examination control room, may sanitise their hands every half an hour till they hand over/complete the processing of the collected answer scripts and other documents in the control room. They shall wear their masks at all times and shall not touch their faces or spectacles without sanitizing their hands.



19. The answer scripts and other documents of these students under category b) and d), shall be processed at the end after completing all other work in the control room, as far as possible, and sealed separately.

#### **IV Social behaviour for pandemic prevention/containment in public places/exam centres/evaluation centres.**

1. The Chief Superintendent shall ensure that a clean face mask is used by all /teachers/students/ personnel involved in exam /evaluation related work.
2. Wearing of face cover shall be compulsory in all areas of the exam centre/evaluation centres. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be kept to the minimum.
5. Spitting should be strictly prohibited except in wash areas where the same should washed away in running water immediately.
6. Gargling twice by the students shall be ensured by the parents and teachers.
7. Social distancing shall be maintained at all places.


#### **V Other instructions**

1. Further detailed instructions regarding movement of question papers, collection of answer scripts and examination-related work in all the examination centres shall be issued by the Director of Government Examinations.
2. All employees/teachers/students must compulsorily wear their Identity card at all times, from the time of leaving their residence (during the transit, working hours etc) until they return to their respective residences, at the end of the day.

3. Hospitals/clinics in the nearby areas, shall be identified and list be available at all examination / evaluation centres at all times.
4. All employees /teachers/students should be thoroughly oriented on COVID-19 with focus on hand washing, respiratory hygiene, social distancing, surface cleaning practices, self-care for any co-morbid conditions, seeking proper care at the earliest etc.
5. Employees/ teachers/students should be strictly instructed not to attend any unnecessary social gathering.
6. Non-essential visitors including parents shall not be allowed to enter the examination/evaluation centres. Parents/other persons who come to drop and pick up the students/teachers should be advised to wear face masks and maintain social distancing norms while waiting outside the premises.
7. Camp officers/Chief Superintendents shall be held responsible for adherence of guidelines at the centres and should carry out compliance checks frequently.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT**

**// True Copy //**

  
M. Prasad  
24/08/2020  
**SECTION OFFICER**  
24/8/20