The final year/semester examination, 2020 of University of Calcutta

Instruction for Students

- Each student **must have a valid email id to submit the answer script. Preferably gmail id.**
- Each student **must scan her/his CU Registration Certificate in PDF (less than 1 MB)**
- The college will **accept only one answer script (less than 100MB) from each candidate for each exam unless otherwise instructed by CU.**

Preparing the answer scripts.

1. On the Front Page (1st Page) students must write their
   - University Registration Number
   - University Roll number
   - Subject Paper, Group/Unit name
   - Date

2. On each page students must write
   - University Registration Number
   - University Roll number (for Commerce Roll number of previous examination)
   - Page number (in each page)
   - Date

3. Students must use A4 size white paper (not ruled)
4. Students must write their answer on one side of the page
5. Answers must be written in black ink. .

C. Creating a soft copy of the answer script

1. Install a Scan app from google Playstore to Scan and create PDF of the answer script.
2. Scan each page one-by-one using the app and create a single PDF file for the entire answer script.
3. File size must be less than 100MB.
4. Answer script file name should be of the following style: DD_REGISTRATION NO.pdf
   DD = Only date not the month and year
   Example: If the date of examination is 01-10-2020, then DD=01
   REGISTRATION NO = Your CU Registration No [i.e. 111-xxxx-xxxx-17]
   File Name = 01_111-xxxx-xxxx-17
   Note: Each student is allowed to upload the answer script in one PDF file.