

**Standard Operating Procedure dated 07.09.2020 for conduct of Written Examinations
in physical attendance mode at MMD Examination Centres during Covid-19 period**

Preparations to be done at Examination centres before and during the examinations:

1. Jurisdictional MMD has to provide transparent enclosures (in lieu of face shield) at candidate's examination table with adequate height covering the face of the candidate when seated.
2. Minimum 2 m distance has to be maintained between any two candidates.
3. Examiner in charge has to ensure the examination halls are thoroughly sanitised before the examination (preferably one hour before the start of exam). In case there are two exams scheduled on the same day, then sanitisation has to be done before each exam. During the examination, manual sanitisation has to be done at frequent intervals with a sanitized cloth for all the contact points such as door handles, toilet door, and water knobs etc which are likely to be touched by the candidates / staff / invigilators.
4. MMD Officials/staff should wear necessary PPE like face mask, gloves, visor or goggles etc, as the case may be.
5. Sanitizer dispensers should be kept at the entrance of examination hall and at various prominent locations in the examination centre.
6. MMD Examiner should assign duties to a responsible person (MMD Official / staff) for screening and verification of documents prior to candidates entering into examination hall.
7. The responsible person, as part of screening and verification, should carry out following tasks –
 - (i) Verify admit card, passport /CDC etc;
 - (ii) Screen the body temperature (preferably on wrist) with temperature sensor;
 - (iii) Status of Aarogya Setu app on candidate's mobile cell phone.
8. Upon screening and verification, the responsible person has to ensure candidate has kept all his belongings like bag, mobile phone in the designated place and then direct the candidate to the examination table.
9. MMD officials / staff and candidates have to strictly abide by the guidelines issued by Government of India, MoHFW guidelines for matters pertaining to social distancing or any other guidelines to prevent the spread of COVID-19 pandemic.



10. MMD Examiner has to ensure that the answer scripts are distributed to and collected from the candidates with adequate PPE like face mask, gloves etc.
11. MMD officials / staff have to ensure of candidates leaving the examination hall maintaining social distancing norms.

Instructions to candidates:

1. Candidates are required to carry Admit card (which is downloaded from the DGS e-governance exam portal) to the examination hall.
2. Candidates have to update his/her status in the Aarogya Setu App atleast one day before the schedule date of examination so as to provide the status at the time of screening.
3. Candidates have to report to the examination centre one hour prior to the start of scheduled exam. Loitering and crowding in the MMD premise before and after the examination are strictly prohibited.
4. In case of delay in reporting to the exam centre, MMD Official reserves the right to deny entry permission for appearing the exam and the exam fees shall not be refunded in such cases.
5. At the time of entry to the examination hall, students are required to show their admit cards along with CDC/Passport and the Aarogya Setu Apps to the invigilator/exam centre official for verifying the authenticity of the candidate.
6. At the examination centre, students have to thoroughly sanitize their hands prior to entering the examination hall. Candidates will not be permitted if the body temperature is more than 98.4 degrees Fahrenheit or there is an alert status (other than green) in the Aarogya setu app. The exam fees in such cases will not be refunded.
7. Candidates should ensure they wear proper PPE like masks, gloves and visor or spectacles before entering the examination hall.
8. Candidates have to ensure their mobile phones are duly switched off prior to keeping it in the designated place.
9. Examination shall be conducted as per stipulated norms under the MS (STCW) Exam Rule 2014, and any deviation / malpractice shall be construed as misconduct and penalized as per the said Rule.
10. Candidates should comply with the seating arrangements (with minimum 02 metre distance) at all times.
11. Candidates are permitted to bring drinking water in a transparent bottle.



12. At the end of the examination, students will have to leave the hall one by one maintaining the physical distance of 2 m. Candidates should not wait or loiter outside the MMD exam centre once they are asked to vacate their seating arrangements.
13. Gathering in groups and loitering outside the exam hall is strictly prohibited.
14. Candidates have to comply with all the relevant guidelines of state and central government.



Handwritten signature
07/05/2020

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