PSGR Krishnammal College For Women
Peelamedu, Coimbatore

Office of the Controller of Examinations

15.09.2020

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 2 hours with online mode . Students to login Myklassroom portal 15 mins before the start of the exam. Login Id and password 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.

5. **Video and Audio to be on** throughout the exam. 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 student enter the online portal.

8. Question paper will be visible to the students exactly at the start of the examination session. Timer will be on.

9. Students try to have sufficient A4 paper.

10. Register No, Subject Code and Title to be written by the student in the first page and page no. to be given to all pages. (Format enclosed)

11. Students to write the exam only in A4 Paper not exceeding 10 pages (Five A4 Sheets) in two hours, page number to be given to all pages. Afterwards 15 minutes will be given for uploading answer script in Myklassroom portal in PDF format. Students to upload the answer script in the portal, page number wise, by clicking the "upload answer script". After uploading they can log out and the timer will be closed.

12. Once the student uploaded the answer script "uploaded successfully" screen will be displayed. The student can take the screenshot of the same.

13. Everyday after completing the exam the student has to send the hard copy of the answer scripts in a sealed cover (with Register No, Subject Code and Title of the paper written on the cover) to the Controller of Examinations , PSGR Krishnammal College for Women , Coimbatore – 641004 through post / courier / registered post.

14. Faculty will be there to supervise the online examination similar to offline examination.

15. Students will be monitored (proctored) via video and audio mode. If there is violation automatically the portal will be closed. Hence movement is not permitted.

16. If there is any interruption or any issue in entering the portal, students can contact the respective HoD / Tutor immediately to rectify.

17. Online Exam Timetable will be uploaded in our website (www.psgrkcw.ac.in) shortly. There will be only one paper per day. Students are advised to adhere to general instructions.

18. Try to be very sincere in attending the exam.

19. 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.

20. Students to cooperate to complete the online exam in a successful manner.

Wish you all the best