



**Peelamedu, Coimbatore – 641004**

**Office of the Controller of Examinations**

**General Instructions to Students regarding Online Examinations**

1. Preferable device for taking up online examination is PC / Laptop / Mobile with good internet connectivity.
2. Duration of examination is two hours in online mode. Students are required to login in Google classroom portal 15 minutes before the start of the exam. Google meet link will be provided for students to enter into the portal.
3. Hall tickets will be uploaded in the website two days before the commencement of the exam.
4. Students to have hall ticket and ID card with them while writing the exam for checking and should be shown to the invigilator
5. Camera to be on throughout the period of examination. Only then the student will be considered as present.
6. Students to be seated in a particular place in bright light with proper visibility to the invigilator.
7. Attendance will be marked automatically as soon as the students enter the online portal.
8. Question paper will be visible to the students five minutes before the specified examination time. The invigilator will also be sharing the question paper on the screen.
9. Students to write the exam only in A4 Paper not exceeding 10 pages (Five A4 Sheets – can use front and back or for clarity write on one side only (10 pages in total). Students to have sufficient A4 papers with them.

10. Register Number, Subject Code and Subject Name to be written by the student in the first page and page numbers in all pages. (Format enclosed)

**END SEMESTER EXAMINATION 2020**

**REGISTER NUMBER :** {FOR EXAMPLE: 17BUJ001 (TO BE WRITTEN FULLY)}

**NAME OF THE PROGRAMME :** {FOR EXAMPLE: BCOM/BCOM (ACCOUNTING & FINANCE)}

**SUBJECT CODE :** AS GIVEN IN TOP END OF THE QUESTION PAPER

**SUBJECT NAME :** (FOR EXAMPLE: MARKETING MANAGEMENT - TO BE WRITTEN FULLY)

**DATE :**

**TIME SLOT:**

11. In all the pages, **AT THE RIGHT HAND TOP CORNER** write the **REGISTER NUMBER and PAGE NUMBER**

**REGISTER NUMBER :** (FOR EXAMPLE: 17BUJ001)

**PAGE NUMBER : 2**

12. After completing the examination, students are required to scan the answer papers (using their mobile phones) in the order of the page numbers and convert to PDF format and name the file with their register number and subject code and upload in Google Classroom platform by clicking the “upload assignment”. After the two hours of examination duration, 20 minutes will be given for scanning and uploading the answer scripts.

**(For example, FILENAME AS – 17BUJ001-SUBJECT CODE)**

13. Once the student uploads the answer script “uploaded successfully” screen will be displayed. The student can take the screenshot of the same for her reference.

14. After uploading the answer scripts, students can inform the invigilator and leave the session.
15. **Send the hard copy of the answer scripts after COMPLETING ALL THE ON-LINE EXAMS, put together in a single sealed cover (with Name, Register No, and Class Written on the Cover) to the Controller of Examinations, PSGR Krishnammal College for Women, Peelamedu, Coimbatore – 641004 through Post.**
16. Faculty will be there to supervise the online examination similar to offline examination.
17. Students will be monitored (proctored) throughout the examination duration
18. If there is any interruption or any issue in entering the portal, students can contact the respective HoD / Tutor immediately to rectify.
19. Online Exam Timetable is available at <https://www.psgrcw.ac.in/ese-timetable/>
20. Students are advised to adhere to general instructions.
21. Try to be very sincere in attending the exam.
22. Outgone students who have arrear only in the final semester examination (VI Sem UG and IV Sem PG) if they have registered can take up the online examination.
23. Students to cooperate to complete the online examination in a successful manner.