



Department of Examinations University of Health Sciences Lahore

SOPs for Infection Prevention in Examinations during Covid-19

The ongoing situation that has emerged owing to the Covid-19 pandemic has created special challenges medical education.

The main purpose to draft this document is to save the precious time of the students that has already been affected due to COVID-19 pandemic. In addition the community will be benefited by producing healthcare professionals who will provide their services as front line workers in this current pandemic situation.

All examinations of any of the constituent institutions of UHS shall be arranged as per the existing standard protocols of the Examination Department of UHS.

It is the responsibility of the students to keep themselves updated by regularly visiting the university website.

The Examination Department shall prepare a schedule keeping the dates and timings in a way to avoid any inconvenience between exams for various disciplines.

STANDARD OPERATING PROCEDURE (SOPs)

1. In any case, gatherings of students, without social distancing, shall not be allowed.
2. No student shall be allowed to enter the examination premises without wearing a proper mask and gloves. Students have to arrange both items themselves. The same is applicable for those who will accompany the candidates for pick and drop.
3. For examination staff, wearing of face masks is also mandatory.
4. Proper information shall be provided to students by the host institution regarding the area where they have to be seated.

5. The students shall leave the premises immediately once their examination has been finished.
6. No food items shall be allowed on the premises. However students may take their drinking water bottles with them.
7. The examination staff shall ensure social distancing as per government guidelines inside the examination area. There shall be a distance of at-least 2 meters in between the two candidates.
8. Social distancing shall also be ensured at the separate **entry** and **exit** points of examination centers.
9. Any candidate who is detected with deranged temperature or any other symptoms suggestive of possible COVID infection shall be immediately transferred to the examination hall allocated for “Suspected Cases”. The superintendent must ensure to get the Declaration signed by the student regarding submission of negative COVID result on next exam entry as a mandatory requirement. Failing to provide the result before the commencement of the next exam, the candidate may NOT be allowed to sit the exam. All such candidates from public sector institutes shall be offered free COVID-19 testing by UHS. The relevant superintendents shall guide the candidates in the examination Centres.
10. The examination staff appointed in the hall of “Suspected Cases” shall ensure complete protection in the form of PPE, face shields and gloves with no interaction / entry in the adjacent routine examination halls.
11. The examination centers shall be sanitized before and after each examination.
12. Sanitizers shall be made available in each examination area and all individuals (students, invigilators, and staff) shall be asked to properly sanitize their hands and belongings.
13. The sitting arrangements shall be made with an optimum distance between two individuals.
14. Each examination area shall be used for the optimum number of students keeping the required distance (minimum two arms’ length).
15. Proper electricity backup shall be provided during examinations.

16. All examination centers shall have adequate arrangements for body temperature screening and provide sanitizers at convenient places. The temperature sensor devices should be properly calibrated, any student found to have temperature greater than 99°F should be rechecked after 10 minutes. (Separate arrangements to be arranged for students having temperature greater than 99°F, and staff to wear full PPE with masks and gloves).
17. The examination staff will fill a health declaration form along with their acceptance letter for examination.
18. Cleaning of frequently touched surfaces should be arranged. Washrooms designated for each examination center should be properly washed and sanitized including water taps. There should be regular cleaning of washrooms during the examination.
19. Standings regarding SOPs should be displayed at prominent areas for students' awareness.
20. Arrangement to safely dispose the used gloves by the staff/students should be made by the host institution.
21. For viva exams, the candidate shall be called in a room one-by-one after proper disinfection of the area each time.
22. If any institute has more than one unit for any medical specialty, the examination can be conducted by distributing the examinees equally in all units, the examiners can be appointed accordingly.
23. Timings for each student to arrive for viva exam can be allocated to avoid gathering of student.
24. During OSCE, make sure that students move promptly to the next station so that station is vacated before arrival of next candidate.
25. For viva/practical examination, not more than 5 candidates shall be allowed in the lab/ward at the same time.
26. Examiners to be seated well apart in an area with separate entry and exits.
27. Examination centers to make available the mic with speakers for ease of communication between invigilators and students.
28. Pictorial and video evidences would be collected time to time during examinations, recording of implementation of SOPs.

29. On dared emergency, extra time is allotted to the late coming candidates in the examination centers up to 15 minutes.
30. The administration of the colleges is requested to ensure proper boarding arrangements for their students during the examinations.