

**OFFICE OF THE PRINCIPAL  
WOMEN'S COLLEGE, TINSUKIA**

**SOP  
FOR INVIGILATORS  
TO BE FOLLOWED**

**DURING OFFLINE EXAMINATION-2020**

- 1) All invigilators must report at least one hour ahead of the scheduled time.
- 2) They must sign the Answer scripts (at least 90% of them) immediately after entering the allotted hall and place them on a separate desk for the examinees to take them on their arrival.
- 3) Examinees are allowed to enter the hall **one at a time** only (Their movement will be regulated at the main entrance by our staff).
- 4) There will be one staff allotted against each hall (grade IV or III) to help you manage the entire process.
- 5) Physical distancing and minimum contact are the keys and must be maintained at any cost.

- 6) Invigilators are advised not to remain stationed inside the examination hall. They should sit on a chair placed near the front door (that will remain open) of the hall.
- 7) On demand loose sheets will be provided to the students but the students must collect them from the specified desk/ table. Invigilators will sign some loose sheets in advance and place them on the said desk/ table.
- 8) As usual students are not allowed to leave the hall within the first hour of the exam.
- 9) In the event of an examinee falling sick during the exam, the invigilator shall report to the exam board and they will shift the student to an Isolation chamber before reporting the case to the higher authority.

- 10) On completion of the examination, the invigilator will ask the examinee to submit their answer scripts on the specified desk/table, one by one and to move out of the hall maintaining physical distance (one at a time). **The invigilator will call the roll nos. of the examinees and accordingly they will come to submit their khata, all others must remain seated maintaining silence.**
- 11) The office staff (with protective gears) will collect the answer scripts and the same will be submitted to the exam. board under the supervision and responsibility of the concerned invigilator.
- 12) Log books, Students' attendance sheet (will be in charge of specified office staff only), Covers of question papers, other stationary items (pens. Pencils, erasers, sealing wax, used brown papers, threads, scissors etc.) will be kept in sealed polythene bags after proper sanitization and will be opened only after a minimum of 36 hours.

- An invigilators must agree to abide by the SOP without any deviation.
- Invigilators are advised not to bring their cars/ Bikes to the vicinity of the Exam Centre. They can keep them inside/ at the front of the hostel.
- All invigilators must agree to the IR temperature check and must enter only through the Sanitization chamber.
- Wearing a mask and frequent sanitization of their hands are mandatory.
- Complete sanitization of the halls/ toilets etc. will be done after each exam.

