



**General Guidelines for Candidates appearing in Center based Online Examination for Intermediate and Final Examinations - December 2020 Term to be held from 3<sup>rd</sup> – 10<sup>th</sup> January 2021 in the view of ongoing pandemic Novel Corona Virus (Covid-19).**

**GENERAL GUIDELINES**

**The Institute of Cost Accountants of India is initiating and taking all possible and necessary measures for safe and secure conduct of online Intermediate and Final Examinations of December 2020 Term scheduled to be held in January 2021.**

Government norms along with Standard Operating Procedures (SOPs) for implementing safety precautions and maintaining required standard of hygiene shall be followed.

1. Before commencement of the online examination, seating areas shall be adequately sanitized. All door handles, staircase railing, etc. shall be disinfected.
2. Social distancing that is adequate gap as per norms between two seats shall be maintained in the online examination center.
3. Thermal scanning of examination functionaries and candidates shall be done at the entry point.
4. Hand sanitizer would be made available at the entry and inside the exam venue at prominent places for candidates and staff to use.
5. Candidates shall be allowed to carry face mask, face shield, hand gloves, water bottle, sanitizer and examination related necessary items inside the examination hall mainly calculator (nonscientific), stationery, admit card, photo Id, etc.
6. Candidates shall continue to wear face mask and shall remove the same only at the time of their personal identification
7. At the entry point, the candidates shall be subject to thermal temperature scanning and sanitization of hands.
8. Candidates and other functionaries having body temperature of more than the normal prescribed limit will not be allowed entry in the online examination center. However, their record will be maintained separately.
9. Candidates need to maintain social distancing from each other at all the time.



## **Guidelines for Candidates appearing in Center based online examination in January 2021**

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

1. Candidate must check reporting time mentioned in the instructions given with Admit Card and to reach online examination centers as per reporting time only to avoid any gathering /crowding at the center at the time of entry and to maintain social distancing and new normal.
2. All candidates must ensure before reaching the Online Examination center that they do not have any symptom or suffering from COVID-19 disease.
3. The candidates must ensure to report at the online Examination Center at 9.00 AM in 1<sup>st</sup> session and 1.00 PM in 2<sup>nd</sup> session wearing facemask and carry with them exam related items and documents. They may carry **pen, pencil, scale, calculator (Non-scientific), drinking water and 50/100 ML bottle of hand sanitizer and admit card** with any **Govt. Id proof**. Borrowing / lending / exchange of the frequently useful item in the examination hall is strictly prohibited.
4. Candidates will not be allowed to carry their smart watch, other electronic gadgets, books & written materials and bags inside the online examination hall.
5. Candidates shall take permission of the invigilators for use of washrooms and shall sanitize their hands on coming out of the washroom with the sanitizer made available by the center outside the washroom.
6. All candidates are advised to co-operate with the examination functionaries for adherence to the COVID19 and other guidelines during conduct of examinations.
7. On completion of the examination, the candidates will be permitted to move out in an orderly manner. Please wait for instructions from invigilator and do not get up from your seat until advised.
8. Candidates shall make sure proper parking of their vehicle at appropriate place.
9. Candidates will not be allowed to exit Exam Center before 11:00 AM in first half and 3:00 PM in second half.
10. COVID -19 related guidelines for online Examination for Center Head and Centers issued separately.
11. It is subject to the guidelines issued by the concerned State Government / Local authorities.
12. General Instructions related to CMA Examinations must be adhered to by the candidates. Detailed instructions are given along with Admit card i.e. Instruction for candidates of center based online examination.