



Office of the Controller of Examinations End Semester Examinations December 2020

Instructions to Students regarding Online Examinations

1. Online platform for examination – **Google classroom.**
2. Preferable device for taking up online examination is **PC / Laptop / Tablet / Mobile with good internet connectivity.**
3. Internet connectivity required – **minimum 2MBPS dedicated line.**
4. Duration of examination is 2 hours: **FN 9.30am – 11.30am / AN 2.00pm – 4.00pm**
5. Students to join online classroom 15 mins before the start of the exam.
6. Hall tickets will be uploaded in the website two days before the commencement of the exam.
7. Students to have their hall ticket and ID card with them while writing the exam for checking.
8. **Video to be turned on** throughout the exam. Setup your camera to focus on your face as well as your answer script. Only then the student will be considered as present. Audio can be unmuted whenever required.
9. Students to be seated in a comfortable and right place in bright light with proper visibility to the invigilator and not to be moved during examination
10. Faculty will be there to supervise the online examination similar to offline examination.
11. Students will be monitored (proctored) via video and audio mode
12. Attendance will be marked automatically as soon as the students join the classroom.
13. Question paper will be available to the students exactly at the start of the examination session as assignment attachment.

14. Students should ensure that they have received the right question paper and they should answer to respective paper especially in case of electives, functional / advanced English and any other optional subjects.
15. Students should have sufficient papers (Maximum 10 pages, ruled or unruled) well in advance.
16. **Register Number, Class, Subject Code, Title of the Paper, Date and Session**, to be written by the student in the first page. (sample format given below)

END SEMESTER EXAMINATION - DECEMBER 2020	
REGISTER NUMBER :	17BUJ001
CLASS :	II B.Sc Computer Science
SUBJECT CODE :	MCS1910
SUBJECT NAME :	Computer Networks
DATE :	12.12.2020
SESSION:	FN / AN

17. **Register Number** and **Page Number** to be written in all pages **at the right hand top corner**.

Register Number Page Number
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18. Students can write the exam in ruled or unruled Paper (can use front and back) in two hours and adhere the number of words according to the questions
19. After completing the examination, the students can scan clearly all the pages of their answer scripts in the order of the page numbers, convert into a single PDF file and upload the answer script in the respective classroom assignment using “upload assignment”.
20. The file name of answer script PDF should be in the format; **registernumber-subjectcode**. For example: **19MCS001-MCS1910**.
21. Make sure that you are uploading the current answer script PDF for every examination and not previous exam’s answer script.

22. After uploading the answer script, students can inform the invigilator and leave the session.
23. After completing the exam the student has to send the hard copy of all 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.
24. If there is any interruption or any issue, students can contact their class tutor / subject incharge / invigilator, immediately to rectify their issues.
25. Online Exam Timetable uploaded in our website (www.psgrkcw.ac.in). Students are advised to adhere to general instructions.
26. Be sincere in appearing the exam, create professional atmosphere at your place and maintain formal dress code.
27. Students to cooperate for successful completion of online examination December 2020.

Wish you all the best