***Examination supervisors/ Invigilators/ Hall attendants/ Candidates***

**Safety guidelines and instructions – conducting examinations under new normal**

*Before entering the examination hall:*

1. All the students should arrive at least 30 minutes before the scheduled time in order to run the safety checks before entering the examination hall.
2. Every student should have their temperatures checked with contactless thermal sensor at the forehead.
3. If any doubts of high temperature or other symptoms (cough, difficulty in breathing, sore throat), the candidate will not be allowed to entry in to the examination hall (may allow to do the exam in a separate isolated venue).
4. All the candidates should wash their hands or sanitize using hand sanitizers.
5. Every student should strictly wear a face mask to cover their nose and mouth fully.
6. Physical distancing recommendations should be enforced at all the times.

*In the examination hall:*

1. Before starting the examination, supervisors should request the candidates to comply with the health and safety guidelines outlined throughout the examination.
2. During the examination candidates should use their own devices/stationary and not borrow others.
3. The supervisors, invigilators and the hall attendants are also requested to follow the safety precautions strictly (wearing masks/face shields and maintaining distance).
4. In any case of emergency please contact university public health officer on 0712242449 or faculty assistant registrar on 045 228007.

**Dean’s Office**

**Faculty of Management Studies**