Standard Operating Procedure (SOP): Exam Hall Setup and Seating Arrangement Protocols

This SOP details the **exam hall setup and seating arrangement protocols**, encompassing preparation of the exam environment, allocation of seating to ensure fairness and minimize cheating, placement of necessary materials and signage, and adherence to safety regulations. The procedures aim to create an organized, secure, and comfortable setting conducive to optimal exam performance while maintaining exam integrity and compliance with institutional policies.

1. Objective

To establish standardized processes for setting up exam halls and arranging student seating to promote fairness, orderliness, exam integrity, and safety.

2. Scope

This SOP applies to all personnel involved in exam hall preparation for institutional examinations.

3. Responsibilities

- **Exam Coordinators:** Oversee the setup and ensure SOP compliance.
- **Support Staff:** Facilitate physical arrangements as per instructions.
- **Invigilators:** Verify seating and report discrepancies.

4. Procedures

1. **Pre-Setup Preparations**
   - Verify availability and booking of exam halls well in advance.
   - Inspect halls for cleanliness, security, and adequate lighting/ventilation.
   - Check availability of sufficient desks, chairs, and required materials.
2. **Seating Arrangement**
   - Assign seats using a randomized or alternate seating plan to minimize the risk of cheating (see Sample Template below).
   - Ensure adequate spacing (minimum 1.5 meters between candidates) as per institutional or government guidelines.
   - Label all desks with seat numbers or candidate roll numbers.
3. **Placement of Materials and Signage**
   - Place exam materials (question papers, answer booklets, stationery) on each desk prior to commencement, if required.
   - Display clear signage for entry/exit, prohibitive items, and emergency procedures.
   - Ensure clocks/timers are visible to all candidates.
4. **Accessibility and Safety**
   - Ensure aisles are clear for ease of movement and emergency evacuation.
   - Check all emergency exits are accessible and marked.
   - Provide accessible facilities for candidates with disabilities as per requirements.
5. **Final Inspection**
   - Conduct a walk-through 30-60 minutes before exam start time to confirm all arrangements.
   - Resolve any discrepancies or issues identified.

5. Documentation

- Maintain records of seating plans, invigilation rosters, and hall inspection checklists for audit and review purposes.

6. Sample Seating Plan Template

Row	Seat No.	Candidate Name	Roll No.	Notes
1	A1	Jane Doe	2024001	Left-Handed
1	A2	John Smith	2024002	-
2	B1	Mary Lee	2024003	Wheelchair Access
2	B2	Ahmed Khan	2024004	-

7. Compliance & Review

- This SOP must be reviewed yearly or after significant incidents or regulatory changes.
- All staff involved must be briefed and trained prior to examination cycles.

8. References

- Institutional Exam Policy Manual
- Local Fire and Safety Regulations