

**MAHARASHTRA STATE COUNCIL FOR OCCUPATIONAL THERAPY
AND PHYSIOTHERAPY, MUMBAI**

**“Guidelines for Conduction of Examination of UG & PG
Physiotherapy Courses in COVID Pandemic of Maharashtra
Universities”.**



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PHYSIOTHERAPY, MUMBAI**

Instructions for the conduct of examinations during Covid -19 pandemic.

COVID -19 pandemic has created an unprecedented crisis in which Social distancing is creating a challenging situation for the students studying in UG and PG course of Physiotherapy institutions.

In the view of lockdown from mid-March and in lieu of the current situation and to ensure quality education for all students, the faculty of allied health sciences, MUHS has issued advisory to all institutions to continue online academic activities in their colleges so as not to compromise on education, while also maintaining the principles of hygiene ,social distancing an restricted movements at all times to ensure health , safety and security of the students, faculty and staff.

The response from the institutes has also been very positive. Many institutes are providing online education to their students exceptionally well.

Now as the time to conduct examination of physiotherapy students studying in different institutions are approaching to the council for guidance in this matter. A meeting of drafting committee (Physiotherapy) was held on 02/07/2020 and it was decided to circulate the following broad guidelines on examination of current academic session (2019-2020) during COVID-19 so that the examination can be smoothly conducted.

Guidelines for the examination

It is must to conduct proper examination of all UG and PG students of Physiotherapy regular and repeater students.

I. UG Examination

- a) **Time of conduct of exam:** Whenever it is possible for the university / college the examination shall be conducted by the authority. All institutes shall inform all students about the schedule of examination and related activities well in advance (at least 2-4 weeks before) so as to enable student to obtain e-pass etc if required.
- b) **Appointment of External Examiner:**
 1. **Cities having more than one Physiotherapy College:** The examining bodies can appoint external practical examiners from local MUHS affiliated colleges **from same city / region in case Mumbai (MMR), Pune (PMC PCMC).**
 2. **Cities having only one Physiotherapy College:** The examining bodies can appoint external practical examiners from the nearest MUHS affiliated College / Deem to be University College. The college whichever is closest can be selected for appointment of examiners.
 3. **Deem to be University:** For deem to be university examination, the external examiner appointments shall be done as per clause no. b1 & b2. Same city / nearest Physiotherapy college can be selected for appointment of external examiners.
- c) If the college hospital has been taken over by the local administration/State Govt for COVID-19 purpose, the clinical examination of such college may be conducted in same college with taking all precautions and after confirmation of the adequate NON COVID load of patients required for smooth conduction of exam in the same

hospital or exams can be conducted in some other nearby Physiotherapy College's hospital as per convenience of the college.

- d) Pre -clinical subject's examination (practical) may also be taken offline.
- e) In any case, it is mandatory on the part of University to issue proper mark sheets of each student mentioning marks secured in each subject by each student.

f) **Examination of final year students –**

1. The examining authority may as soon as possible conduct the theory and practical examinations of final year of the said program and announce the results in a time bound manner so that students are able to complete their 6 months Internship on time and pursue their careers without disruption as well as able to sit in PGPCET exam if they so desire.

2. The long case of practical examination shall be taken on patients as per university examination pattern. The short cases shall be taken as per university pattern. No relaxation shall be given in this regard.

g) **Examination of third year students –**

1. In order to minimise the risk in epidemic, the relaxation shall be given to practical exams of third year students. The long case of practical examination shall be taken as problem based simulated case, whereas the short cases shall be taken as per the university examination pattern.

2. All Universities of Maharashtra shall take practical exams whenever it's possible to conduct exams. No online examinations shall be allowed in this regard.

h) **Examination of first & second year students –**

1. The long case & short cases of practical examination shall be taken as per university examination pattern. No relaxation shall be given in this regard.
2. All Universities of Maharashtra shall take practical exams whenever it's possible to conduct exams. No online examinations shall be allowed in this regard.

II. **PG Examination:**

- a) All PG examinations has to be conducted as per the university prescribed pattern. No relaxation shall be given in PG exams.
- b) The university shall take theory & practical exams whenever it is possible to conduct the same. No online exams shall be allowed in this regard.
- c) Submission of thesis for final PG students.
- d) Practical examiner appointment can be done as per guidelines for UG examinations.

The post graduate students and their guides ensure that the work done for the thesis is in compliance with regulatory requirements and ready for submission in time. The university may adopt appropriate strategies like inline submission of dissertation to facilitate the PG students in view of the prevailing circumstances.

III. **General Guidelines for UG & PG Examinations**

- a) The university shall follow all directives of central & state government and make changes in programme as per directives.
- b) Students may allowed to select nearby college under same university as examination centre.
- c) Owing to the extraordinary conditions, the norms of mandatory attendance for a candidate as per regulations is relaxed to the justifiable level on the discretion of university body. The period of lockdown may be treated as 'deemed to be attended' by all the students while calculating the requirement of minimum percentage of attendance.
- d) The institutions shall be responsible to maintain the details of classes taken subject wise, percentage of attendance, assignments given and submitted by students etc. All universities shall accept these records as being eligible for internal assessment and take these records towards fulfilment of academic requirements for calculating attendance for appearing for examination.
- e) Due precautions should be taken while conducting the examination which includes patients as cases such as- avoiding prolong exposure and contact between student and patients, pre-screening of the patient before the allotment

as a case, maximum 30 minutes of actual face to face conduct of exam between the examiner and the examinee.

- f) Maximum 20 students shall be examined on one day.
- g) Only one year examination shall be conducted in one day at a time to avoid gathering in college/hospital.
- h) To expedite the declaration of result more centres of central assessment program should be assigned by the university so that the answer paper checking process is facilitated.
- i) There should be no additional costs to students as a result of the disruption occurred in the teaching, learning and evaluation process.
- j) In case if the eligible evaluator is not available, relaxation in the norms can be given and substitute teacher can be appointed on time approval from the university
- k) Based on these guidelines, each institute / examining authority may chart out its own plan of action taking into consideration the issues pertaining to COVID-19 pandemic. Notwithstanding the above guidelines regarding the resumption of session, conduct of examinations and commencement of next academic session, every college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/ guidelines/ directions issued by the Centre/State government from time to time to prevent the spread of COVID-19.
- l) These guidelines are only applicable as one-time measure during this academic year due to COVID-19.
- m) Considering the loss of academics for about 2-3 months for the higher classes, the next year's university examination should be postponed by minimum one-one and half months. Also, the number of holidays, vacation should be reduced to 3/4th in order to compensate for the loss of days.

Instruction to institute administration /authority for necessary precaution in conducting examination.

1. Decontaminate the exam halls before and after each examination.
2. There should be a minimum distance of two meters between candidates.
3. Candidates should not be allowed for crowding outside or inside the exam hall.
4. Entry and exit should be different.
5. Candidates should bring their own pen, pencils and erasers. Don't allow to share.
6. Mobile phones and wrist watches are not allowed. Candidates are allowed to bring their own hand sanitizers and drinking water.
7. Thermal scanning to be used before entry in to the exam halls.
8. Those who are having Fever, Cough, Breathing difficulty or signs of upper respiratory infection are not allowed to write exam in the common exam hall. Separate isolation facility has to be provided for such candidates.
9. Facility for sanitization should be there in front of all exam halls.
10. Everybody inside the exam hall should wear face masks.

11. Examiners and invigilators should keep social distance from the candidates. They should wear gloves & masks.
12. Answer books of theory exams to be collected in clean polythene covers and to be sent after decontamination.
13. Candidates are advised to go away from the premises of the exam centre immediately after the examination.
14. Candidates are advised to clean hands by soap and take bath after reaching their places of stay.
15. Contact the candidates individually and advise them to report at the earliest as required. Special instructions for practical exams.
 - a) Provide gloves and aprons for all in addition to the face mask. For patient examination face shield is also permitted.
 - b) Clean the eye piece and knobs of the microscope using sanitizer solution before and after each use.
 - c) After each procedure/task candidate should wash hands with soap and water. Facility for this should be provided.
 - d) Ensure that Patients recruited for exams should be Covid free by appropriate testing.

Hygiene measures for electrotherapy equipment's, Furniture, equipment and frequently used areas

Corona virus can survive on surfaces for few hours hence adequate care has to be taken in labs.

- Ventilation in labs has to be maintained properly. Filters of AC needs to be cleaned regularly.
- Remove the non-essential items from labs.
- Clean and disinfect furniture items daily. Eg: Tables, chairs, the handle of the cupboards, couches, door handles etc.
- Clean and disinfect the labs, rest rooms at least once during each shift.
- Disinfect surfaces, equipment and material that has been in contact with students & / staffs.
- Sanitize/ sterilize / disinfect the electrodes, cables surfaces of electrotherapy machines, dumbbells, thera band and all equipment / accessories which is used for treatment after every student.
- Clean and disinfect reusable equipment (eg eye protection in case UVR, LASER) with a product adapted to the equipment.
- Use appropriate cleaning or disinfecting products. Follow manufacturer's recommendations. Do not mix cleaning products.
- Waterproof gloves has to be used by staff when cleaning and disinfecting surfaces to protect the hands.
- Use plastic sheets. Cover the bed sheets & pillows by plastic sheets. Disinfect surfaces of these sheets after exam of every student/ batch.
- Use tissue papers, paper napkins/ disposable towels.
- Appropriate washing to be carried out for washable material like towels, bed sheets, hand napkins, aprons with the usual laundry soap / detergent.
- Furniture, table chairs has to be disinfected by **2 % sodium hypochlorite**.
- Disinfect commonly used objects like pen, hammer, and assistive devices.