

**GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH-1**

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

Kohima, dated, the 12th March, 2021

ORDER

Sub : Prevention measures to be followed while conducting the High School Leaving Certificate (HSLC) & Higher Secondary School Leaving Certificate (HSSLC) Examinations 2021 to contain the spread of COVID-19

In view of need for taking measures for preventing and containing the spread of COVID-19 during the conduct of examinations for the safety of students, teachers, staff, employees, and all others concerned; the undersigned in exercise of the powers, conferred under Section 22 (2) (b) and Section 22 (2) (h) of the Disaster Management Act 2005, in the capacity of Chairperson, State Executive Committee, hereby issues the Standard Operating Procedure (SOP) for the conduct of HSLC and HSSLC examinations, 2021 on the preventive measures to contain spread of COVID-19, as annexed, for strict compliance by all concerned throughout the State of Nagaland.

Sd/-

J. ALAM, IAS
Chief Secretary, Nagaland

To,

All the Deputy Commissioners, Nagaland for information and compliance

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

Kohima, dated, the 12th March, 2021

Copy to:

1. The Commissioner & Secretary to Governor, Nagaland for kind information.
2. The Principal Secretary to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.
4. The PS to Advisor, School Education for kind information.
5. The Director General of Police, Nagaland for kind information.
6. All AHOs 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 /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
Principal Secretary, Home

Standard Operating Procedure (SOP) on Prevention measures to be followed while conducting the High School Leaving Certificate (HSLC) & Higher Secondary School Leaving Certificate (HSSLC) Examinations 2021 to contain the spread of COVID-19.

1. Pre conduct of examination:-

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

- 1.1 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.
- 1.2 All door handles and staircase railing will be disinfected.
- 1.3 Whenever candidate with Special Needs are appearing in the examination, their supportive material like sticks, wheelchair etc. be disinfected.
- 1.4 All dust bins be made clean and get ready for its use by fitting disposable garbage bag.
- 1.5 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.
- 1.6 A doctor may be arranged on call basis in case of emergency.
- 1.7 Proper marking on ground to maintain social distancing outside the entry gate and at other locations wherever it is required.
- 1.8 Advisory instructions be displayed outside the examination Centre and inside the Examination Centre to guide the candidates and their parents to follow the instructions strictly.
- 1.9 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.
- 1.10 Allow cross ventilation of air in the examination rooms/halls.
- 1.11 Sitting arrangements will be as per the NBSE guidelines and as given in page 4 of this SOP.
- 1.12 Canteen facility may not be made available to the candidate during the conduct of examination.

2. Conduct of examination:-

- 2.1 Candidates will be allowed to enter in the examination centres by maintaining social distancing norms.
- 2.2 Candidates be allowed to sit on their allotted seat one by one by maintaining social distancing.



- 2.3 Out of the two or more Invigilators, one will remain outside the examination room to control and guide the candidates and one inside the room to control and guide the candidates. Once, all the candidates are settled, they may be instructed to adhere to the guidelines informed to them by the Board.
- 2.4 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.
- 2.5 The Question Papers will also be distributed in the similar manner.
- 2.6 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.
- 2.7 Similar precaution be taken while Answer booklets are collected at the end of examination.
- 2.8 If, invigilator is required to assist the candidate to resolve any issue, they will need to sanitize their hands before and afterwards.
- 2.9 Once the examination is over, one by one candidate be allowed to leave the room by maintaining social distancing norms.
- 2.10 All the candidates 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.
- 2.11 Candidates will also ensure that they do not leave any article in the examination room.
- 2.12 Candidates will not shake hands or hug their peers.

3. Post conduct of examination:-

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

4. Instructions for officials on duty:-

- 4.1 As soon as functionaries reach the examination centre/venue, they will first wash their hands with soap and water.
- 4.2 They will carry hand sanitizer alongwith them.
- 4.3 They will carry their own drinking water.
- 4.4 They should try to avoid contact with unknown persons.
- 4.5 Functionaries will throw used tissue/face mask into closed bins immediately after use.
- 4.6 Everyone will maintain proper hygiene in toilets during and after use.

- 4.7 They should not touch eyes, nose or mouth with unwashed hands.
- 4.8 They will refrain themselves from spitting in the examination rooms/examination halls and public places.

5. Arrangement at Entry/Exit Gate:

- 5.1 Based on the number of candidates appearing in the examination, multiple entry/exit points, if need be, be made available for the entry/exit of the candidates.
- 5.2 Demarcation may be made outside the entry gate for maintaining social distancing for the candidates when reporting/leaving the examination.
- 5.3 Physical frisking of the candidates may be done by the teachers wearing masks and gloves.
- 5.4 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.

6. Arrangement in Examination Rooms:-

- 6.1 The face of all the candidates 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.
- 6.2 Invigilators and all the candidates in the room should cover the face with mask.
- 6.3 Doors of the examination rooms will remain open for cross ventilation.
- 6.4 Candidates are allowed to bring their own transparent water bottle.
- 6.5 Candidates will refrain themselves from interchanging or loaning any stationery items etc.
- 6.6 Only 1 (one) candidate be allowed to use the facility of the toilet at a time.

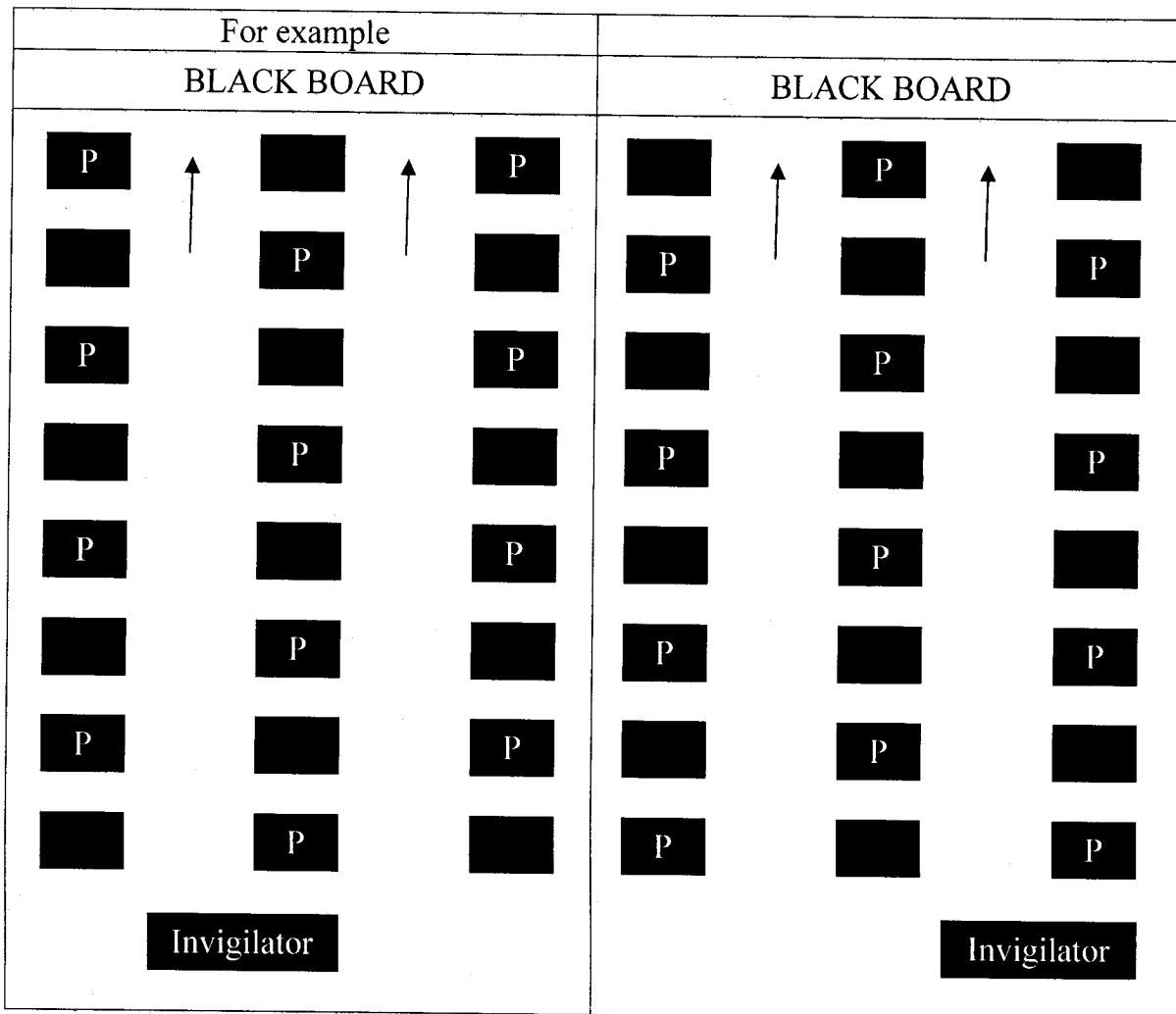
7. Instructions for PWD Candidates:-

- 7.1 In case, scribe is allowed, both the candidate and scribe will wear face mask and hand gloves.
- 7.2 All items used by the PWD candidate will be sanitized.
- 7.3 A separate room be allotted for examination of such candidates.



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

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



9. **Instruction for the Candidates:**

9.1 Candidates are permitted to carry the following items:-

9.1.1 A pocket hand sanitizer (50ml) in transparent bottle.

9.1.2 Mask to cover the face is mandatory.

9.1.3 Transparent water bottle for their personal use.

9.1.4 Admit card, Card board etc.

9.2 Candidates will cover their nose and mouth with mask.

9.3 Candidates will follow social distancing norms strictly.

9.4 Candidates will carry their own drinking water.

9.5 Candidates will not exchange or loan articles.

9.6 Candidates will use safe mode of transportation for coming to the examination centre and returning back home.

- 9.7 Candidates will follow all instructions displayed in school and communicated to them.
- 9.8 Candidates should try to avoid contact with unknown persons.
- 9.9 Candidates will throw used tissue/face mask into closed bins immediately after use.
- 9.10 Candidates will maintain proper hygiene in toilets during and after use.
- 9.11 Candidates should not touch eyes, nose or mouth with unwashed hands or hug at any cost while greeting.
- 9.13 Candidates will refrain themselves from spitting in classrooms/examination halls and public places.
- 9.14 Candidates will seek advice on COVID from their parents while coming to appear for the examination.

10. Instructions for Parents:

- 10.1 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.
- 10.2 They should ensure that their ward has covered nose and mouth with face mask.
- 10.3 They should guide their ward to follow social distancing norms strictly.
- 10.4 They should instruct their ward not to exchange or loan articles.
- 10.5 They should ensure that their ward used safe mode of transportation for going to the examination centre and returning back home.
- 10.6 They should instruct their ward to follow all instructions displayed in school and communicated to them.
- 10.7 In case their ward is not feeling well, they should consult the doctor and act as per the advice given to him/her.
- 10.8 They should instruct their ward to avoid contact with unknown persons.
- 10.9 They should instruct their ward to throw used tissue/face mask into closed bins immediately after use.
- 10.10 They should guide their ward on the other important guidelines/SOPs issued by Government to avoid spreading of COVID-19 and to protect themselves.
- 10.11 All stakeholders will follow other guidelines/SOPs issued by Government from time to time.
- 10.12 **Any violation of the provisions of the above SOP will attract action as per legal provisions against the management, employees or staff as the case may be.**

