



Diploma and Certificate Courses Practical Examination November / December 2021

STANDARD OPERATING PROCEDURES (SOP) AND GUIDELINES FOR INTERNAL / EXTERNAL PRACTICAL EXAMINATION AND STUDENT TRAINEES

Rehabilitation Council of India (RCI) in collaboration with NBER has scheduled to conduct the practical examination for the Diploma and Certificate courses. In view of the COVID-19, Internal Examiner, External Examiner and the Student Trainees should adhere to the following instructions given by NBER.

Guidelines for Examination Centers, Coordinators and Internal Examiners: BEFORE EXAMINATION

1. Prepare Time Schedule for Practical Examinations
2. Arrange the classroom/ Examination hall- following COVID protocol such as sanitizing the hall, providing mask, keeping hand sanitizer, arranging seats to maintain social distance.
3. Conduct meeting with staffs and student trainees regarding Practical Examination.
4. Check with External Examiner regarding their availability for conducting Practical Examinations. Schedule the dates to conduct practical Examinations (after getting confirmation) from NIEPMD-NBER, Chennai.
5. Schedule the Time-table for Group Teaching with allocation of Topics.
6. Take special care for children with Special Needs for Group Teaching. If required, plan for “Simulation Exercises” with Peer Group Interaction
7. Prepare the Evaluation sheets along with all relevant details such as Candidate Name, Register Number, Marks to be entered, Passing Criteria, etc. The same should be sent to the External Examiner well in advance.
8. Make sure that student trainees get ready with lesson plans and practical records for Examination.
9. Create opportunities to your students to prepare enough Teaching Learning Material (TLM).

DURING PRACTICAL EXAMINATION

- Maintain COVID-19 Norms and follow safety measures during practical Examination.

AFTER PRACTICAL EXAMINATION

- Upload students’ performance in the NBER website (Internal and External marks) using respective TTI’s user ID and password.

Guidelines to the External Examiner:

BEFORE EXAMINATION

- Discuss with the Internal Examiner regarding the procedure for conducting Practical Examinations.
- The External Examiner will be provided with all relevant details such as candidates appearing for Examinations and Evaluation procedures.
- With regard to Viva-voce, prepare relevant questions covering all practical components.

DURING PRACTICAL EXAMINATION

- Follow the procedures and guidelines of RCI Scheme of Examinations 2018.
- Make sure to assess all practical components.
- Record Best practices and mark a copy to NBER for reference.

AFTER PRACTICAL EXAMINATION

- Update Internal and External marks in the NBER Website.

Instruction to the Student Trainee:

BEFORE EXAMINATION

- Collect hall tickets well in advance.
- Get ready with lessons plans and practical records.
- Follow COVID-19 protocol and safety measure during Practical Examinations.
- Keep records ready.
- All candidates need to be given enough opportunity to present the records, demonstrate practice teaching, presentation of IEP records and Viva-Voce.

DURING THE PRACTICAL EXAMINATION

- Enter the Examination hall with hall ticket.
- Follow COVID 19 protocol (wearing mask, gloves, sanitizing hands and maintain Social Distances.
- Display all records and TLM for Practical Evaluation.
- Wait for your Turn and make Good performance
