

Document Name & No.	BMU Policy & SOP on Examination
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BAQAI MEDICAL UNIVERSITY

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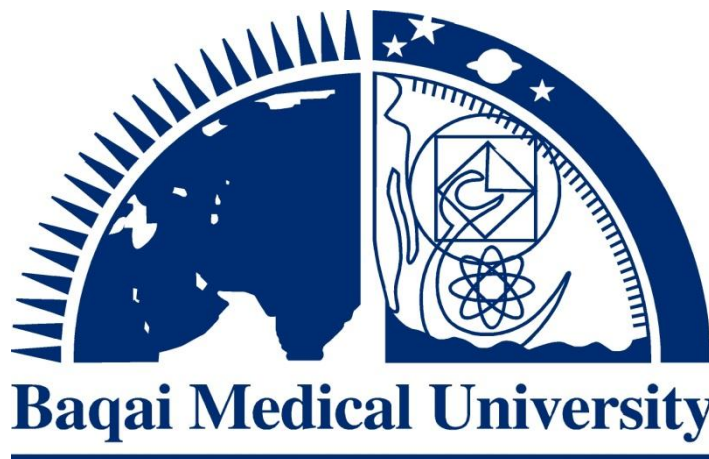
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BAQAI MEDICAL UNIVERSITY

POLICY & SOP ON EXAMINATIONS TO BE CONDUCTED DURING COVID-19 PANDEMIC

Version 3

September - 2020





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1. INTRODUCTION

In order to comply with the guidelines of COVID-19 issued by HEC, CIEC, and also by BMU, this policy has been drafted to provide a guideline for the conduct of the examination.

2. PURPOSE

The main purpose of this policy document is to submit and communicate the guidelines for examinations at BMU.

3. IMPLEMENTATION TIMELINE

This policy supersedes the previous policy (Version 2) prepared for the same purpose for examinations and it shall be implemented immediately.

4. POLICY STATEMENT

- 4.1. All examinations of any of the constituent institutions of BMU shall be arranged as per the existing standard protocols of the Examination Department and following the HEC COVID-19 SOP with proper invigilation.
- 4.2. The Controller of Examinations shall be the chief authority for the said matter.
- 4.3. The examination date shall be announced at least a week before the start of exams.
- 4.4. The announcement of examinations shall be made through the official website of the university, LMS (MS Teams), and official messaging portal. The Student Affairs Department shall do the needful in this regard for undergraduate students and the BASR secretariat for postgraduate students.
- 4.5. It is the liability of the students to keep themselves updated by regularly visiting the university web portal and contacting the Principal/Director secretariat.
- 4.6. The Examination Department shall prepare a schedule keeping the dates and timings in a way to avoid clashes between exams for various faculties in the same time frame.

- 4.7. Once the exam has been conducted and the student fails to appear due to any reason, the same shall be offered with the next subsequent batch/year.
- 4.8. The students shall pay the prescribed examination fee for each paper in the Accounts Department of the university.
- 4.9. Admit cards shall be issued to the students as per the previous practices of the Examination Department and the list of students appearing in the examinations shall be provided to the Hall Incharge/Invigilators.
- 4.10. The Examination Department as well as the concerned institution shall intimate the enrolled students about the paper pattern and general COVID-19 protocols to be followed during the examinations.
- 4.11. The examination paper pattern shall be as per the already practiced policy of the respective institute of BMU.
- 4.12. The concerned Course Incharge and Chairman/HOD shall hand over the exam papers to the Controller of Examinations, who will be responsible for maintaining the confidentiality of the same.
- 4.13. Invigilators shall be appointed by the Examination Department/Semester Cell Incharge for each paper.
- 4.14. The practical/clinical exams viva/OSCE/FCE/theses defense shall be conducted with proper social distancing.
- 4.15. The Examination Department/Semester Cell shall prepare a list for the expected number of students to appear in a particular examination so that proper arrangements shall be made. The same should be shared with the concerned Principal/Director and the IT Department.
- 4.16. The Examination Department shall do all the necessary arrangements that are required in this regard as per their previous practices.

5. STANDARD OPERATING PROCEDURE (SOP)

- 5.1. It is the responsibility of the Examination Department to make sure that this SOP for COVID-19 for all examinations is being followed properly.
- 5.2. In any case, gatherings of students, without social distancing of at least 6 feet,

shall not be allowed to be formed.

- 5.3. Proper information shall be provided to the students regarding social distancing, the use of sanitizers, masks, and gloves, seating arrangements, etc.
- 5.4. No student shall be allowed to enter the examination premises without wearing a proper mask and gloves.
- 5.5. The students shall leave the premises immediately once they are done with the examination.
- 5.6. The supply of water or drinks shall only be allowed on the premises by using disposable bottles or glass. All precautions shall be taken for the discarding of such items to avoid any chances of infection spread.
- 5.7. Students shall not be allowed to sit in the cafeteria only take away service shall be available following social distancing of at least 6 feet.
- 5.8. The library and computer lab shall also be opened for a limited number of students at a time. No mass gathering in any area will be allowed.
- 5.9. The university shall take every possible measure of disinfecting the required premises before and after the examination.
- 5.10. Sanitizers shall be made available in each examination area and all individuals (students, invigilators, staff) shall be asked to properly sanitize their hands and belongings.
- 5.11. Each classroom/area shall be used for the optimum number of students keeping the required sitting distance of at least 6 feet.
- 5.12. The invigilators shall also wear masks, gloves, and if required the protective suits (if required). The Examination Department shall make sure that all such items are available on the day of the exam.
- 5.13. For viva/OSCE exams, the candidate shall be called in a room or at the specific station as per the recommended guideline by the respective institution.
- 5.14. The students waiting for their turn for the viva exam shall be allowed to sit in a single or multiple rooms with proper social distancing (if required).