

The candidates are advised to ensure that the e- mail address furnished in the application form are active failing which they may face serious problem for any future correspondence, the Council shall not be responsible for the same.

3. **Don't upload poor quality scanned photograph and signature.**
4. **Don't send duly filled in Confirmation Page or any document through post to CoA office.**
5. **Don't spoil the hard copy of your downloaded admit card.**
6. **Don't bring Mobile Phone, Calculator or any other electronic gadget inside the Examination Hall.**
7. **Don't bring any instruments including scale inside the Examination hall.**

### **APPENDIX III - STANDARD OPERATING PROCEDURE (SOP) FOR TEST CENTRES OF NATA 2022**

1. Admit Cards issued to the students should be treated as a ticket for students to enter in to the examination hall.
2. The examination hall shall be sprayed with disinfectant including floor, walls, gates, doors etc. Sanitizer bottles along with liquid hand wash should be arranged at the entry gate, exam room, staff/observer room etc.
3. Thermal checking will be done for both staff and candidate at entrance point. Masks and gloves should be used by staff and Candidate during whole time in the exam centre.
4. The seating area of candidates will be thoroughly sanitized after the test. Even washrooms should also be cleaned and disinfected.
5. Staff will have to fill self-declaration form about their health status before entering the exam area. If any functionary fails to meet the self-declaration criteria or thermo gun check, he/she will be asked to leave the exam centre immediately.
6. All door handles, staircase railing rift buttons, etc. should be disinfected.
7. Wheelchairs, if present at the examination centres, should be disinfected.
8. All the trash bins should be cleaned.
9. Exam functionary must submit self-declaration about health status.



10. Exam functionary needs to wear the mask and gloves at all time.
11. Cleanliness and hygienic conditions as per safety and health advisories of the concerned Government departments are to be maintained at all places.
12. Proper signage's, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
13. Downloading of 'Arogya Setu' App with enabled active live location is mandatory for every staff on examination duty and for students.
14. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
15. Avoid crowding at entry and exit points.
16. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Entry/exit of students should be allowed one by one only. Any parents/guardians accompanying the students should not assemble outside centres. They are advised to leave the centres after dropping their wards and come back after the conclusion of examination.
17. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured. No Covid positive candidates may be allowed inside the Test Centre.
18. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
19. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
20. Students having symptoms of fever, cough and cold should be made to sit in a separate room.
21. Hand washing stations with facilities of liquid soap should be made available.



22. Keeping in view the physical distancing, institutions should have adequate room's/Lab capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters.
23. Adequate arrangements for safe drinking water be made on the campus.
24. Adequate supply of water in toilets and for hand washing be ensured.
25. Dustbins must be cleaned and covered properly.
26. At the end of the day-
- Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall.
  - Safely dispose of all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.
27. Maintain record of all exam functionaries
- Record of all exam functionaries will be maintained in the system for future reference and traceability.
  - Invigilator records are maintained in the system through staff verification processes.
28. The students, staff and other persons at the test Centres will abide by the advisories/guidelines/precautions issued by the Central/State Government and other competent authorities for containment of Pandemic Covid-19. They shall also adhere to the Guidelines issued by the Council of Architecture for NATA 2022. While every effort shall be made to ensure health concerns and safety of candidates and social distancing, the Council shall not be responsible for any issue related to health and safety arising out of the examination.

