

Proceedings of the Director of Government Examinations

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R.C. No. 025650/H1/2020

Dated 08.04.2021

Sub: Government Examinations- HSE-II Year - 2020–21 - Conduct of Practical Examinations – Guidelines issued based on the Standard Operating Procedure issued by the Government –communicated –regarding

Ref: G.O. Ms. No. 31, Revenue and Disaster Management (D.M4(1) Department dated 13.01.2021.

In the Government order cited above, the Government have issued the Standard Operating Procedure for health, hygiene and safety protocols for reopening of schools on various aspects including conduct of practical activities in laboratories. Based on the above, the following guidelines are issued for conduct of Practical Examinations for HSE – II year for the year 2020-21. The Chief Educational Officers are instructed to communicate these guidelines to the Head Masters of all schools where these examinations are held and to ensure that the SOP and these guidelines are followed scrupulously.

Guidelines for HSE-II Year Practical Examinations

HSE-II Year Practical Examinations

1. Laboratory should be sanitized before and after conduct of practical of each batch.
2. Laboratory equipments should be sanitized before and after the every batch.

3. Practical experiments should be arranged in such a manner that social distancing norms are followed. Accordingly, the number of students to be allowed in one batch should be determined.
4. It shall be ensured that a floor area of 4m^2 per student is available for working on equipment.
5. Sufficient number of Hand Sanitizers shall be provided.
6. Hand sanitizer is a fire hazard and it should not be kept near any inflammable laboratory equipment and should be handled with utmost care.
7. Students are strictly instructed not to touch any inflammable laboratory equipment immediately after using hand sanitizer.
8. Students/Staff should be informed about COVID-19 appropriate behaviour / precautionary measures i.e. wearing of masks, washing hands, social distancing and other norms.
9. Doors and Windows of the laboratories should be kept open during the conduct of the practical examinations.
10. Exhaust fan should be switched ON to have proper air circulation.
11. All students / Staff should be screened by Thermal Scanner.
12. It is mandatory for all students / staff to wear face masks during the practical Examination.
13. Students are allowed to bring their own sanitizer and drinking water bottle.
14. All students should wash their hands prior to practical examination and after completion of examination.

15. Internal and External Examiners / Students shall disinfect his/her hands with hand sanitizer, before touching the Laboratory apparatus /question papers.
16. Waiting rooms may be arranged separately for the following batch of students till they are allowed inside the practical examination laboratory at the allotted time.
17. Waiting rooms should be sanitized before and after the every batch.
18. Adequate arrangements for safe drinking water should be made on the practical examination laboratory and waiting room.
19. Toilets should be properly cleaned. Adequate supply of water in toilets should be ensured.
20. If any student is tested COVID positive, the practical examination for those students shall be conducted later. Similarly, if any student is having symptoms of fever, cough and cold at the time of practical examination, they may be sent back and the practical examination for those students shall be conducted later. The date shall be announced by concerned Chief Educational Officer.
21. If the Practical Examination Centre/School is located in a Containment Zone, the Practical Examination for the students of such school shall be conducted in another school and the alternate arrangements shall be made by the concerned Chief Educational Officers.

Additional guidelines for conducting practicals

- ✓ In volumetric analysis for pipetting out 20 ml of the given solution, students are advised not to use pipette. Instead they can use burette or measuring cylinder or 20 ml test tube.

- ✓ Since the pipette is not used, there is a possibility of not getting accurate titre value, hence the external examiner may provide the range of the titre value.
- ✓ Hands must be washed thoroughly with water before the heating experiments.
- ✓ Instead of using microscopic slides, hand drawn pictures or photographs should be used.
- ✓ Determination of the wavelength of a composite light by normal incidence method using diffraction grating and spectrometer experiment shall be avoided.

**Sd/-
Director**

To

- 1. All Chief Educational Officers.**
- 2. Joint Director (Education), Pondicherry.**

Copy submitted to

- 1. The Principal Secretary, School Education Department, Chennai-9.**
- 2. The Commissioner, School Education Department, Chennai-6.**

Copy to

- 1. The Director, Directorate of School Education, Chennai-6.**
- 2. The Director, Directorate of Matriculation Schools, Chennai-6.**
- 3. All District Educational officers.**
- 4. All Assistant Director of Government Examinations.**