

**SOPs for Regional Coordinators/Couriers/ Supervisory Staff for safe custody of examination material and conduct of UHS Professional Theory Examinations during COVID-19**

1. Wearing of face mask and gloves is compulsory for candidates, invigilation staff and those who will accompany the candidates for pick and drop.
2. All examination centres shall have adequate arrangement for body temperature screening and provide sanitizer at the entry point of examination centres.
3. The examinations staff shall ensure social distancing as per Government guidelines inside the examination halls. There shall be a distance of at least two arms' length between the candidates.
4. 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.
5. 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.
6. All staff appointed in the "Suspected Cases" halls shall be paid double remuneration for their duty. In case, if the staff member performing duty in these high risk halls acquires COVID infection within 3 weeks after the last date of duty, his/her treatment expense shall be borne by the University.
7. The examination centres shall be sanitized before the start of each examination. Frequent cleaning of common surfaces and hand washing shall be mandated for the invigilation staff.
8. On dard emergency, extra time may be allotted to the late coming candidates in the examination centres up to 15 minutes.
9. The administration of the colleges is requested to ensure proper boarding and transportation arrangements for their students during the examinations
10. Safe transfer of confidential examination material from UHS to respective examinations centre and back to UHS by courier/security guard shall be ensured.

11. Handover of the sealed Question Papers (Trunk) under prescribed procedure (T1 & C2 Form) to the Superintendent/Nominee of the Principal by the Courier/Regional Coordinator in the Examination Hall one hour before start of examination is mandated.
12. Presence of Supervisory Staff in UHS examination centre at least one hour before the commencement of examination is mandated.
13. Verification of the identification of supervisory staff through the list provided by the UHS examination department shall be ensured.
14. Maintenance of examination halls (Sanitizing, watch, light and cleanness) on daily basis will be monitored.
15. No student can enter the Examination centre without Admittance Card and CNIC or college card on each day of Examination
16. It shall be ensured that the examination centre will be a mobile free zone.
17. Body searching of candidate by male/female staff before entering in the examination halls shall be ensured. Verification of the identification of all candidates through cultist shall be ensured.
18. Female supervisory staff will verify the identification of all female candidates under veil in privacy.
19. Cell Phones, electronic devices, books/notes & weapons are strictly prohibited in the examination centres. If any invigilating staff suspects any candidate involved in an illicit or nefarious activity, he/she shall report immediately to the Superintendent who may appoint any of the invigilating staff to thoroughly search the candidate as per standard SOPs for body searching. Privacy of the female students shall be maintained during body searching by a female staff. Students must be counselled to cooperate during this procedure.
20. If found guilty, an unfair means case shall be immediately registered against the student as per UHS Examination Regulations. If the candidate is not found guilty after satisfactory searching during the exam, he/she may be given equivalent extra time to complete his/her paper at the end.
21. No person shall visit the examination centre except the Principal/Nominee of the Principal of respective college or any person authorized by the university.
22. Taking pictures of sealed trunk/question paper bundles before opening in the examination center and sharing those pictures on WhatsApp to the CoE and designated WhatsApp's group immediately from each centre shall be ensured.

23. Counting of MCQ's and SEQ's question papers as per detail mentioned at the time of distribution shall be ensured. This will be the responsibility of the Superintendent appointed for that examination.
24. Answer books shall be distributed to the candidates 15 minutes before the commencement of exam.
25. The answer books shall only be signed by the Superintendent or the Deputy Superintendent(s) appointed for the examination. No invigilation staff is allowed to sign the answer books of the candidates.
26. Counting of MCQ's Response Form, Blank and Solved MCQ's Question paper, unused answer books and/or question papers before sealing the packets and trunks will be the responsibility of the Superintendent.
27. Each superintendent shall ensure that he has signed and submitted all the relevant forms with the sealed trunk/sealed bundles.
28. All sealed trunk/sealed bundles from peripheral and local examination centers shall be received by the specified section of the examination department at UHS under prescribed procedures (T1 and C2 form).
29. Further examination procedures shall be carried out in the examination department(s) of UHS by following strict SOPs for COVID-19.
30. These SOPs shall be taken appended with the UHS regulations for examination and may be updated from time to time, as and when required.