

**GUIDELINES FOR CONDUCT OF DIPLOMA IN
PHARMACY PART II EXAMINATIONS –OCTOBER 2020 AMIDST
COVID 19 PANDEMIC**

Notification No . B8/2687/DME/ dated 04/09/2020

Kerala is fighting the COVID 19 pandemic with stringent Outbreak control and Prevention strategies. In the wake of Government having decided to conduct D Pharm Part II examinations at all institutions where the course is conducted, it is imperative that in order to minimise the risk of transmission of COVID19, the the following guidelines should be followed at all levels during the examination and post examination.

1. Institutions/ Examination centre authorities should prepare a micro plan, with regard to the following:
 - a) Number of students attending the exam
 - b) Number of classrooms available, seating arrangements
 - c) Student/ staff movement entry and exit plan adhering to the Sanitized corridor Protocol.
 - d) Separate class rooms have to be arranged for students with flu like symptoms.
 - e) The details of staff allotted for exam duty also need to be prepared likewise.
2. . The institutions shall notify the examination dates well in advance to the Medical officer of the area concerned

The medical officers and other health staff will extend their support in training and implementation infection control practices in the examination centre. The health officer / Health Inspector in charge of the area will review the preparedness with respect to the infrastructure arrangements and infection control measures in the examination centres.

Field level health officers / Health Inspectors/Health Supervisors may be deputed at the examination centres. The institution authorities shall make necessary infrastructure arrangements for the conduct of examination in consultation with Health officers/ Health Inspectors/ Health Supervisors.

3. Training shall be conducted to all staff in the examination centre on the following aspects :

- Micro planning.
- Conduct of examination
- Student/Staff movement, entry and exit plan in the institution.
- Sanitized corridor
- Protocol Infection control strategies in the Centre.
- Use of Personal Protective Measures.
- Waste management.
- Conveyance arrangement.
- Basic first aid Management plan for parents/ guardians accompanying the students
- Special attention to disinfection of classrooms, waiting areas, vehicles and toilets

The institutions may seek the technical support of the health officers concerned for the conduct of training.

4. The following arrangements have to be made in the class rooms/halls selected for conducting examination.

- Exam hall should have adequate light and must have good cross ventilation.
- The windows must be kept open and fans/ appropriate aids for mechanical ventilation must be sought to aid air circulation.
- Examinations should not be conducted in air-conditioned class rooms/ halls.
- Seating arrangements should be planned with a minimum distance of 1.5 metres between 2 candidates.
- Wherever feasible, a single candidate should be allowed in a bench.
- Separate class rooms/ halls for those students reporting with mild fever/flu-like symptoms.
- The time spend by invigilators inside the hall may be minimised by using CCTV monitoring etc, wherever feasible.
- Invigilators should maintain social distancing within the examination hall
- Exchange of personal belongings like pens/ instruments should not be permitted inside the hall.
- Waste baskets should be provided in each exam hall and care must be taken not to litter waste papers, used tissues in the exam hall.
- Large plastic bags have to be provided in all exam halls for the collection of answer papers.

- Once the time allotted for the examination is over, the students shall get up from their seats and one by one shall drop their answer sheets in these plastic bags.
- After all the students submit the answer sheets in this manner, the invigilator can tie and seal the plastic bag.
- The sealed plastic bags should either be send to the valuation camps on the same day itself
- The answer sheets thus collected should be stored separately and should be evaluated only after a minimum period of 7 days
- Once the students leave the classrooms/halls after examination, it is mandatory that the entire class room, tables/desks, chairs/benches should be cleaned with 1% bleach solution

5. The following infection control practices have to be adopted all through the conduct of examinations, within the institution.

a) All persons entering the campus of institution should do hand washing with soap and water at the entrance

b) Screening counters at entry points must be set up.

c) All staff/ student/ guardians should wear masks (cloth masks/ surgical)

- Those with minor flu like symptoms should wear triple layer masks.
- All staff posted at entry points should wear triple layer masks and gloves.
- Staff posted in exam halls for those with minor flu like symptoms should wear triple layer ,masks and gloves.

d) Thermal screening at entry point should be done for all staff/ students/ guardians.

- Those students found to be having fever should be triaged to a separate hall.

e) Hand sanitizers must be provided at the entry points and preferably in the exam halls.

- Those staff at entry points and at exam halls for those with minor flu like symptoms/ coming from Quarantine/other states should do frequent hand sanitizing.
- Those staff in common conveyance vehicles should also do frequent hand sanitizing. Drivers of the vehicles should adhere to the state advisory for taxi drivers.

- Hand hygiene must be performed before putting on and after removal of gloves.
- f)** Institution/ Examination centres must ensure the availability of masks (cotton, surgical, triple layer as the case may be), alcohol based hand-rubs and hand washing facility with liquid soap and water.
- g)** Social distancing must be maintained in the centre throughout the day.
- h)** Student/guardian/staff entry exit plan should be well followed.
- i)** • Sanitized corridor will have to be maintained in the examination centre and in exam hall.
 - The sanitization corridors may be set up with the technical advice of the health officer of the area.
- j)** • All Infection control practices should be strictly adhered to in the waiting area if any for parents/guardians.
 - Separate waiting area and toilets must be provided to Parents /guardians coming with candidates. Only one person should be permitted to accompany the student to the examination centre, if needed.
 - Interaction between parents/guardians outside the examination centre and in the waiting area should be restricted.
 - Entire waiting area and furniture must be cleaned with 1% bleach solution thrice a day.
- k)** No student shall be allowed to exit the campus once they are inside, until, the completion of the day's exam.
 - Students should bring their own drinking water in water bottles. Sharing of water with other students is strictly prohibited.
 - Parents/guardians are not permitted to enter the institution campus.
 - Crowding of students and parents/guardians at the entrance, inside the campus or on the road in front of the college is prohibited.

Sd/

DIRECTOR OF MEDICAL EDUCATION