

## Medical Registration Examination and Dental Registration Examination

### Scope

National Board of Examinations shall be conducting the **Social Distanced – Computer Based Test (SD-CBT)** in safe and secure environment using touch-free processes maintaining social distancing norms wherever needed.

This Document covers the Procedures required to safely organize and conduct CBT exams at its venues from entry of candidates till their exit.

The Document details the Guidelines which is to be implemented. These are categorized into three stages of the Exam day activity namely:

- Prior to Start of Examination Controls/ Measures
- During Exam Conduct Controls / Measures at Venue
- Post Examination Controls/ Measures at Venue

### Prior to start of Examination

#### General

- Spray entire venue floors and walls, doors, gates, with disinfectant backpack spray machines
- Use of fresh surgical mask and surgical gloves (where required) by Exam functionary post Staff Verification
- Replenish all sanitizer bottles at entry gate, labs, registration desks, server room, staff/observer room, etc
- Replenish all liquid handwash bottles in restrooms and Entry Gate

#### Use of Thermo Guns

- Check all staff and Candidates with Thermo guns at the entry point for fever. In case, any person is observed to be having above normal temperature (> 99.14° F) or display any symptoms of the virus, do not be allowed entry into the venue.
- Clearly state instructions in Admit Card of Candidates with fever or COVID symptoms not being permitted inside the Exam venue (subject to customer decision)

#### Document Verification and Managing Candidate Entry at the Gate

- Available Barcode readers at the entry point to scan barcode on the admit card. This will display the information required to verify the candidate details without physically touching his documents.
- Displayed Lab number to inform Candidate at this point.

If absence of Barcode/QR Code Reader at a given Centre, Process below to be followed:

- Candidate produces the admit card and ID proof for verification to Exam functionary standing across the table
- Exam functionary verifies and reads the Roll number, on the list and informs candidate the Lab number
- Available List containing mapping of Roll number to Lab number at the entry with the exam functionary (either printout or soft copy on mobile device like laptop or tab/smartphone). List not displayed outside the venue.
- Exam functionaries do not touch any document of the Candidate

Candidate's personal Items permitted into the venue:

- Masks for candidates as a mandatory requirement for admission into exam venue. Candidates to bring their own mask.
- Candidates **permitted** to carry following items with them into the venue.
  - Face Mask
  - Gloves
  - Personal transparent water bottle
  - Personal hand sanitizer (50 ml)
  - Exam related documents (Admit Card, ID card, etc.)
- No arrangement at the Centers for storing any articles/items belonging to the candidates.

Any candidate found in possession of any of the barred items inside the center beyond the security check point, will be considered using unfair means and action will be taken against the candidate in accordance with the relevant provisions. To avoid any hardship, Candidates are advised not to bring prohibited items along with them at the test Centre.
- Candidates **not permitted** to take the following items beyond security check point in examination premises under any circumstances:
  - Any stationery item like textual material (printed or written), notes, Plastic Pouch, Calculator, Pen, Writing Pad, Pen Drives, Eraser, etc.
  - Any electronic device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, wristwatch/Health Band, Calculator, Electronic Pen/ Scanner etc.
  - All ornaments like bracelets, Ring, Earrings, Nose-pin, Chain/ Necklace, Pendants, Necklace with pendants, Badge, Brooch etc.
  - Other items like Wallet, Goggles, Handbags, Belt, Cap etc.
  - Any eatable item opened or packed, soft drinks etc.
  - Any other item which could be used for unfair means, for hiding communication devices like wireless/Bluetooth device, spy camera etc.

- Candidate Seat Allocation
  - At registration desk inside the lab, the Seat number to be given to the Candidate.
  - Candidate to be guided to his allocated seat, ensuring social distancing is maintained.

### During Examination conduct

- Face masks and gloves to be mandated for Invigilators
- Invigilator to sanitize their hands before and after operating candidate machines.
- Candidate to login to the system with the credentials provided to them 15 Minutes before the start of the exam and read the instructions
- Candidates to start the test and record their responses to the questions on the computer terminals.

### Post Examination Controls

- On completion of a shift, the candidates should be permitted to move out in an orderly manner –One candidate at a time.
- Required distance will be maintained without crowding anywhere.
- Volunteers will be present along the exit path to ensure orderly movement of candidates.

### Centers for the exam

Tentative list of cities/test centers for Exam conduct as follows:

#	Test Center Name	No of available Nodes
1	Middlesex University Mauritius Coastal Road, 90203, Uniciti, Mauritius	120
2	Centre for Information Technology and Systems (CITS), University of Mauritius, Reduit, 80837, Mauritius	250

## Schedule on the exam day

Schedule of activities on exam day is as follows:

#	Activity	Schedule (local time)
1	Allow Candidates to enter the examination center	8:00 AM
2	Entry closes at Examination Center	9:30 AM
3	Access granted for Candidate Login	9:45 AM
4	Candidates log in to read Instructions	9:50 AM
5	Exam Start Time	10:00 AM
6	Exam End Time	1:00 PM

## Social Distancing Guidelines (included in Admit Card)

- Candidates must maintain social distancing from Point of Entry in the Exam venue till his/her Exit from the Exam venue.
- Candidate must bring their own Mask, Gloves, personal hand sanitizer (50ml), transparent water Bottle, a simple pen and the exam related documents (Admit Card, ID Card etc.).  
No other items will be permitted inside exam venue.
- Candidate must bring a signed Self-Declaration (Declaration format provided with this Admit Card) and show the same to the Security Guard at the entry into the Exam venue.
- Body Temperature of a candidates must be checked at the entry to the exam venue via a Thermo Gun.  
Only those candidates will be allowed inside the exam venue whose temperature is within the acceptability limits as approved by competent authorities.
- Candidates with COVID symptoms MUST NOT be allowed entry into the Exam venue
- Candidate Roll Number and the Lab Number mapping must be provided to the Candidates individually, post their Admit Card and ID verification, at the time of entry of the Candidate to the Exam venue,

## Self-Declaration (To be included in Admit Card)

### **Self-Declaration**

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  Fever   
Cold / Runny Nose  Breathing Problem

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 Roll No** : \_\_\_\_\_  
**Date of Exam** : \_\_\_\_\_  
**Exam Center Name** : \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

\*\*\*\*\*