Office of the Controller of Examinations
End Semester Examinations June 2020 - 2021
Instructions to Students Regarding Online Examinations

A. EXAM CONDUCTION:

1. The Theory Examinations will be held in online mode through **Google Classroom** only. In case, if the students has any issues, contact your respective HOD to indicate.

2. The **Online Exam Schedule** is available in College website (www.psgrkcw.ac.in).
You are hereby informed to periodically look for regular updates in our college website.

3. All registered candidates who want to take up their examinations should have to join the respective Google classroom pertaining to that subject only with the **psgrkcw email-id.***

4. Subject-wise **Google classroom invite** will also be sent by the concerned faculty to every individual candidate well in advance to the date of respective exams.

5. As the online examinations will be conducted through Google Classroom platform, candidates can **download the question paper** exactly at the time of commencement of the examination.

6. The Duration of Examination is **2 hours**: **FN 9.30am – 11.30am / AN 1.30pm –3.30pm.** Students should join **Google Meet** (link available in respective classroom) 30 minutes before the examination starts. Entry after 10 minutes from the commencement of examination will not be permitted.

7. **Hall ticket** will be uploaded in the website Two days before the Commencement of the exam. It is mandatory that all the students should have their **Hall ticket and ID card** while writing the Exam. **Exemption for Ist UG.**

B. MONITORING STUDENTS:

1. Students will be monitored via **video and audio mode. Faculty** will be there to **supervise the online examination** similar to offline examination.

2. Candidates are instructed to make necessary arrangements for the gadgets like laptop/desktop, mobiles, tablets etc. and ensure the **Internet connectivity**.

3. Internet connectivity required–**minimum 2MBPS** dedicated line.

4. **Video must 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**.

5. 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**. Proper distance should be maintained from your device.

6. **Attendance** will be marked automatically as soon as the students join the **classroom (meet).**

7. 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.

C. ANSWER SCRIPT SUBMISSION:

1. Candidates should write the examination using A4 size papers **(Maximum-10 pages)** with sufficient **margin on all four sides (can use front and back)** to facilitate perfect scanning and adhere the number of words according to the questions.

2. The **first page** should contain the following particulars (Register Number, Class, Subject Code, Title of the Paper, Date and Session) and the candidates should start **answering below the table**.

END SEMESTER EXAMINATION - JUNE 2021

REGISTER NUMBER	: 20BCS010
CLASS SUBJECT CODE TITLE OF THE PAPE DATE SESSION	: I B.Sc. Computer Science : CS20C01 : Computer Networks : 16.06.2021 : AN/FN

3. The candidates shall write the **Reg No., Page. No** in the **top-right corner** of **every page.**

REGISTER NUMBER: PAGE NO:

4. To ensure readability, **write the answers very clearly** with enough spacing.

5. After completing the examination, the answer scripts should be scanned and uploaded as a **single pdf file** within **30 minutes** from the completion time of the examination through Google Classroom platform only as assignment using **"UPLOAD ASSIGNMENT"** before **FN 12.00 noon / AN 4.00pm.**

5. The scanned answer scripts should be sent as a **single .pdf file (not in many .pdf files)** only **(with the pages serially arranged)** and uploaded in the Google Classroom for the convenience of managing the answer scripts by the evaluator in an error-free manner.

6. The file name for the manuscript submitted will be **Reg. No_Sub Code.pdf.** For example, if a student with Register Number (Reg.No.20BCS010) submitting the answer scripts for subject with subject code: CS20C01 / Computer Networks) should give File name as: **20BCS010_CS20C01.pdf**

7. Make sure that you are **uploading the current answer script PDF** for every examination and not previous exam's answer script. If previous day/pervious semester/model exam answer scripts/blank pages etc., are uploaded it will not be considered for valuation. **It is the responsibility of the student to upload the correct answer script.**

8. After uploading the answer script, students can **inform the invigilator** and leave the session.

9 .After completing the exam the **student has to send the hardcopy** 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.

D.ANSWER SCRIPT SCANNING:

1. Candidates are instructed to take all initiatives and precautions to ensure **proper scanning of answer scripts with good scanner apps** with good lighting and brightness level for better readability by evaluator.

- Therefore, candidates are directed to maintain the **order and sanctity of the examination process.**

- If there is any **interruption or any issue during examination**, students can contact their **class tutor/ Subject in charge / invigilator**, immediately to rectify their issues.

- Be sincere in appearing the exam, create professional atmosphere at your place and maintain **formal dress code**.

- Students to cooperate for successful completion of online examination June –July 2021.

* It is applicable for arrear students also.

ALL THE BEST…