

## General Instructions/Guidelines of End Semester Examination, August 2021 for Students

Examinations will be conducted in online mode from 9<sup>th</sup> Aug, 2021 onwards (as per the displayed time table), via MOODLE and Google meet web applications.

### Following are the general instructions/guidelines, to be followed by the students

1. Students must ensure that they have valid email id & the same email id must be associated with their MOODLE account.
2. Students are required to rename your Gmail profile name by Enrollment no. as the first name (only department and last four digit of enrollment no. to be used for the purpose) & student name as Second name (eg. If your enrollment no. is 0901CS201024 and name is Anubha Saxena then – Gmail account name should be CS1024 AnubhaSaxena). Also you need to upload your admit card in lieu of profile photo on your mail.
3. Students must have proper internet connectivity (2 Mbps preferably) and device should be charged.
4. Students must login through MOODLE account and enter into Google meet (link available on coordinator's page), 30 minutes prior to the examination. Also student will mark their attendance on Class coordinator's MOODLE by their own.
5. During the examination, invigilator will take the attendance by virtual face to face mode on Google meet. Also students are required to keep their examination admit card along with them.
6. Take printout of the template of blank answer sheet cover page available (**in .doc and pdf format**) on coordinator's MOODLE / institute Website (in advance). It is mandatory to fill the asked details on top of the sheet and do the entries on every page. This sheet will be used in pen & paper (PP) mode and assignment+ oral (AO) mode.
7. Those who do not have printing facility at their homes/respective places; they may edit the provided given format (answer sheet cover page in .doc file format) and put their signature at the given place instead of taking printout.
8. Students must write their Enrollment No., Paper Code, Paper/Subject Name, Date of exam and Page Numbers on each page of Answer Sheet (at the bottom of the answer sheet).
9. Students are required to keep the scanned copy of admit card in image format.
10. After the examination in PP and AO mode, 30 minutes will be given to upload the answer sheet.
11. If student is utilizing mobile phone for examination, then they may use split screen feature to view question paper / MOODLE and Google meet simultaneously on the same screen.
12. During the examination, following directions are to be followed:
  - Camera must be 'ON' during the period of attendance, receipt of Question Paper & password, at the time of submission and whenever required by the invigilator for the purpose of random check.
  - Sounds such as music or television are not permitted.
  - Students must not use headphones, earbuds, or any other type of listening equipment.
  - Students must not interact with any other person during the examination.
  - Students must not leave the virtual exam room during the exam, without Invigilator permission.
  - Violating the above rules may be treated as unfair means.

## **Instructions for appearing in Pen & Paper (PP) / Assignment + Oral (AO) mode Examination**

1. Login to your MOODLE account & go to class coordinator's page (list of class coordinator is available on institute website).
2. Click on the link, "**Examination August 2021**". After clicking link, students will be redirected to a page that contains a table.
3. Click on **Question Paper link according to your subject**- it's a Google drive link. In the drive, select the folder according to date & shift. Then inside the folder, student can search their paper by subject code or by subject name.
4. Download question paper, enter password (Invigilator will convey you or also available in Google meet chat box) and start writing on the answer sheet. At the end of examination, students must scan all the pages of answer sheet including the cover page, convert it into a single PDF file (preferably 10-20 MB). The scanned file must be in PDF format. The file must be named as enrollment-subject code only. (e.g.: 0901CS161001-240101). The file size should not exceed 100 MB
5. A grace period of 30 minutes will be given after the examination to complete the upload process of answer sheet.
6. To upload answer sheet click on the link "**Examination August 2021**" (on coordinator's MOODLE page). Afterwards, students will be redirected to a page that contains a table. A Google form link is available in **Answer sheet submission link** in table. Fill this Google form and upload your answer sheet (in PDF format) as well as admit card (image file) once you attempt all the questions/ complete writing. After the successful submission, student will receive an acknowledgement through email.
7. If student is unable to upload his/her answer sheet in the given Google form (due to any technical issue). Student should report the same to the invigilator (about the issue) and send the answer sheet to the invigilators email id (with proper reason).

## **Instructions for appearing in MCQ mode Examination**

1. Login to your MOODLE account & go to the class coordinator's page (list of class coordinator is available on institute website).
2. Click on the link, "**Examination August 2021**". After clicking on the link, students will be redirected to a page that contains a table.
3. Click on **Question Paper link according to your subject**- it's a MOODLE Quiz link.

### **Rejection of Answer sheets/ UFM cases**

Following acts may lead to the rejection of answer sheets:

1. Answer sheets without enrollment number/ without cover page.
2. Discussion or disclosing answer in Meet or through any other social platform.
3. Wrong file name/ if the file name is not as per the given format/ Blurry / unclear / dark / very bright copies of answer sheets.
4. Multiple submission or submission by other means.
5. Submission after due date / time.

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