



PSGR Krishnammal College for Women

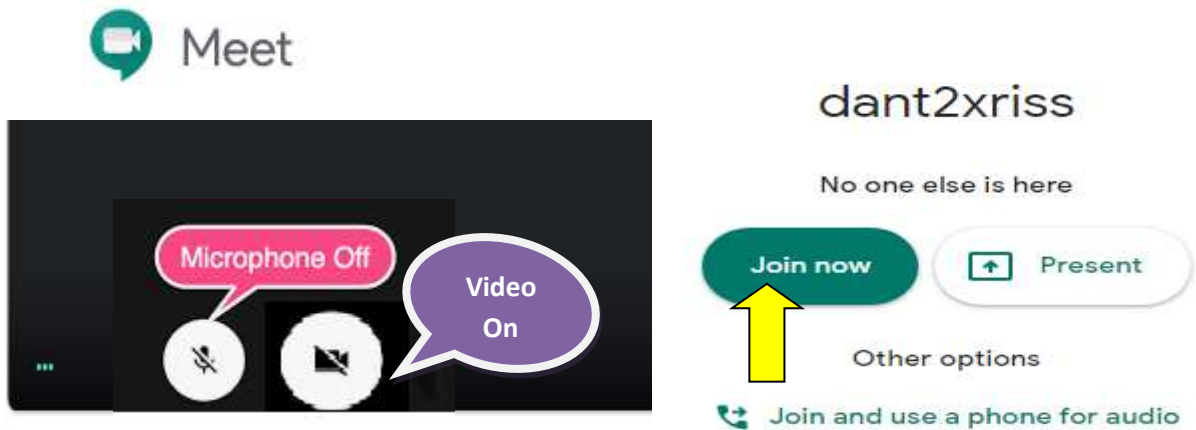



Peelamedu, Coimbatore - 641004

Office of the Controller of Examinations

Instruction to Students regarding Google Classroom and Google Meet – Online ESE

1. Students will receive a Google Meet Link for their exams. The same link to be used for all days
 - a. Click the shared link <https://meet.google.com/lookingup/dant2xriss>
 - b. In Google Meet Screen, Choose Join Now and Turn off Microphone and Turn on Camera

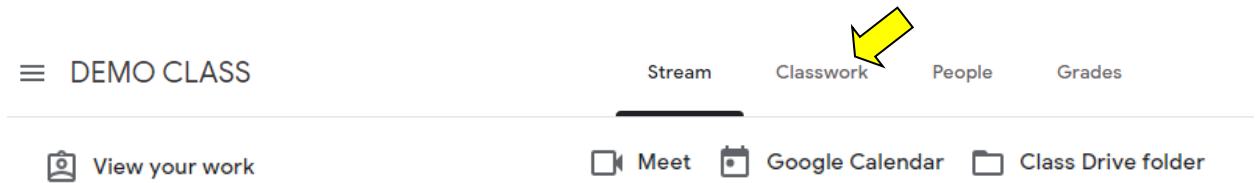


2. Use the Email ID given by college to login for the examination. No other Email ID will be allowed. After logging in to your email, click the Google Apps  in the right top corner and scroll down the screen and choose Classroom.

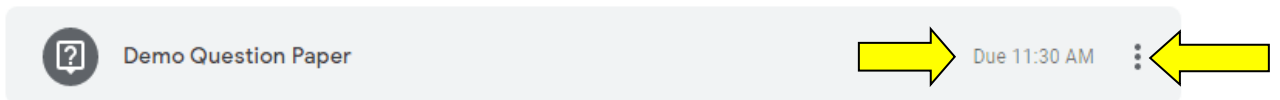


3. In Google classroom on the day of the examination at the scheduled time students will get the Question paper in CLASSWORK

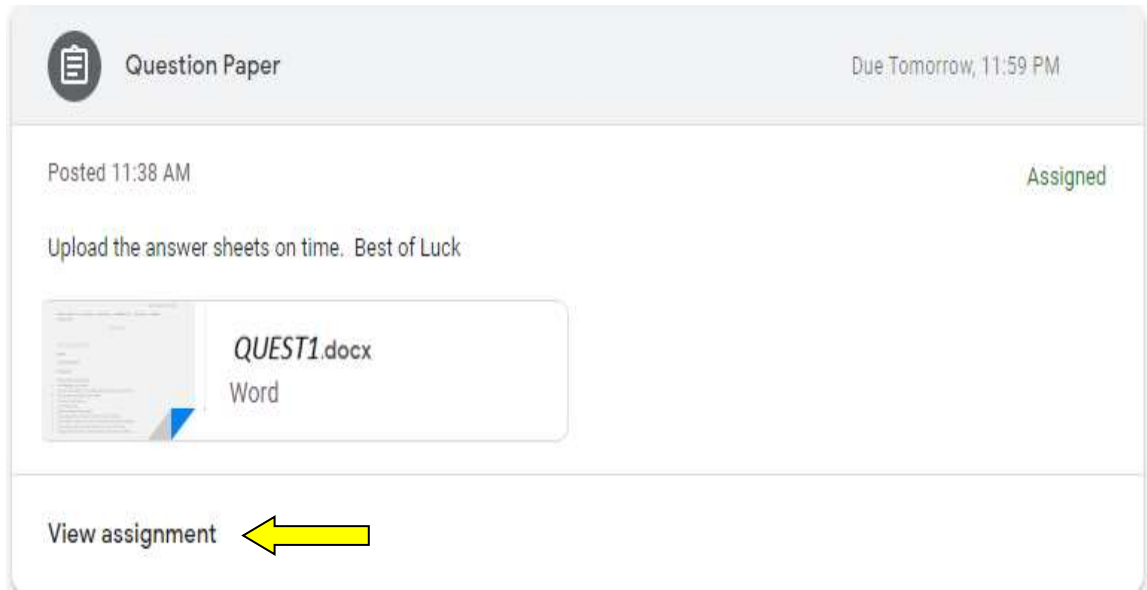
a. In Google Classroom, Choose second tab → CLASSWORK



b. Click on the THREE DOTS, A window with question paper will get displayed. Make a note of the DUE TIME to upload your answer sheets.



c. Click on the Question Paper and download the same and save it in your local drive and write the exam.



d. Students should write their exam in A4 sheet only

- e. In answer sheet **FIRST PAGE TOP SECTION**, FOLLOW THE GIVEN FORMAT

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:

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

REGISTER NUMBER : (FOR EXAMPLE: 17BUJ001)

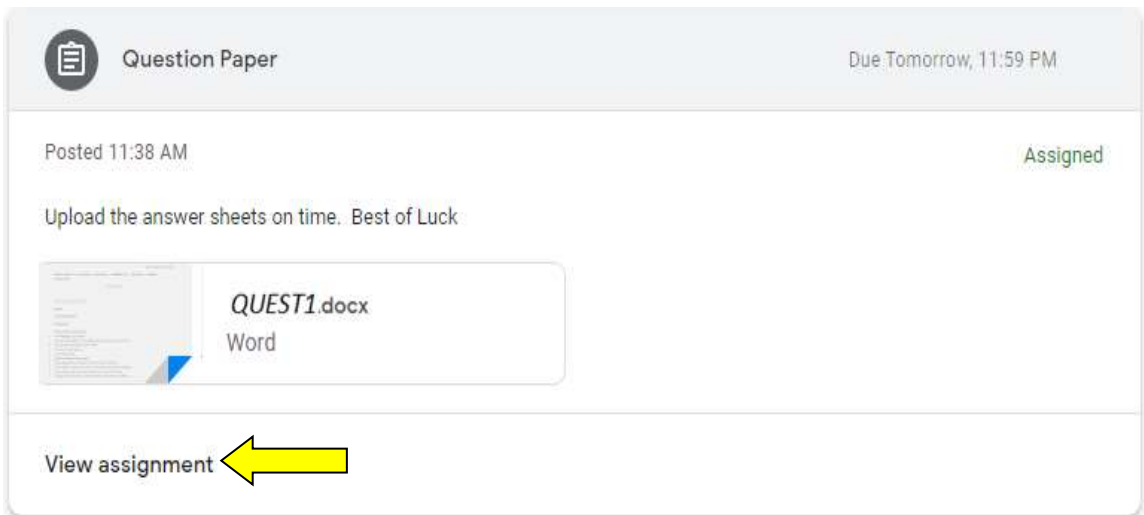
PAGE NUMBER : 2

- g. For clarity, students can preferably use single (one) side to write their exam (IN TOTAL TEN PAGES ONLY)
- h. After completing the exam, students should take photo/scan each page of their answer sheets in the order of their page numbers and submit them as a single PDF file within the scheduled time. **Maximum file size 10 MB.**
- i. Kindly take photos of your answer sheets very **clearly so that it is legible for reading.**

j. KINDLY SAVE THE ANSWERS SCRIPTS USING REGISTER NUMBER.
(For example, **FILENAME AS – 17BUJ001-SUBJECT CODE**)

i.e. Register number and subject code

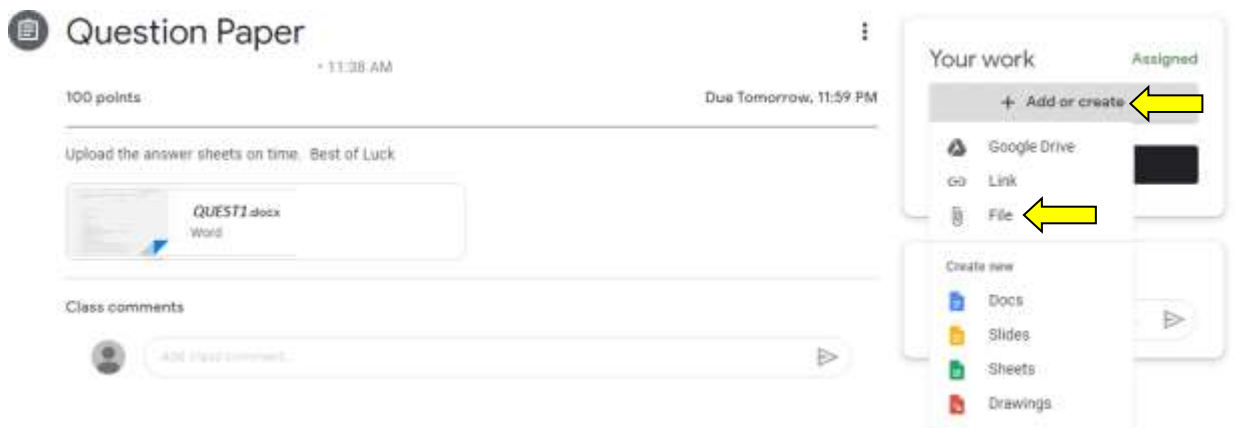
k. To submit your answer sheets, In Google Classroom, Click View Assignment



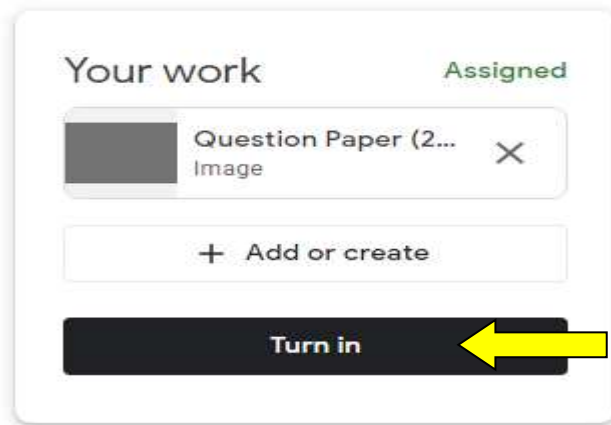
l. Click **Add or Create** and choose **File** and add the attachment as single PDF file.

i. If using **mobile**, in the same list choose, **Take Photo** and then choose **file** and **Add attachment**

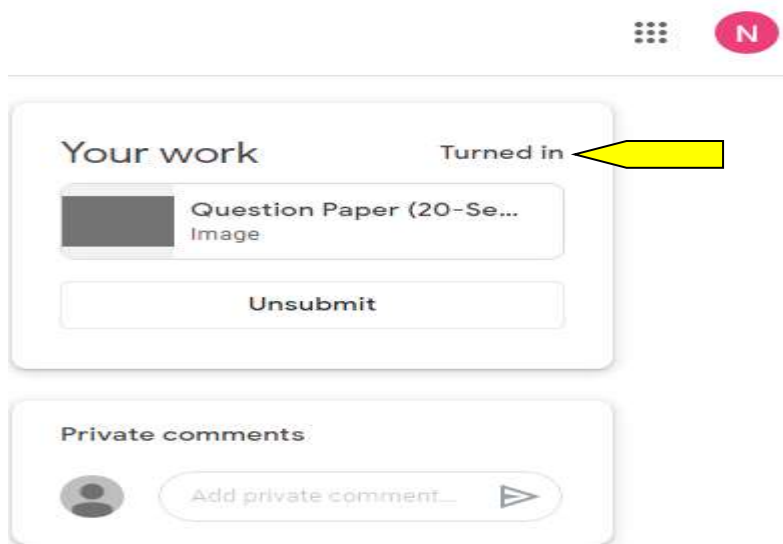
ii. If **Laptop or Desktop**, choose **File** -> choose **upload** -> **Browse** and **Add attachment**



- iii. **FINALLY AFTER ADDING THE FILE CHOOSE **TURN IN**. ONLY IF YOU CHOOSE **TURN IN** THE ANSWER SHEET WILL GET SUBMITTED**



- iv. Take a Screenshot of Turnedin status for confirmation purpose and Log out.



- m. Students should make their arrangement prior in advance so that there is no network issues(with respect to device and network)
- n. Students using mobile phones to write their exam should activate **Do Not Disturb** mode or Game mode so that there is no interruptions during the exam

- o. Students should position their camera such that their face and writing in the sheet is clearly visible



- p. If the students could not submit the file within scheduled time due to network or technical issues after due completion then to be intimated within 15 minutes of closure through mail communication to coe-ese@psgrkcw.ac.in / coe_ese2020@grgsms.ac.in . If not intimated through mail, the decision of acceptance with respect to late submission is duly with Controller of Examination
- q. Kindly follow the General Instructions attached herewith with respect to Online Examination

Wish you all the best