



REVISED STANDARD OPERATING PROCEDURE (SOP) FOR CONDUCT OF ISI ADMISSION TEST 2020

Indian Statistical Institute reserves the right to amend or update the points/procedures listed below in order to accommodate changes in directives/guidelines of the Central/State government(s) concerning COVID-19 that may be made before the date of the Test.

GENERAL POINTS:

1. Cleanliness and hygiene as per COVID-19 related safety and health advisories of the concerned government departments must be maintained everywhere within the Test venue. (Please refer to [Revised SOP related to Conduct of Examinations](#) issued by the Ministry of Health of Family Welfare, Government of India, on September 10, 2020.)
2. Adequate supply of thermal scanners (thermometer guns), hand sanitizers, face masks, hand gloves and liquid handwash will be ensured at the Test Centres by the Agency conducting the Test on behalf of ISI. There will also be provision for a small number of face masks for candidates just in case they misplace or damage their own masks inadvertently.
3. Thermal Screening of candidates, wearing of face mask at all times, sanitization of hands as often as feasible, and certainly on entry into the examination hall as well as before and after signing the attendance sheet/admit cards, as well as physical distancing must be strictly enforced.
4. All Candidates appearing for the test and all Personnel involved in conducting the test, at the time of reporting to the Test Centre, must
 - undergo identity verification (through ADMIT/ID card) and record their attendance at appropriate times;
 - undergo temperature check by thermometer gun at point of entry;
 - submit self-declaration about health status (through undertaking appended to the forenoon admit card in the case of candidates) or show that his/her status in the AAROGYA SETU App (on personal mobile phone) is SAFE or LOW RISK when updated at point of entry.

Note: Failure to submit the self-declaration related to health, or in the thermometer gun check (that is, **a reading greater than 99.0°F**) will render a person/candidate unfit for participating in Admission Test and he/she will be requested to leave the premises immediately.

5. Test centre personnel should try to ensure, as far as practicable, that the examination rooms are kept well-ventilated to the maximum possible extent during the test sessions, by keeping windows and doors open and fans running at full speed in case the rooms are not air-conditioned.
6. For air-conditioned rooms, temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40- 70%, re-circulation of air to be avoided to the extent possible, intake of fresh air should be as much as possible and cross-ventilation should be adequate (as per CPWD guidelines).

[POLICY REGARDING COVID-POSITIVE/SYMPTOMATIC CANDIDATES](#)



SPECIAL POINTS: Responsibility, to ensure these points, lies with both the Test-conducting Agency and/or the Centre Supervisors of all the Test Centres.

Sl. No.	Item/Activity	Process Description	Scheduling
1	Sanitization	All parts of the Test Centre that are likely to be accessed by the candidates must be thoroughly cleaned and disinfected, including examination halls, common passages, staircases, lifts, washrooms, etc., ensuring that all desks, chairs, floors, walls, doors, door handles, railings, lift buttons, taps, gates, wheelchairs meant for PwD candidates, and any other objects that may possibly be handled by candidates and test centre personnel are properly sanitized.	Prior to START of the Test
		Candidate seating area (including desks and chairs) should be thoroughly sanitized	Just after the end of Forenoon session
		All areas of the Test Centre accessed for conducting the Test should also be sanitized after the Test is over.	At the end of the Afternoon session
2	Hand sanitizer bottles	Should be made available at the entry gate, all examination halls, control room, etc. and should be replenished as required.	At all times on the day of Test
3	Hand sanitization	During each Test session, candidates must be provided with adequate amounts (approximately 3 ml) of hand sanitizers <ul style="list-style-type: none"> ➤ at the time of entry into the examination room/hall; ➤ before being handed the Attendance Sheet & Admit Card for signature; ➤ after having returned the Attendance Sheet & Admit Card to the invigilator. 	Three times
4	Masks and Gloves	All Test Centre personnel, including invigilators , involved in conducting the Test must be provided with one set (two sets for invigilators) of surgical masks and gloves.	At the time of reporting on the day of Test
5	Thermometer Gun	Thermal Screening of candidates and all persons involved in conducting the Test must be performed at the time of entering the Test Centre campus.	At the time of each entry
6	Liquid handwash bottles	Should be made available at each wash basin in restrooms and other common areas.	At all times on the day of Test
7	Pedal trash bins (covered)	Should be provided in sufficient numbers at strategic locations for disposing of masks and gloves. To be emptied as required.	At all times on the day of Test



8	Signages, symbols, posters	Should be displayed at appropriate places to ensure physical distancing.	At all times on the day of Test
9	Entry /Exit	All gates of entry/exit should be kept open to allow smooth/staggered movement of candidates without compromising on physical distancing.	On the day of Test
		The gate(s) must be closed at 10.40 a.m. and candidates will not be allowed to enter the premises after that.	On the day of Test
		Entry and exit of candidates must be managed by responsible personnel/security staff of each Test Centre. At entry and exit, candidates must move one by one, ensuring physical distancing. Proper markings, at least 6 feet apart, should be made outside the main gate(s) to ensure physical distancing among candidates while they wait to enter.	On the day of Test
		Candidates appearing for Tests in the Forenoon and Afternoon sessions must not be permitted to exit the Test Centre in the break between the two sessions. The gate(s) should be kept locked during this period. Candidates will be required to bring their own food and drinking water (in transparent bottles) to the Test venue. Drinking water bottles (transparent only) will be allowed into the examination halls but not tiffin boxes or packets with food.	On the day of Test
10	Drinking water	Safe drinking water should be arranged in sufficient quantities through 20-litre jars with dispensers placed at strategic points, and steps must be taken to prevent congregation of too many persons at these points at any given time.	At all times on the day of Test
11	Supply of water	Adequate and uninterrupted supply of water in toilets and for handwashing must be ensured.	At all times on the day of Test
12	Seating arrangement	Seating arrangement in the examination halls should ensure a minimum distance of 6 feet between all pairs of (laterally, diagonally and sequentially) adjacent students.	Forenoon & Afternoon Sessions