

**Department of Applied Science**

**COLLEGE OF ENGINEERING KIDANGOOR**

**Instructions/Guidelines to 1<sup>st</sup> year B.Tech students for attending Online-Class-Test-2**

1. All students are instructed to write the answers in A4 paper/book. After completing the exam, they should scan and make single PDF document of all pages of answer scripts and are instructed to send **the PDF document (use proper file name as explained below in Sl. No:3)** to respective faculty through e-mail **within 15 minutes after the examination.**
2. Students will receive the question papers from their class Whats-App group and CMS (Campus Management System-Web You Campus) just before the exam
3. Students are to send the scanned papers in PDF format with file name **(Capital letters only, separated by hyphen) <Semester>Class-Roll No (2 digits)-Course Code-(Course Name Abbreviation for EST120 & EST130 only)-number of pages.pdf>**

Eg-1: For the course: Vector Calculus, Differential Equations and Transforms, for the student (S2 ECE) with roll number: 5 with 4 pages of answer sheets (2 papers written back-to-back), the PDF file name should be:

**S2-ECE-05-MAT102-04.pdf**

Eg-2: For the course: Basics of Civil & Mechanical Engineering, for the student (S2 CSE-A batch) with roll number: 12 with 3 pages of answer sheets for BCE and 2 pages for BME (written back-to-back) the PDF file name should be:

**S2-CSE-A-12-EST120-BCE-03.pdf**

**S2-CSE-A-12-EST120-BME-02.pdf**

Eg-3: For the course: Basics of Electrical & Electronics Engineering, for the student (S2 EEE) with roll number:7 with 2 pages of answer sheets for BEE (Basics of Electrical) and 1 page for BEC (Basics of Electronics)(written back-to-back) the PDF file name should be:

**S2-EEE-02-EST130-BEE-02.pdf**

**S2-EEE-02-EST130-BCE-01.pdf**

4. Students will be given 1.5 hrs for the test including 1 hr for test and 0.5 hrs (maximum) to upload the written answer script in PDF format. Strictly follow the file name format as explained above.
5. **Students must complete the exam within the time frame allotted for the exam (10:00 AM to 11:00AM). Exams must be conducted in one sitting. For the successful completion of this exam, parents are requested to ensure the participation of your Ward**
6. The Question paper will be for 20 marks from the portions as given with exam timetable/schedule (collect exam schedule from your tutor).
7. CamScanner (Android/Windows/iOS) or similar App can be used in your/parent's/ others mobile phone to scan, trim, fine-tuning, smudge, annotations, sort, compress (if needed to reduce file size), and convert to PDF, and finally send to faculty-in-charge of your respective subject (Contact number/WhatsApp number & e-mail address of respective faculty are available with Exam TimeTable provided to you). **Do a prior practice on making PDF document with multiple pages.**

**Best Wishes to ALL**