


Covid-19 Conducting Examination SOP 

GENERAL PRACTICE

“3W’S”



1. Wash

- Wash your hand with soap or use hand sanitizer regularly.

2. Warn

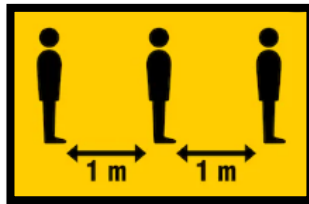
- Don't shake hand or physical contact with each other.
- Practice the ethics of coughing and sneezing.
- Seek treatment if symptomatic.



3. Wear

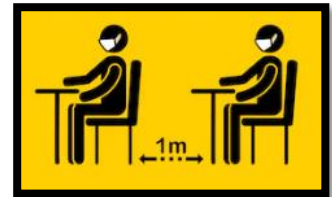
- Face mask has to be worn at all times inside the examination hall.

ENTERING EXAM HALL



- Maintaining physical distancing of a minimum of 1 meter when queuing up for entry and inside the exam hall as far as feasible. Provide specific marking with sufficient distance to manage the queue.
- Submit Self-declaration about health status by Using UniKL MAC apps. before entering exam hall. Show “View My Pass” to security personnel at the main entrance of the exam hall.
- Only asymptomatic students shall be allowed inside the examination hall.
- Temperature Screening – Only student that below than 37.5 Celsius will be allowed to enter exam hall.
- Scanning MySejahtera and UniKL MIAT QR Code.
- Separated entry and exit routes.

INSIDE EXAM HALL



- All table and chair inside exam hall will be arranged with physical distancing.
- Sharing of personal belongings / stationary shall not be allowed.
- Proper crowd management.
- Maintain physical distancing at least 1 meter during exam.
- Do not have physical contact with each other.
- For pen and paper based tests, the invigilator will sanitize his hands prior to distribution of question papers /answer sheets. The examinees will also sanitize their hands before receiving such papers and handling them back to invigilators.
- Temperature of air-conditioning devices should be in the range of 24-30°C. Re-circulation of air to be avoided to the extent possible. Intake of fresh air should be as much as possible.