

Social Distance Guidelines for Candidate – NIA Brokers Exam 20 August 2020

(Safety measures to be followed by
candidates on the exam days at
Test Centres)



Candidate Reporting and Entry on Exam Day

- Report at the exam centre on time as mentioned on Admit Card
- Stand in a queue on the floor marks outside gate
- Wear a mask and maintain a safe distance between each other
- Ensure staggered entry is followed
- Strictly avoid overcrowding and maintain social distancing at all times
- Adhere to the security guard announcements
- Keep the documents ready for verification at the entrance of the centre



Checks at the Venue Entrance

- Flash the hall ticket and original ID proof to the security guard at the entrance from a safe distance
- Co-operate with the security guard for getting the body temperature checked by a thermo gun
- Display your status on the Aarogya Setu app to the security guard
- Depending on the situation, below candidates will not be allowed for the exam:
 - Candidate's temperature showing above 99.14 Degree F
 - Status on the Aarogya Setu app showing as "Medium" or "High Risk"



Checks at the Gate Entrance Contd.

- In case you don't have a Smartphone, fill the below declaration provided in the hall ticket:

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).

Cough	<input type="checkbox"/>	Fever	<input type="checkbox"/>
Cold / Runny Nose	<input type="checkbox"/>	Breathing Problem	<input type="checkbox"/>

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : _____

Candidate Registration No : _____

Date of Exam : _____

Exam Center Name : _____

Signature of Candidate _____

Guidelines to be followed in the Baggage Area

- Sanitize your hands after entering inside the gate and proceed towards baggage area
- Limited no. of candidates allowed in the baggage area at a given point of time
- Place all the prohibited items in the baggage area and carry below items to the lab:
 - Mask
 - Gloves
 - Simple Pen
 - Hand Sanitizer bottle (50 ml)
 - Transparent water bottle
 - Exam-related documents (Hall Ticket & ID proof)
- After placing the bag, sanitize your hands again and proceed towards document verification desk



Document Verification & Bar Code Scan

- Stand on the floor marks while waiting for your turn
- Flash the hall ticket and original ID proof to the volunteer from a safe distance
- Bar code on hall ticket will be scanned by the volunteer using a bar code reader
- Lab no. will be informed to you by the volunteer
- Proceed to the appropriate lab as guided by the volunteer following social distancing norms



Usage of Lifts(If available at exam center)

- Lifts should be used only if absolutely required. Wherever possible, staircases should be used while maintaining social distancing norms.
- Only 2 persons are allowed in small lifts, and 4 persons in large lifts.
- Sanitizer bottle is kept in the lift so that hands can be sanitized after touching buttons
- Lift usage instructions are posted both outside and inside the lifts.



During Exam Process

- Sanitize your hands before and after putting the signature on attendance sheet, if required
- [Avoid indulging in any form of malpractice during the exam as you'll be under CCTV surveillance at all times](#)
- In case, your system is giving some issues during the exam, inform the invigilator in the lab and maintain social distancing
- Use the pen you've brought for any rough work on the provided sheets
- In case of an emergency to use the washroom during exam, inform the invigilator in the lab
- You'll be accompanied by a volunteer till the washroom entrance and back to the seat
- In case, you're informed to move to another system/lab during exam, ensure to follow social distancing norms with the volunteer

Post-Exam Process

- Drop the declaration filled in the drop box kept in the lab while exiting from the lab
- Rough sheets should be dropped in a separate drop box kept in the lab
- Follow the guidelines of the volunteers along the exit path to ensure proper movement
- Follow social distancing norms while leaving from the center
- Do not dispose the used masks and gloves at the center or outside the gate; dispose them once you reach home



THANK YOU