**Assessment Plan for Session 2020-21 (Undergraduate)**

1. **Standard Operating Procedures (SOPs)**
2. **Theory examination**
3. All the procedures / protocols related to the exams shall be communicated to the stakeholders (faculty, students, colleges, exams sections, student’s affairs, controller exams, families of students) well in advance of the examinations.
4. Theory examination of each year/semester to be held one at a time. The exams will run periodically to let only one class presence in hostels at any given point. The Practical / Viva exam to commence immediately next day after the last theory paper.
5. A gap of maximum one week (for annual examination) shall be given between two exams to ensure safe movement of students in and out of hostels.
6. Multiple Examination Halls to be nominated within each institute so that to divide the number of students conveniently.
7. Distance between the students will be kept at not less than 3 feet all-around.
8. Minimum study leaves between two papers in annual system will be given to ensure avoidable extension of exams as per previous practices.
9. The availability of Sanitizers to be provided by Institute shall be ensured at exam venues.
10. Hand washing facilities will be made available in the examination hall vicinity.
11. Mandatory effective masks for every student and invigilators will be ensured. The college / institute shall provide / notify students, invigilators and other concerned personnel about wearing masks to exam venues. Any student, staff, invigilator without a mask shall not be allowed to enter the exam venue.
12. Students to bring their own transparent water bottles. Disposable water bottles or glass will be available for staff and for anyone if required.
13. The drivers or parents for dropping the candidates at gate, must also be wearing a mask.
14. Thermal screening of students shall be done at entry points into exam halls.
15. The students will be asked to come to the examination hall 60 minutes before the start of paper to check their temperatures and do other arrangements.
16. The students will not be allowed to gather inside the college or in front of examination hall. For this purpose, the security personnel will allow one student at a time to the examination hall. Similar approach will be followed while exiting the hall.
17. The staff working on the day of examination should undergo thermal gun testing and only healthy staff will be allowed to perform duties there.
18. Proper cooling of hall with air conditioner would be preferred to fans.
19. Generator must be available at hand too.
20. Students will not be allowed to talk unnecessarily even outside the hall.
21. Staff shall be assigned to keep check on maintaining this social distancing, a penalty or fine might as well be taken on negating the rules.
22. Before starting and closing of examination, common surfaces like table tops, arm rests of chairs, handles of doors and common instruments etc. will be properly disinfected.
23. Availability and regular cleaning of washrooms shall be ensured. Also the used spaces shall be regularly fumigated.
24. Change of center ruling will be relaxed to facilitate the students who requests to appear at home station instead of his/her college. For the purpose, the student has to apply at least TWO weeks before the commencement of examination.
25. The Examination center superintendent for written examination shall ensure that above SOPs for COVID-19 are strictly adhered to.
26. **SOPs for OSPE**

Apart from the above-mentioned SOPs, the following must be implemented during practical examinations;

1. The space between the stations should be more than 3 feet.
2. Hand sanitizer and sanitizer spray must be present in the Room / Hall.
3. A gap of 1 minute between each station should be given to allow time to spray the examination materials on stations and apply the hand sanitizers before attempting the station by next student.
4. The practical exam shall proceed without any study leave between two OSPE.
5. The OSPE for one class should follow immediately after theory exams ends. Where ever feasible the exam can be conducted in evening along with morning session.
6. **SOPs for OSCE**

Students who are appearing in clinical examination must follow the SOPs as mentioned in the previous section. Furthermore, the following will be added to the above;

1. The faculty will strive hard to include patients who are healthy, with no symptom of cough, fever and other respiratory infection.
2. The standardized patients must wear gloves and double masks during the clinical encounters.
3. The environment of the hospital for conducting OSCE must be conducive for clean, silent, and following all the SOPs of Covid-19 prevention.
4. The students must be immediately vacated from the hospital settings after the OSCE is completed.
5. Practical exams OSCE shall be arranged at multiple sites, on same day to ensure integrity of exams.
6. Patients for long cases and short cases shall be shifted from hospitals to clinical skill labs / laboratories / large enclosed spaces, halls for clinical exams if and where possible.
7. Students shall have open space outside of exam venues to ensure safe distancing.
8. Clinical examiners will be wearing appropriate PPEs.
9. Thermal sensors shall be available at point of entry.
10. No student, staff shall be allowed without masks.
11. Venues of exam shall be sanitized before and after exams by the college.
12. At any given point only one class shall appear for clinical exams in groups of no more than 25 students each.
13. The convener/head or Internal examiner for practical/oral examination shall ensure that above SOPs for COVID-19 are strictly adhered.
14. **SOPs for hostels**
15. Only one class will be allowed to stay in the hostel.
16. Single room will be allotted to each student. Additional space for accommodation shall be ensured by colleges in cases where more than 02 students inhabit one hostel room. Hostel resident students shall vacate the hostel premises immediately after the practical exams end.
17. Food and drinks will be served by the hostel staff to the students in their rooms. No lunch and dinner will be allowed in mess and common room and guest will not be allowed.
18. The students will be asked to arrange hand sanitizers and masks on their own. No student as well as staff will be allowed to remain without mask during stay in the hostel.
19. No group study will be allowed in the hostels.
20. Students will not be allowed to stay in the rooms other than his / her own.
21. The hostel will be vacated immediately upon completion of examination of each year, so that arrangements are done for the arrival of students of next year.
22. Hand sanitizer must be available on the entrance of each hostel.
23. No indoor games will be allowed in the hostels.
24. Sitting in the lawns of hostels of more than one student will not be allowed.
25. **Format**
26. The format of Question paper for Annual System of examination will remain same as before.
27. For Semester System the internal assessment of institutes leads to the award of marks out of 30 (i.e. Midterm marks), while rest of the 70 marks are allocated on the basis of final term paper. Therefore, in order to squeeze the attempting time, the final term paper of each subject shall be of the following format:

a. Total Marks 70

b. No. of MCQs: 35 (each MCQ carrying 02 marks)

c. Time allowed to attempt the paper: 45 min.

1. In case a student does not wish to appear in the exam due to chronic situation caused by Covid-19, he/she may be allowed to exercise the option of freezing the semester. The institute concerned shall not charge any fee for the freezing semester(s).