

**Guidelines for Examination Centres, Examination functionaries and Candidates for November/December 2023 CA Examinations in wake of ongoing-pandemic Novel Corona Virus (Covid-19). The Attachments here to cover 3 guidelines: -**

- (a) Guidelines for Examination Centres**
- (b) Guidelines for Centre Superintendents and Observers**
- (c) Guidelines for Candidates**

### **GENERAL GUIDELINES**

**ICAI is taking all possible measures for safe and secure conduct of CA Examinations scheduled to be held in November/December 2023. ICAI will also implement adequate Social Distancing measures in current scenario of Covid-19 to ensure health and safety of our candidates. Adequate measures are being taken for the safety of all without compromising the high standards, sanctity and fairness in the conduct of the examination.**

1. Standard Operating Procedures (SOPs) for implementing safety precautions and for maintaining required standard of hygiene shall be followed.
2. Before commencement of the examination, seating areas shall be adequately cleaned. All door handles, staircase railing, etc. shall be cleaned
3. Adequate gap between two seats shall be maintained with social distancing.
4. Candidates shall be allowed to carry the following items inside the examination hall –
  - Mask on Face (optional)
  - Personal transparent water bottle
  - Personal small hand sanitizer (optional)
  - Exam related items/documents as instructed (Calculators, stationery items, Admit Card, Photo ID card, etc.)

## **Guidelines for Examination Centres**

**The following guidelines are issued and will be necessarily followed by all ICAI Examination centres in addition to the applicable guidelines for them issued by the Government of India. The Exam centres shall make sure that they additionally fulfil the requirements stated below at all times during the period of CA examination in November/December 2023:**

1. All the staff on examination duty are advised to wear Masks for their safety and that of others during the examination exercise. (optional)

2. The exam centre shall ensure that cleaning of the examination rooms, common areas and washroom to ensure safety and hygiene every day after the conclusion of the examination is done so that safety requirements are met for the next day of examinations.
3. Sufficient quantity of liquid handwash/soap shall be made available in washrooms for washing of hands.
4. While the candidates will carry their own water bottle, the Centre will also make sure the availability of packaged water (500 ml water bottle) at sufficient number of locations.
5. The examination centre shall provide additional notice boards, display signages etc. for guidance of candidate/ staff to display the location of rooms/sitting plan at appropriate places for the help of candidates.
6. The exam centres shall deploy adequate staff at the entry point for frisking of the candidates so that there is no crowd gathering and due social distancing is maintained. It is to be ensured that female students be frisked by the lady staff only.
7. The attention of the examination centre is also drawn to the guidelines issued for the centre superintendent and also for the candidates forming attachment to instant communication to give a total integrated bird eye view of the SOPs / guidelines at the ICAI exam centre.
8. The exit of the candidates after conclusion of the exams has to be planned in such a way that the exit is allowed on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap difference between exit of candidates of two rooms.
9. No candidates will be allowed to leave the examination centre before the scheduled time i.e., conclusion of the examination and the entry to the examination centre shall be allowed from 1.30 PM onwards for November/December 2023 Examination.

**XXXXX**

### **Guidelines for Centre Superintendents and Observers**

**Centre Superintendents must ensure that following guidelines are followed during the days of conduct of November/December 2023 CA Examinations at the examination centre/hall: -**

1. Centre Superintendents should ensure that Examination Centre (Examination halls/rooms, washrooms, entrance, furniture, equipment, stationery to be used,

kitchens, canteen, and common area) must be properly cleaned prior to and on the days of conduct of CA examinations.

2. Entry gate(s) of the examination centre must be opened at least 30 minutes before the scheduled time of commencement of examination.
3. Proper/ Adequate social distancing as per MHA guidelines must be maintained among the candidates and functionaries both outside and in the examination Centre.
4. Wearing of face mask is advisable for examination functionaries and candidates both at entrance and during conduct of examination.
5. Washroom will be kept clean at all times.
6. Candidates are not allowed to take inside the examination hall bags, mobile phone, smart watch, electronic/IT gadgets or equipment, written material/books capable of being used as communication/ copying device. Arrangements for informing this provision to candidates and safe keeping of these materials, if any is to be made at the examination Centre. Any infringement of these instructions will entail disciplinary actions against the candidate concerned.
7. Proper / Adequate Social distancing must be maintained among the candidates while appearing for examinations as per guidelines issued by the Government of India. Physical distancing / social distancing to be ensured while planning the seating plan.
8. Display Signages and markings for enforcing physical/social distancing and safety protocols at adequate places.
9. All candidates and examination staff to arrive at examination centre are advised to wear a face mask and continue wearing it all through examination, especially when in examination hall.
10. Actions to be taken as per the Protocol defined in case of detection of a suspected case of COVID-19. They be asked to exit the exam premises.
11. Sufficient provision of drinking water in 500 ml disposable plastic bottles at room temperature to be made.
12. The attention of the centre superintendent and observers is also drawn to the guideline issued in respect of centres as also guidelines issued in respect of candidates so that the observer / superintendent do have full details of do's and don'ts which are to be compulsorily observed by all set of people who are entering in the examination centres.
13. No candidates will be allowed to leave before the schedule time i.e. conclusion of the examination even after he/she has completed his/her paper.

14. Entry time for the examination centre shall be 30 minutes before i.e., 1.30 pm start of exam and candidates may come to examination centre in such a way that they report centre not before 30 minutes before start of exam.
15. The exit of the candidates after conclusion of the exams has to be planned in such a way that the exit is allowed on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap between exit of candidates of two rooms.

**Xxxxx**

### **Guidelines for Examination candidates (Examinee/students)**

**Candidates are required to adhere to the guidelines and process for Social Distancing and hygiene to ensure safety and health of their own and fellow candidates.**

1. Candidate to check reporting/entry time at Centre given in the Admit Card and to reach centre as per reporting time only to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. All candidates must ensure before reaching the examination centre that they do not have any symptom or suffering from COVID-19 disease.
3. Candidates need to maintain social distancing from each other at all the time.
4. The candidates are advised to report at the Examination Hall not before 1.30 PM wearing face mask and carry with them exam related items and documents. They may carry a transparent bottle of drinking water and 50/100 ML bottle of hand sanitizer and admit card. Candidates will not be allowed to carry their mobile phones, smart watch, other electronic gadgets, books & written materials and bags inside the examination halls.
5. Candidates are advised to wear face mask and shall remove the same only at the time of their personal identification and signing of the attendance register.
6. Candidates shall seek permission of hall/room invigilators for use of washrooms and shall clean their hands on coming out of the washroom.
7. All candidates are advised to co-operate with the examination functionaries for adherence to the COVID 19 and other guidelines during conduct of examinations.
8. All candidates are advised to bring their own pen, pencil, scale, calculators, water bottle etc. as borrowing/ lending/ exchange of the same in the examination hall is strictly prohibited.

9. On completion of the examination, the candidates will be permitted to move out in an orderly manner one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.
10. Required distance will be maintained without crowding anywhere at all times.
11. Candidates shall make sure that they come to the centre well in time and do not clog the outside road if they are coming in their own vehicle which should be parked at appropriate places.
12. Keeping in view the general conditions; the candidates who though have completed their paper in time will not be allowed to exit Exam Centre before the scheduled time i.e., conclusion of the examination.
13. While the admit card will be printed online the candidates have to give consent to follow various guidelines issued by the Governmental authorities as also the ICAI.
14. All candidates are advised to wear face mask in the examination centre.
15. General Instructions related to CA Examinations must be adhered to by the candidate.

**Xxxxx**