



Guidelines for students for examinations during the on-going COVID-19 pandemic

Faculty of Graduate Studies, University of Sri Jayewardenepura

1. General instructions to students

- If a student
 - has COVID-19 related symptoms
 - has a history of contact with a diagnosed case
 - was quarantinedstudent should inform the Dean/Deputy Registrar, FGS/ respective course coordinator before entering the Faculty premises by email or telephone.
- Admission card will be issued at the time of the examination
- Students should always wash hands when entering the examination premises and buildings (at least for 20 seconds following the correct steps of hand washing).
- Students should wash hands/ use alcohol hand rub frequently and after touching high touched surfaces.
- Social distancing of a minimum 1-2 meters should be maintained in all common areas.
- Students should wear masks at common areas of the university premises. Mask should cover the nose, mouth and chin. If it is re-used after removal for having meals etc. should be stored properly in a clean container. Disposal of used masks should be done into a polythene bag placed in a paddle operated waste bin.
- Students should maintain respiratory hygiene at all times.
- Students should refrain from touching the face with unclean hands.
- Students should refrain from sharing items with others.
- Bringing food from home is encouraged for those who are travelling from home.
- It is recommended for students to have their **own hand sanitizer** with them at all times and use it frequently.
- Social distancing, use of face masks and hand sanitization should be practised during travelling.
- Attire
 - Students are expected to wear appropriate and clean attire (sarees or neck ties should not be worn).
 - Students should not wear jewellery in their hands which can interfere with effective hand hygiene (eg; rings, bangles etc.).
 - It is advisable to wear long hair in a manner which avoids contact with other people and surroundings.
- Any other person than the student is not allowed to enter the university unless the candidate is a disabled person.

2. Guidelines to be followed during the examination

- Students should check their temperature every morning before leaving home if possible.
- If having fever and/or respiratory symptoms and/or any other COVID-19 related symptoms, **inform the respective coordinator/ DR, FGS and the supervisor/invigilator immediately.**
- Temperature will be checked when entering the Faculty every morning and before entering the examination hall.
- Students should wash hands after entering the Faculty and before entering the examination hall.
- All personal belongings should be kept only at the **designated areas** and will not be allowed inside the examination hall. Avoid overcrowding when collected by candidates after the examination.
- Students should wear a face mask during the examination.
- Always keep the minimum distance of 1m between individuals. Minimum of one meter should be maintained between two workstations inside the examination halls.
- Students should bring their own stationary (pens, pencils, erasers, etc.). Sharing of stationery will not be allowed.
- Students should avoid touching frequently touched surfaces (hand railings, doorknobs, others' desks/ chairs etc.).
- Students should wear a face shield over the face mask during viva voce examinations.
- Students are allowed to use rooms and washrooms in the designated areas only.
- Students should bring their own water bottle.

2.1 If a student develops respiratory symptoms and/or fever and/or other COVID-19 related symptoms during the examination

- **Inform the supervisor/invigilator immediately.**
- If the student is not fit to sit the examination, a medical certificate should be submitted as per the routine procedure.
- If the student is fit to sit the examination, pre-designated isolated examination rooms will be used for conducting the examination for the student/students.
- Written and viva-voce examinations will be conducted in these rooms individually.
- For the practical examinations, the student with symptoms will be taken at the end as the last candidate. If more than one student is present, individual practical examination sessions will be carried out after proper cleaning and disinfection of the examination center between sessions.
- The student with symptoms will be seen by the University Medical Officer or a designated physician and directions will be given for management.

2.2 Guidelines on use of dining/common areas in the university premises

- **Designated areas** for dining will be open for students during lunch time.
- Hand washing/ cleaning facilities with liquid soap and water and alcohol hand rub will be provided inside and close to dining areas.
- Students must maintain social distancing of minimum 1m in the dining and all other common areas.
- Students should refrain from sharing food from the same parcel/container and dining utensils with others.