

**KERALA UNIVERSITY OF HEALTH SCIENCES,
THRISSUR**

20th November, 2020

From
The Controller of Examinations

To
All Principals of affiliated Colleges.

Sir,

Sub: KUHS –Examinations – candidates suffering from Covid -19-
instructions in permission for writing the Examinations -reg

The following directions are hereby issued by the University to the affiliated Institutions to conduct the examinations for COVID- 19 affected students: -

Covid -19-related further Instructions to Colleges, with respect to the conduct of Theory Examinations: -

- a. It is advisable to have every student tested for COVID 19 at least a day before the commencement of the examination by the college. This may be done at any centre chosen by the student. This is in the interest of the students and staff and also intended to prevent the centre being converted into a cluster. This is because majority of the patients are asymptomatic and the likelihood of wide spread of the pandemic could not be ruled out if proper steps are not taken to isolate the patients.
- b. Every examination centre should maintain a separate examination hall for the students tested positive for COVID-19. The doors and windows of the room should be kept open so as to have sufficient ventilation and no air conditioner shall be used.
- c. The said examination hall should be under full time camera surveillance during the entire duration of the examination. The camera recording should cover the entire hall including the invigilator.
- d. The University should be provided with direct access to the camera visuals and a video recording of the same should be forwarded to the university along with the answer sheets.
- e. The persons entering the examination hall meant for COVID 19 patients should obey necessary COVID 19 protocols including the use of PPE kit, gloves etc.
- f. The answer sheets should be collected and packed in a sterilised envelope using one set of hand gloves and the gloves shall be properly disposed. Thereafter the packed item should be placed in

another envelop and the person shall use another set of hand gloves in this process.

- g. The answer sheets shall be kept under lock and key in the institution itself for three days and on the fourth day the same shall be forwarded to the University along with the video recording.
- h. The University on receipt of the parcel shall open the same and mix the answer sheets along with those of the other students before subjecting it for evaluation.
- i. In the case of practical examinations, it is not possible to permit the infected student to mingle with other students and to handle the equipment. So, a separate practical examination would be conducted for the students once they are cured of the ailment and the time and centre of the examination would be decided by the university based on the number of students. The students have to inform the examination centre about their inability to attend the regular practical examination in writing supported with necessary medical record showing the test positive certificate issued from a recognized institution.
- j. The institutions shall take care to see that the tested positive students are not permitted to mingle with the other students or staff and that they are not permitted to use the common facilities in the examination centre.
- k. The Colleges can appoint additional invigilators following the stipulations of the university to invigilate such examination halls.
- l. The details of, such COVID-19 positive students writing the examination, the examination hall and the invigilators should be intimated to the university prior to the start of examination by the chief superintendents.
- m. Further, the Chief Superintendents shall ensure availability of invigilators, support staff for provision of drinking water, packing and forwarding of the answer books etc.

Yours faithfully,

Sd/-

CONTROLLER OF EXAMINATIONS