

- **Read the following general instructions carefully before attempting your exam.**
- Each student **registered for the exam** will receive an email in his/her IITG outlook email between **2.45 PM and 2.55 PM on 13.06.2020** from bhriguraj@iitg.ac.in. The email will have an attachment which is the question paper for the student. There will be 2 questions; marked as A and B. The question paper also contains a 5-character **Paper Code**. If you are not receiving the email before 3:10 PM, then contact the instructor over WhatsApp, mentioning your name and roll number.

Maximum mark is 15 (5 for A and 10 for B).

- Write your answers neatly with pen on a paper. You have to use two pages for your response, one page to each question. **Write the following on the top side of each page of the answer sheet without fail.**

(1) Your full name (in BLOCK LETTERS)

(2) Your IITG Roll number

(3) Paper code (in BLOCK LETTERS)

(4) Your signature

- After writing the answers, scan the answer sheet and merge it into one pdf file with maximum 2 pages. Make sure your mobile phone has the right scanner apps so that you can do scanning and merging quickly. Kindly do practice this before the exam so that you are familiar with these processes. Save the pdf file as **<Roll No_Paper Code_ES>.pdf** where Roll No is your 9-digit unique Roll Number and Paper Code is the 5-character Paper Code marked on the question paper.
- Submission of the answer sheet is done through IITG Moodle. However, provisions for two file uploads (one for each question) is also given in the Moodle for those who could not merge the file. Single file submission is preferred. Once you are done with upload of file(s), **click on SUBMIT** button without fail. **Max submission size is 1MB. Moodle will be open from 3:00 PM onwards. Early submissions carry more weightage. Submissions after 4:30 PM, but before 5:00 PM, will have late penalty.** Any submissions after that will get zero marks. Moodle will still accept submissions up to 6:00 PM.
- If Moodle upload is taking time/facing technical issues, after 4:30 PM, you can send the file via email [johnjose@iitg.ac.in] or WhatsApp [[9048665842](tel:9048665842)]. In all cases, the file should be clearly visible, properly named, your Roll number and Paper Code should be given in the mail/WhatsApp messages clearly. It is your responsibility to ensure quality of the scan and naming conventions before upload.
- Even if you are late in completing the exam, try Moodle submission. But if there are upload issues, email / WhatsApp the Instructor only after 4:30 PM. Use only one of the three modes; Moodle/Email/WhatsApp. Multiple submissions will attract penalty.

***** BEST WISHES *****