

**GOVERNMENT OF NAGALAND  
HOME DEPARTMENT  
GENERAL ADMINISTRATION BRANCH-I**

NO.CSO/GAB-I/COM/GEN-1/2020

Dated Kohima, the 19<sup>th</sup> Feb', 2022

**ORDER**

**Sub: Preventive measures to be followed while conducting the High School Leaving Certificate (HSLC) & Higher Secondary School Leaving Certificate (HSSLC) Examinations 2022 to contain the spread of COVID-19.**

In view of the need for taking measures for preventing the spread of COVID-19 during the conduct of HSLC and HSSLC examinations, 2022, for the safety of examinees/candidates, teachers, invigilators, non-teaching staff, and all others concerned; the Standard Operating Procedure (SOP) on the preventive measures to contain spread of COVID-19 while conducting the examinations, as under, is issued, for strict compliance by all concerned throughout the State of Nagaland:

**1. Requirement of vaccination and up to 50 % utilization of capacity of any room/hall**

1.1 All the invigilators/examiners/teachers/non-teaching staff at the examination centres concerned should be asymptomatic and fully vaccinated (taken both the doses) against COVID-19, and if not vaccinated, then the person concerned should have been tested negative for COVID-19 through either RT-PCR or TrueNat or CBNAAT once in every 15 (fifteen) days.

1.2 All the examinees/candidates will be advised by giving wide publicity by the Department of School Education to get vaccinated against COVID-19- at least the first dose if above 15 years of age, and both the doses if above 18 years of age.

1.3 The number of examinees/candidates in a room/hall at any examination centre shall be up to 50% capacity.

**2. Symptomatic examinees/candidates**

2.1 If any examinee/candidate is symptomatic, but is physically fit enough to move around and can without difficulties sit and write, he/she may come to the examination centre and appear for the examination carrying a COVID-19 negative test report through either RAT/RT-PCR/TrueNat/CBNAAT with the swab taken for testing not earlier than 48 hours.

2.2 The Centre Superintendent will make arrangements to let the symptomatic examinees /candidates sit in a separate room by maintaining all the SOPs.



### **3. If a candidate is tested COVID-19 positive during the conduct of the Examinations**

- (a) Any examinee/candidate who has tested COVID-19 positive shall NOT be allowed to enter the examination premises or appear for the examination.
- (b) He or she shall be given another chance to appear for the subject(s) in which he/she could not appear within the current year. This facility shall be given only to those examinees/candidates who have been tested COVID-19 positive and duly certified by the Medical Department, Government of Nagaland.
- (c) For those COVID-19 positive cases who could not appear for examinations, the Nagaland Board of School Education shall give another opportunity to appear the examination at a later date, which shall be duly notified by the Board.
- (d) A COVID-19 positive candidate/examinee on being tested negative, shall be allowed to sit for the remaining subject(s) after producing a negative report to be certified by the Medical Department, Government of Nagaland. In such cases, the Centre Superintendent will make arrangements to let the candidate sit in a separate room by maintaining the SOPs.
- (e) The NBSE will keep the question paper sets and examination materials ready to hold a separate examination for those candidates/examinees who tested COVID-19 positive and recovered after completion of the main examinations of HSLC and HSSLC.
- (f) This shall be a one-time measure to ensure that the candidates/examinees are not deprived of appearing the Board examinations, 2022.

### **4. Pre-conduct of examination-arrangements to be made**

Centre Superintendent will make following preparations in getting ready the examination Centre for the conduct of examination:-

- a) Entire Examination Centre will be disinfected by spraying the disinfection liquid of 1% Sodium Hypochlorite on all tables, desk, floors, walls, doors, gates, washrooms etc.
- b) All door handles and staircase railing will be disinfected.
- c) Whenever candidate with Special Needs are appearing in the examination, their supportive material like sticks, wheelchair etc. be disinfected.
- d) All dust bins be made clean and get ready for its use by fitting disposable garbage bag.
- e) The sick/medical room should be kept ready by providing minimum desired drugs and other essential items like face mask, clean bed etc. Proper instructions should also be displayed how to treat any patient during the conduct of examination with all precautions.
- f) A doctor may be arranged on call basis in case of emergency.



- g) Proper marking on ground to maintain social distancing outside the entry gate and at other locations wherever it is required.
- h) Advisory instructions be displayed outside the examination Centre and inside the Examination Centre to guide the candidates/examinees and their parents to follow the instructions strictly.
- i) A meeting with the staff to be assigned invigilation and other duties in the examinations should be convened well ahead where they should be guided about the guidelines to be followed and for the preparation to be made by them in the examination centre.
- j) The Examination Halls/Rooms should be well ventilated allowing natural ventilation by opening doors and windows.
- k) Sitting arrangements will be as per the NBSE guidelines and as given in para 11 (page 6) of this SOP.
- l) Canteen facility may not be made available to the candidates/examinees during the conduct of examination.

#### **5. Conduct of examination-arrangements:**

- a. Candidates/examinees will be allowed to enter in the examination centres by maintaining social distancing norms.
- b. Candidates/examinees be allowed to sit on their allotted seat one by one by maintaining social distancing.
- c. The Centre Superintendent and the Invigilators shall watch out for any health problems occurring amongst the candidates/examinees and report it to the medical authorities promptly
- d. Out of the two or more Invigilators, one will remain outside the examination room to control and guide the candidates/examinees and one inside the room to control and guide the candidates/examinees. Once, all the candidates/examinees are settled, they may be instructed to adhere to the guidelines informed to them by the Board.
- e. Invigilator will distribute the Answer booklets from the back side of the room so that their faces will remain in the same direction as that of the candidates/examinees.
- f. The Question Papers will also be distributed in the similar manner.



- g. While verifying the particulars in the front page of the answer booklets, taking attendance, social distancing norms will be maintained strictly and all will use their own pen.
- h. Similar precaution be taken while Answer booklets are collected at the end of examination.
- i. If, invigilator is required to assist the candidate/examinee to resolve any issue, they will need to sanitize their hands before and afterwards.
- j. Once the examination is over, one by one candidate/examinee be allowed to leave the room by maintaining social distancing norms.
- k. All the candidates/examinees be directed before the examination is over that they will immediately leave the examination centre after the examination is over and will not gather in group neither inside nor outside the Examination Centre.
- l. Candidates/examinees will also ensure that they do not leave any article in the examination room.
- m. Candidates/examinees will not shake hands or hug their peers.

**6. Post conduct of examination-arrangements:-**

- a. All safety guidelines to be maintained while Answer booklets are deposited in office/control room.
- b. All officials will ensure social distancing norms.
- c. Record shall be maintained of all officials assigned the responsibility of conduct of examination for any future need.

**7. Instructions for officials on duty:-**

- a. As soon as functionaries reach the examination centre/venue, they will first wash their hands with soap and water.
- b. They will carry hand sanitizer along with them.
- c. They will carry their own drinking water.
- d. They should try to avoid contact with unknown persons.
- e. Functionaries will throw used tissue/face mask into closed bins immediately after use.



- f. Everyone will maintain proper hygiene in toilets during and after use.
- g. They should not touch eyes, nose or mouth with unwashed hands.
- h. They will refrain themselves from spitting in the examination rooms/examination halls and public places.

**8. Arrangement at Entry/Exit Gate:**

- a. Based on the number of candidates/examinees appearing in the examination, multiple entry/exit points, if need be, be made available for the entry/exit of the candidates.
- b. Demarcation may be made outside the entry gate for maintaining social distancing for the candidates/examinees when reporting/leaving the examination.
- c. Physical frisking of the candidates/examinees may be done by the teachers wearing masks and gloves.
- d. No parents be allowed to enter in the school campus and instruction may also be displayed outside the examination centre for the parents to ensure social distancing norms and wear mask.

**9. Arrangement in Examination Rooms:**

- a. The face of all the candidates/examinees needs to be in one direction only. Invigilators will invigilate during examination from the backside of the room so that their face would be in the same direction as that of the candidates/examinees.
- b. Invigilators and all the candidates/examinees in the room should cover the face with mask at all times.
- c. Doors of the examination rooms will remain open for cross ventilation.
- d. Candidates/examinees are allowed to bring their own transparent water bottle.
- e. Candidates/examinees will refrain themselves from interchanging or loaning any stationery items etc.
- f. Only 1 (one) candidate/examinee be allowed to use the facility of the toilet at a time.

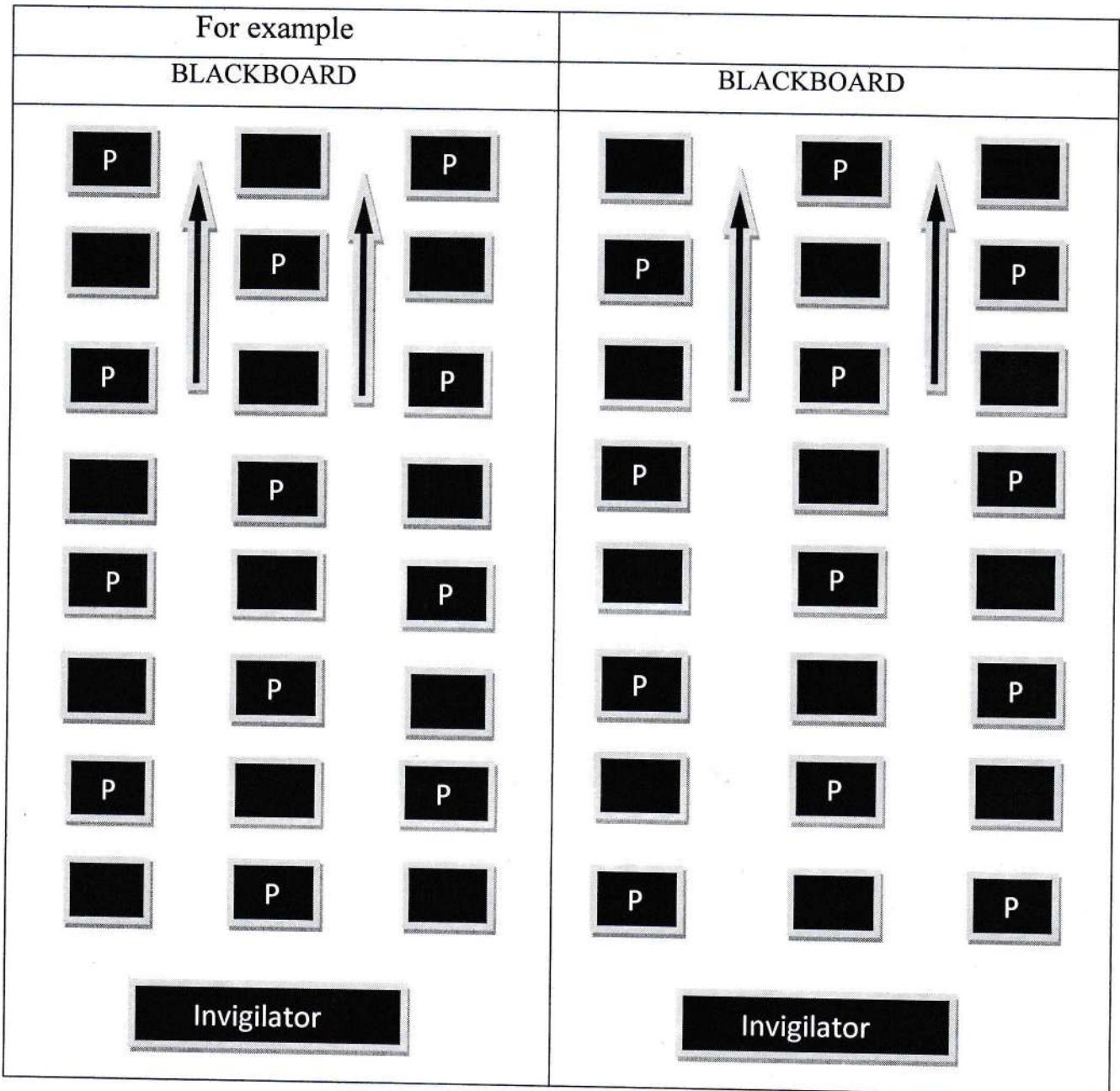


**10. Instructions for PWD Candidates/examinees:**

- a. In case, scribe is allowed, both the candidate/examinee and scribe will wear face mask and hand gloves.
- b. Items used by the PWD candidate/examinee will be sanitized.
- c. A separate room be allotted for examination of such candidates/examinees.

**11. Seating arrangement may be made in the following manner:**

In the examination centres, seating arrangement of the examinees/candidates may be made by observing social distancing of 6 feet as far as feasible.



*M*

**12. Instruction for the Candidates/examinees:**

- a. Candidates/examinees are permitted to carry
  - i. A pocket hand sanitizer (50ml) in transparent bottle.
  - ii. Mask to cover the face is mandatory.
  - iii. Transparent water bottle for their personal use.
  - iv. Admit card, Card board, etc.
- b. Candidates/examinees will wear facemask covering their nose and mouth at all times
- c. Candidates/examinees will follow social distancing norms strictly.
- d. Candidates/examinees will carry their own drinking water.
- e. Candidates/examinees will not exchange or loan articles.
- f. Candidates/examinees will use safe mode of transportation for coming to the examination centre and returning back home.
- g. Candidates/examinees will follow all instructions displayed in school and communicated to them.
- h. Candidates/examinees should try to avoid contact with unknown persons.
- i. Candidates/examinees will throw used tissue/face mask into closed bins immediately after use.
- j. Candidates/examinees will maintain proper hygiene in toilets during and after use.
- k. Candidates/examinees should not touch eyes, nose or mouth with unwashed hands or hug at any cost while greeting.
- l. Candidates/examinees will refrain themselves from spitting in classrooms/examination halls and public places.
- m. Candidates/examinees will seek advice on COVID from their parents while coming to appear for the examination.
- n. Candidates/examinees must wear face mask compulsorily and adhere to the SOP issued by the Government for appearing in the examinations.

**13. Instructions for Parents:**

- (a) They are advised to get their wards vaccinated against COVID-19 if they are above 15 years of age
- (b) They should ensure that their ward is carrying pocket hand sanitizer in transparent bottle, hand gloves, transparent drinking water bottle and only other permissible stationary items while going to the examination centre.
- (c) They should ensure that their ward has covered nose and mouth with face mask.
- (d) They should guide their ward to follow social distancing norms strictly.
- (e) They should instruct their ward not to exchange or loan articles.
- (f) They should ensure that their ward use safe mode of transportation for going to the examination centre and returning back home.
- (g) They should instruct their ward to follow all instructions displayed in school and communicated to them.



- (h) In case their ward is not feeling well, they should consult the doctor and act as per the advice given to him/her.
- (i) They should instruct their ward to avoid contact with unknown persons.
- (j) They should instruct their ward to throw used tissue/face mask into closed bins immediately after use.
- (k) They should guide their ward on the other important guidelines/SOPs issued by Government to avoid spreading of COVID-19 and to protect themselves.

**14. Any violation of the provisions of the above SOP shall attract action as per the provisions of Disaster Management Act 2005, and other legal provisions, as applicable, against the officials conducting the examinations/ invigilators/teachers/ assistants/ non-teaching staff/examinees/candidates as the case may be.**

Sd/-

**J. ALAM, IAS**

Chief Secretary, Nagaland

To,

- (1) All the Deputy Commissioners, Nagaland for information and compliance.
- (2) All the District Education Officers, Nagaland for information and compliance.

**NO.CSO/GAB-I/COM/GEN-1/2020**

**Dated Kohima, the 19<sup>th</sup> Feb', 2022**

Copy to:

1. The Special Secretary to the Governor, Nagaland for kind information.
2. The Principal Secretary to the Chief Minister, Nagaland for kind information.
3. The Sr. PS to the Deputy Chief Minister, Nagaland for kind information.
4. The PS to the Advisor, School Education for kind information.
5. The Director General of Police, Nagaland for kind information.
6. All AHoDs for information.
7. The Commissioner, Nagaland for information and necessary action.
8. The Special Secretary, School Education for information and necessary action.
9. The Chairman, Nagaland Board of School Education for information and necessary action.
10. All HODs for information.
11. The Principal Director School Education for information and necessary action.
12. The CP Dimapur /DCP Chumoukedima/ DCP Dimapur/DCP Niuland/ All SPs, Nagaland for information.
13. The Station Director, AIR and Doordarshan, Kohima for information and publicity.
14. The Director, IPR for wide publicity.

  
**(ABHIJIT SINHA) IAS**

Home Commissioner, Nagaland